



DRAFT

**Maxfield Public Library
Trustee's meeting
Date: 3/3/25**

In attendance:

Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann

Alternate Trustees: Dyrace Maxfield, Brianna Hemmah

Library Director: Christina Finemore

Staff: Kay Doyon

Chairman Moser called the meeting to order at 5:46.

February Minutes: Chairman Moser made a motion to approve the minutes as written. Trustee Corliss seconded the motion. The motion passed unanimously.

Director's Report: Director Finemore presented the report. She will be looking for volunteers for the "Friends of the Library" group to fill leadership roles and establish this new club. The Eisner Grant has been submitted by Youth Services Director Buttermore. Upcoming programs include Into the Blue Zones, St. Patrick's Day Cupcake Making, Origami with Sean, and Family Book Club.

Visitors: 857

Attendees: 252

New Patrons: 15

Programs: 47

New Items added: 181

OLD BUSINESS:

***Collection Development Policy: Trustee Herrmann made a motion to accept the policy as read with the exception of placing the "Purpose" section before the "Collection Analysis" section. Chairman Moser seconded the motion. The motion passed unanimously.**

***Reconsideration Policy: The Trustees and Director Finemore had a discussion about the Reconsideration Policy. Some minor changes were discussed. Chairman Moser made a**

motion to accept the “Request for Reconsideration Policy” as written with a few minor changes. Trustee Corliss seconded the motion. The motion passed unanimously.

HOUSEKEEPING ITEMS:

***The roof was inspected and the icicles on the roof have been removed.**

***The light in the lobby is currently on the schedule to be fixed by Mulleavy Electric. They will be replacing the faulty fixture with a new LED Troffer type fixture with emergency backup lighting. They are waiting for the parts to arrive and then will be scheduling an appointment.**

***Elevator and Alarm system inspected the systems. The elevator is working well. Encore Fire Protection suggested replacing a heat detector in the meeting room kitchen due to the age of the device. They also suggested replacing a smoke detector above FACP. The total price for these replacements is \$590.00. Director Finemore gave them the go ahead to do the work.**

NEW BUSINESS:

***The State Trustee Conference is in May. During the April meeting the Trustees will discuss who would like to attend and vote on the cost of the event.**

***Director Finemore presented budget updates of concern within the line items. The following is projected:**

Telephone: Projected to go over budget by \$685.86

Building Maintenance: Projected to go over by \$7,284.30

Technology: Projected to go over by \$1,158.69

Total Projected Overage: \$9,128.85

The Trustees had a discussion on the flexibility within the other areas of the budget and will vote to move money within the budget in order to accommodate these projected overages. This will be an ongoing process.

Treasurer’s Report-

Trustee Corliss gave the Treasurer’s Report. All the accounts are balanced. She did share that the library debit card can be used up to \$2000 a day at an ATM machine and purchases are limited to \$5000 a day.

Public Comment: None

Chairman Moser made a motion to go into a non-public meeting under RSA 91-A3:11 (a) at 6:50 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to return to the Public Meeting at 8:38 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to adjourn the meeting at 8:39 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, April 2, 2025 at 5:45 at the Maxfield Public Library.

Minutes submitted by Becky Herrmann on March 4, 2025