



**Maxfield Public Library
Trustee's meeting
Date: 5/17/2023**

**In attendance: Trustees: Dyrace Maxfield, Elizabeth Moser, Juliana Lawler
Library Director: Not present this evening
Members of the Public in attendance: None**

At 5:50 pm Dyrace called the meeting to order.

- At 5:52 pm Dyrace made a motion to enter non-public session under RSA 91-A:3 Ilc and Elizabeth seconded the motion. All in favor.
- At 6:40 pm Dyrace made a motion to re-enter public session and Juliana seconded – all approved.
- **Approve Meeting Minutes** – April 19th meeting minutes were accepted without changes.

Public Session

- **Trustee Report**

- Old Business

- Storage cabinets for the bathrooms are being assembled by Eric and will be installed in all bathrooms.
 - Thermostat replacement will be discussed at the next meeting when Emily is present.
 - Birch trees at the library entrance have been removed. Juliana reported that Dylan has finished the Little Library to be installed near the entrance. Trustees will follow up with Emily to what plans are for landscaping (did she reach out to Loudon Garden Club, etc.
 - Dyrace brought up the idea of the library hosting an information event for Friends Group Volunteers (meeting at The Villages in Loudon?). Will table the discussion to next month's meeting.
 - Will put a sensory table update on the agenda for next month.

- Public Input N/A

- New Business

- The alarm system billing issue is resolved- Current bill is \$5,926.11 and Dyrace made a motion to make the payment to Capitol Alarm from the Trust fund. Elizabeth seconded the motion and all were in favor, motion passed.
 - There continue to have been issues with the alarm system video playback feature.
 - Dyrace would like Emily to put new air filters (replacements for 3 machines) into the budget for every 6 months. She could set up an automatic order with Blue Air and have staff replace them. Dyrace will provide information.
 - Dyrace will be getting an estimate this week for wallpaper removal and paint in the meeting room.
 - Discussed wage increases for staff. Trustees signed merit raise forms for all hourly staff and Christina.

- **Trustee Treasurer's Report**

- All trustee accounts have been reconciled. Library bank checking account is also up to date.
- Dyrace reviewed debit transactions that Emily provided in the transaction list.

- **Director's Report- April 2023 Summary**

What's New

- The Sustainability Series went well overall. A few individual programs had low turnout, but for a free series it was great!
- Christina has 11 classroom visits planned at LES for May/June to focus on school outreach.
- Hoopla use is picking up slowly but surely. 30 users, 32 uses in April.
- The Zoo New England pass has been added to our collection of discount passes. The Seacoast Science Center will also be added.
- The recent plant swap quickly turned into a Plant Giveaway, but that is great too! Many donated plants found new homes. Local wholesale company, Proven Winners, donated tomato plants, mint, basil and other herb plants. Close to 100 plants were given away.
- Circulation and Program Attendance in April- 1217 checkouts; 405 program attendees; 1125 visitors; 27 new patrons; 176 new items; 35 programs

Meeting was adjourned at 8:20 pm- Dyrace made a motion, Juliana seconded, all approved.

Our next meeting dates will be Wednesday 6/14 at 5:45 pm and Wednesday 7/19 at 5:45 pm.

Submitted by Trustee Elizabeth Moser on 5/18/23