



**Maxfield Public Library  
Trustee's meeting  
Date: 5/7/2025**

**In attendance:**

**Trustees: Elizabeth Moser (Chairman), Dyrace Maxfield (Treasurer),  
Brianna Hemmah (Alternate Trustee)  
Interim Library Director: Nicole Gauvreau**

**Members of the Public in attendance: Curtis Rude**

At 5:51 pm Chairman Elizabeth Moser called the meeting to order and attendance was taken.

Motion was made by Elizabeth to seat an alternate trustee, Brianna Hemmah, for voting. Seconded by Dyrace.

Trustees said goodbye to Christina Finemore and welcomed Nicole Gauvreau as interim director. Trustees are currently accepting resumes for the new director.

Unable to approve April meeting minutes because changes still need to be made to draft and Becky was not able to be present at the meeting. Will make changes for the next meeting and approve in June.

**Directors Report- see attached**

**Public Session**

**Old Business**

- Monthly Hoopla update- see attached
- Library financials- Elizabeth made a motion to hire an accountant for 2 hours a month starting in June. Brianna seconded the motion and all were in favor and it passed. Nicole will look into whether a Quickbooks update is needed.
- Circulation Access Policy- tabled to next month because a Senate committee hearing happened but there was no voting.
- Housekeeping items
  - Light in lobby- was replaced with a functioning unit
  - Encore Fire Protection work- fixed and done. Encore can do extinguishers and sprinklers as well.
  - Basement situation with water- should be dry for a bit at this point while next step is determined
  - Solar panels- Dyrace will connect with George Saunderson and Nicole.

- Spring clean-up & long range groundskeeping- Becky spoke with Tasker and got a quote for clean up. Trustees will move forward with Tasker and also ask them about the front walkway bricks that are buckling.
- Front (original) entry clean-up and repair (indoor and outdoor)- will have Tasker take a look.
- Little Lending Library- Elizabeth will bring options and check if old one can be installed in the gazebo at rec fields- tabled to next month due to director leaving and other things more pressing.
- Friends Group follow up- tabled for now due to director search.
- Budget Bill/Library Defunding- not really much new info, has been drawn down.

### **New Business**

- Dyrace made a motion to establish a grant related bank account and Brianna seconded the motion, all were in favor and motion passed.
- Meeting Room policy discussion about possible change after last public comments. Curtis Rude, a Loudon resident, came to provide more information about how other libraries use meeting room space. Elizabeth asked Nicole to look into the policy at other libraries of similar size. Elizabeth explained to Curtis that it could be a bit of time before we make any changes to the current policy.
- Staff vacation tracking- at this time the town does not track and trustees will look into checking sheets.
- Adding staff member to the library director search- Nicole raised this idea. It was discussed among trustees and decided not to add a staff member to the search but instead to have Nicole look at final candidates.

### **Treasurer's Report**

- Trustee Conference in May- Elizabeth provided receipt for reimbursement for \$65.00
- Accounts have been updated with a new trustee and the old trustee has been removed.
- Trust funds and accounts reconciled for April 2025
- Book receipts were provided. Dyrace made a motion to accept a book receipt request for \$1706.22 to come out of the expendable trust fund for books and make a request to the trustee of the trust. Brianna seconded the motion. All were in favor and the motion passed.
- Follow up on investment bonds- will be suspended at this time because the bond market has dropped.

**Public Input- see notes under meeting room policy discussion.**

**Non-Public Session- Nicole requested a non public session. Additionally, there was a review of director candidate resumes. Elizabeth made a motion to go into a non-public session at 7:43 pm. Dyrace seconded the motion. All were in favor and it passed. See non-public notes.**

**Re-Enter Public Session at 8:55 pm.**

### **Adjourn**

- Elizabeth made a motion to adjourn the meeting at 8:56 pm, Brianna Hemmah seconded the motion, and motion passed unanimously.
- The next Maxfield Library Trustee Meeting will be the first Wed of the month on 6/4 at 5:45 pm.

Submitted by Trustee Elizabeth Moser on 6/4/24.

**\*\*Please note that the Meeting Agenda is subject to change at the discretion of the chairperson.\*\***

DRAFT