



Maxfield Public Library

Trustee's meeting

Date: 11/6/24

In attendance:

Trustees: Amy Corliss, Becky Herrmann

Alternate Trustees: Dyrace Maxfield, Brianna Hemmah

Library Director: Christina Finemore

Trustee Corliss called the meeting to order at 5:44. Chairman Moser was unable to be at the meeting. Trustee Corliss made a motion to seat Alternate Trustee Maxfield as a voting member for today's meeting. Trustee Herrmann seconded the motion. The motion passed unanimously.

September Minutes: Trustee Corliss made a motion to approve the minutes. Alternate Trustee Maxfield seconded the motion. The motion passed unanimously.

The Trustees want to officially welcome the new Maxfield Public Library Director. Congratulations to Director Christina Finemore. Christina has done an amazing job over the years in the Children's Room and most recently as Acting Director.

Directors Report: Director Finemore shared that programs are going well. This past month there were 1465 visitors, 12 new patrons, 567 attendees of the 39 programs, and 142 new items added. There will be a Book Donation Bin outside the library for members of the public to drop off unwanted books. Director Finemore applied for the State Farm Community Grant to try and gain funding for afterschool STEM workshops for kids in upper elementary and middle school. Upcoming programs in November include Christmas Card Making, Climate Change Talk, and Bears in New England. Congratulations to Librarian Sean, who recently earned his Master's of Library Science!

OLD BUSINESS:

Library Sign Update: Director Finemore discussed the progress with the sign. Nick, from Hitac Studio, will be communicating with her by Friday, November 8th on the progress and will schedule the install date. The new sign will be placed on the preexisting posts, given they are

in good shape. Alternate Trustee Maxfield proposed the idea of giving the posts a sand and stain, if needed to refresh, when the weather is warm enough in the spring.

Heating Oil Pre-buy and Wall Mount Heating Vent: The heating oil pre-buy with Huckleberry Oil is all set. The Wall Mount Vent will be installed on December 9th. The new unit is due to the old unit not working anymore. This issue was brought up to the Trustees at the October meeting and was marked as urgent due to cold weather coming.

Alarm Update: Director Finemore has the alarm administrator code. She has updated all the codes. Capitol Alarms typically checks the fire extinguishers. Capitol Fire came and inspected them as well. They said Maxfield Public Library is on a yearly rotation to inspect them.

Hoopla Update: Hoopla will be back this coming week. As discussed, there will be a limit of 5 checkouts a month. The change in the amount of checkouts allowed is due to budget, a common theme among many libraries right now due to an increase in cost of Hoopla.

Housekeeping Items: The Fall Clean-Up Day on October 20th went well. Trustee Corliss and Alternate Trustee Hemmah ran the clean-up day. There were some adults that helped as well as some teenagers that were able to get community service hours. The property is looking great and will be easier to manage. There is a pile of brush behind the shed that needs to be removed. Trustee Corliss will reach out to the town to see if they can remove it. If not, Trustee Herrmann will remove it with her trailer. The pillars at the front and side door could use paint to protect them from rot. The roof should be looked at due to some rusting that is noticeable. There are also weeds growing between bricks on the walkway that should be addressed. These have all been noted for a revisit in the spring.

Basement Mold Remediation Follow-Up: Rescon came and met with Director Finemore. The suggestion was to install a dehumidification system. The cost would be \$3,395.16. This would include installation, electrical, and drainage. RNT is coming to the library to also give a quote to run the electrical for the dehumidifier. Director Finemore had purchased a different dehumidifier for the space. Alternate Trustee Maxfield suggested getting the electrical run and using that through the winter to see if it does the job well enough. The Rescon person said that the dehumidifier previously purchased would have to be emptied roughly four times a day in the summer. Trustee Herrmann suggested seeing if there is plumbing in that area that a hose could run to so this is not necessary. Once Director Finemore receives another quote the Trustees will revisit this issue and look at all options before making a final decision.

NEW BUSINESS:

Building Maintenance Budget Line and Upcoming Projects: Director Finemore reported that the new sign and the new wall mount heating vent would be all the Building Maintenance Budget Line would allow. Director Finemore presented a detailed packet of options to consider to move more money to this budget line for other issues that arise. Trustee Herrmann made a motion to move the \$1300 from the Education and Training line to the

Building Maintenance Line. Alternate Trustee Maxfield seconded the motion. The motion passed unanimously. This business will go on the agenda for the next meeting in order for the Library Trustees to keep an eye on any other needs. If needs arise the Trustees stated that there were options available.

Any Staffing Updates: Director Finemore praised the existing staff. Everyone is working hard and every area is covered. Congratulations to Nicole Gauvreau, who will now be the Youth Services Librarian/Assistant Director. The Library Trustees would like to thank Director Finemore for her work in interviewing candidates. The Trustees are excited to welcome Nicole and think she will be a great addition to the Maxfield Public Library!

Alternative Energy Committee: Alternate Trustee Maxfield went to the Alternative Energy Committee meeting and is going to have them come and present at an upcoming Trustee Meeting about the possibility of solar panels being installed on the roof of the library.

Inclement Weather Policy Review: Director Finemore presented a new policy. The Inclement Weather Policy discusses when the library would close/have limited services due to weather and how the public would be informed about the closure. An important note would be that the library would only open if two staff members would be able to make it to the library. It would never open with only one staff member. The Library Trustees will review this policy on their own and it will be discussed at the next meeting for a possible vote.

Treasurer's Report: The unencumbered funds from the previous budget cycle, in the amount of \$8,908.20, were returned to the Town of Loudon. All accounts are up to date. Book Reimbursements were \$571.70 for the month of October. Trustee Corliss made a motion to make the reimbursement. Alternate Trustee Maxfield seconded the motion. Investment bonds were on hold until new hires were made. The Trustees need to schedule a meeting. Trustee Corliss will send an email to find a date.

Public Input:
No Public Input

Adjournment: At 6:35 PM Trustee Corliss made a motion to adjourn the meeting. Trustee Herrmann seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, December 4, 2024 at 5:45 at the Maxfield Public Library.

