



DRAFT

**Maxfield Public Library
Trustee's meeting
Date: 10/2/24**

In attendance:

**Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann
Alternate Trustees: Dyrace Maxfield, Brianna Hemmah
Library Director: Christina Finemore**

Chairman Moser called the meeting to order at 5:45.

August Minutes: Trustee Corliss made a motion to accept the minutes as written. Director Moser seconded the motion. Motion passed unanimously.

Directors Report: Acting Director Finemore presented the Director's Report.

***Programming has been going well. There was a full house for the Amelia Earhart event and apple picking at Meadow Ledge had 30 in attendance.**

***Upcoming Programs: Children's Costume Swap, Pumpkin Decorating Contest (thank you to Pearl Farm for the pumpkin donations), Cub Scout Recruitment, UNH STEM Bus, Backyard Medicine Class with Maria Groves.**

***The staff has been busy cleaning out the back room storage area, Children's Room, and Circulation Desk. Thank you to Apple Hill Farm for a donation of outdoor fall decorations.**

***Maxfield Public Library will be closed November 28th, 29th and 30th for the Thanksgiving Break. Christmas Eve and New Year's Eve the library will also be closed.**

***September Statistics: 893 Visitors, 269 Attendees, 14 New Patrons, 30 Programs, 140 New Items Added**

OLD BUSINESS:

Library Sign: The Library sign is in need of replacement but from a historical standpoint the Trustees and Staff agreed the sign should keep its current look. After reviewing a few quotes from companies the Trustees discussed the quote from Hitac Studio for \$1,700. This would include installation. Chairman Moser made a motion to approve the \$1700 to produce and install the new sign. Trustee Corliss seconded the motion. Motion passed unanimously. The

Trustees will keep one side of the old sign to hang inside the library and one side will go to the Loudon Historical Society.

Ceiling Repair Update: As discussed previously, water stains were observed on the ceiling of the main part of the library near the big bay window. The Trustees had given the go ahead to fix the problem. An update to the project is that the drywall was replaced the entire length of the wall. The project is complete and it came out great.

Draft of Library Budget: The Trustees reviewed the budget with the attending meeting patrons. There was one question about possibly resubscribing to Hoopla. The reason for this service being shut down was the high rising cost. The Trustees would like to bring Hoopla back but put a limit on the amount of books each month, possibly trying 5 checkouts a month to start. According to Alternate Trustee Hemmah, this limit seems to work for Laconia Public Library. Acting Director Finemore will restart the service and give the Trustees an update on how it is going and if it seems to be meeting the needs of the patrons.

Dehumidifier: After having the mold situation mitigated in the basement (off of the Children's Room), Chairman Moser had a question about possibly running a dehumidifier in that area to potentially keep this from recurring. Acting Director Finemore will check with the mold mitigation company to see if they recommend running a dehumidifier and if so what type they would recommend.

Alarm Update: The current alarm system is paid up until February with Capital Alarm. The issues with the alarm seem to be fixed. Chairman Moser and Acting Director Finemore set up a monitor within the library to be able to check the cameras for up to 90 days. The Trustees and Director can still access this from cell phones as well, but the monitor is more trustworthy, as it is directly attached to the system hardware.

Fall Clean-up: The Trustees are having the first annual Outdoor Fall Cleanup on October 20th from 9 to 12. The goal is to clean up around the outskirts of the library and decorate for fall. The Trustees are looking forward to having community members come help. High School students will be able to get their community service hours signed.

Liability Waiver: At a previous meeting Chairman Moser brought up the fact that there should be a waiver for people that come to the library to volunteer. Trustee Herrmann wrote a waiver and presented it. Chairman Moser approved the waiver with the addition of a parent/guardian line. Trustee Corliss seconded the motion. Motion passed unanimously.

NEW BUSINESS:

Heating System and Heating Pre-buy: Acting Director Finemore alerted the Trustees to an issue with the heating system at the library. The Trustees were told that the past Director had put a space heater in the area with the issue. The Trustees agreed that space heaters should not be used and the problem needs to be fixed. After a Acting Director had the

consultation with Huckleberry Heating, the conclusion was that replacing two heaters that have been there since the 1970's would solve the issue. The estimate received was \$2950 to replace two PSU 30 wall mounted heaters. Given the time of year, this is an urgent issue. Trustee Herrmann made a motion to have Huckleberry Heating replace the heaters for \$2950. Trustee Corliss seconded the motion. The motion passed unanimously. Acting Director Finemore will also have them make a note to check the oil tanks every year, as the age of the tanks is unknown. Per their inspection they are still functioning properly. Acting Director Finemore received a quote with choices from Huckleberry Heating. Chairman Moser made a motion to choose the Fixed Price Pay as you go option and lock in at 2500 gallons for \$3.53/gallon. Trustee Corliss seconded the motion. The motion passed unanimously. Acting Director Finemore will contact Huckleberry Heating and get the process going.

Returning Unencumbered Funds to the Town: There was budget money left over from this past fiscal year. Trustee Corliss made a motion to return \$8,908.20 to the Town of Loudon. Trustee Herrmann seconded the motion. Motion passed unanimously.

Treasurer's Report:

*Balance of accounts is all good.

*A letter was drawn up to take \$4309.62 from the Library Collection Maintenance Fund. It was accidentally taken from the checking when requested so this is rectifying the situation. Trustee Corliss made a motion to move these funds. Chairman Moser seconded the motion. Motion passed unanimously.

*Book funds- Trustee Corliss presented two letters that are requesting \$1165.07 and \$1416.95 from the Library Collection Maintenance Fund to the Library Checking Account to pay book bills. Trustee Corliss made a motion to accept these funds being transferred. Chairman Moser seconded the motion. The motion passed unanimously.

*Investment Bonds- Trustees will meet in the next 60 days to discuss. This was put on hold previously so the Trustees could focus on hiring a new Library Director.

Public Input:

Kay Doyon - She informed us that George Sanderson will be reaching out about putting a solar array on the library roof.

Adjournment:

Chairman Moser made a motion to adjourn at 6:45. Trustee Corliss seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, November 6, 2024 at 5:45 at the Maxfield Public Library

