



Maxfield Public Library

Trustee's meeting

Date: 10/8/25

In attendance:

Trustees: Elizabeth Moser, Becky Herrmann, Dyrace Maxfield (late), Brianna Hemmah

Library Director: Kersten Matera

Youth Services Librarian: Nicole Gauvreau

Public: Kay Doyon, Fire Chief Burgess

Chairman Moser called the meeting to order at 5:46 PM. Chairman Moser made a motion to seat Brianna Hemmah as a voting member tonight. Trustee Herrmann seconded the motion. The motion passed unanimously. *Trustee Maxfield arrived at 6:35 and will now be voting.*

Chairman Moser made a motion to approve the September minutes as written. Trustee Herrmann seconded the motion. Alternate Trustee Hemmah abstained because she was not present at the last meeting.

Fire Chief Blanchette was present at the meeting to discuss the library sprinkler system and fire response. He shared the CIP process and the need to have the Maxfield Public Library's system part of this process. According to Chief Blanchette, Capital Fire donated the sprinkler system and it has been in place for 30+ years. At that time the rest of the system, which includes a tank and a pump, was never finished by the town. The town buildings in the village as well as the houses located there rely on the fire department to be able to access the dam for water if there would be a fire. Currently the water is so low it is not accessible and this can also happen in the winter. Chief Blanchette would like to work collaboratively with the Library, Charlie's Barn, Fire Station/Police Station (Safety Complex), Town office, and the Historical Society to create a solution to this problem that affects all of these buildings. The solution would be a 30 thousand gallon cistern buried under the parking lot in the fire department parking lot (at the bottom of the hill by the library). There would be a 12x12 building also installed to house one big pump that would be able to service all the town buildings and the village. The alternative would be each building installing their own system. Working together would mean only one service maintenance plan for the pump, however

each individual building would still have to do a yearly fire sprinkler inspection. This conversation will be ongoing between Fire Chief Burgess and the Library Trustees.

Director's Report: Director Matera presented the Director's Report. In the month of September the library had 1218 visitors and offered 26 Children's programs, 3 Teen Programs and 17 Adult Programs. October Programs include Parent-Child Play & Learn, Apple Fun at Meadowledge Farm, Lego Club, Sensory Play, Music & Movement, Fire Department Storytime, and Halloween Sand Art. For more information on the dates and times of Library Programming please visit the library for a calendar of events or visit the website at <https://maxfieldlibrary.org/>

Library Accountant/Bookkeeper Update: Director Matera and Trustee Maxfield met with Tammy from Tilton Hill Business Services and it went well. She set up Quickbooks and had Trustee Maxfield connect our bank account for automated download of the bank statements.

Meeting Room Policy: Tabled until November

Personnel Policy Update: The Personnel Policy has been an ongoing discussion with the Trustees. The goal was to align more with the Town of Loudon Personnel Policy. Trustee Herrmann made a motion to approve changes to the Personnel Policy as presented. Chairman Moser seconded the motion. The motion passed unanimously.

Circulation Policy: Director Matera and Alternate Trustee Hemmah will sit down and discuss changes to the Circulation Policy and the Trustees will discuss and vote on these changes at the November meeting.

Patron Policy: After a discussion between the Director and the Trustees, Chairman Moser will schedule a meeting to meet with Youth Services Librarian Gauvreau to discuss and make changes. These changes will be brought to the November Trustee meeting for review and a vote.

Meet and Greet: On Tuesday, November 25th the Library will host a Meet and Greet with the new Director. This will take place from 4:30 to 5:30.

Phone Update: The Trustees reviewed three proposals. The big difference was leasing phones versus owning phones. After discussion the Trustees like the lease option because they would be updated if technology was updated. Director Moser made a motion to go with Showtime Technologies as the provider for the phones. Trustee Herrmann seconded the motion. The motion passed unanimously.

Ongoing Basement Issues- Last year a mold remediation company came to address a mold situation and put a solution put in place for the south basement of the 1909 part of the building. This is not a place where community members would go. Director Matera alerted the Trustees to issues that are now happening in the north basement of the 1909 part of the building. Director Matera had 3 different companies out to assess the situation. A certified inspector from Groundworks assessed the basement and said the 1909 part of the building was in 2nd stage foundation failure, which would require a \$100,000 fix. 603 Basement Solutions was concerned about cracks on the 1st floor and if they were from settling or from humidity airflow. They suggested several solutions including cutting out all of the drywall. Erickson Foundation Solutions does not think the issue is with the foundation. Their assessment was that the main beam is failing. Due to the staggering responses from 3 different companies the Trustees discussed and decided it would be best to have a structural engineer from an independent company come to the library to do an assessment. This will be an ongoing discussion.

Basement Cleanout- There is a significant amount of debris and trash that needs to be removed from storage in the basement of the library. These items include old furniture, paint cans, and slate from the old roof. Director Matera received a quote to remove these items from "Junk in R Trunk, LLC. The slate will be moved to the Historical Society and the rest will be disposed of properly. Trustee Herrmann made a motion to spend up to \$1500 to empty the junk from the basement. Chairman Moser seconded the motion. The motion passed unanimously.

HVAC quotes: The AC in the main library is not working anymore. Director Matera received 3 quotes for a new unit. This would also include replacing the thermostats. Trustee Maxfield made a motion to move \$8954.00 from the trust fund ending in 9002 into the budget checking account to cover the 5 ton AC unit from Comfort Matters LLC. Trustee Herrmann seconded the motion. The motion passed unanimously. Trustee Maxfield made a motion to move \$705.00 from the trust fund to the budget checking account ending in 9002 for the thermostat. Trustee Herrmann seconded the motion. The motion passed unanimously.

Vacation Schedule 2025/2026- The library will adopt the following schedule for this year: Thanksgiving Eve closing at 3:00, Thanksgiving closed, Friday and Saturday following Thanksgiving closed, Christmas Eve and Christmas closed, NYE closing at 3:00, New Years Day closed. The Trustees would like this schedule to be used indefinitely for the years that follow.

Treasurer's Report: Trustee Maxfield reported that the quarterly check has been deposited. Trustee Maxfield made a motion to transfer \$803.19 from the Book ETF fund for reimbursement for the book receipts for the month of September. Chairman Moser

seconded the motion. The motion passed unanimously. Trustee Maxfield made a motion to reimburse the library account for lawyer fees in the amount of.... Trustee Herrmann seconded the motion. The motion passed unanimously.

Maxfield Public Library Proposed 2026-2027 Budget Request- The Trustees and Director discussed the proposed budget to be submitted to the town. Trustee Maxfield made a motion to submit the 2026-2027 budget at \$321,231.60. Trustee Herrmann seconded the motion. The motion passed unanimously. Trustee Maxfield will send the proposed budget to the town.

Public Comment: no comment

Chairman Moser made a motion at 9:15 PM to enter a non-public meeting under RSA 91A . Trustee Herrmann seconded the motion. In a roll call vote the motion passed unanimously.

The Trustees returned to the Public Meeting at 9:29 PM . Chairman Moser made a motion to adjourn the meeting at 9:30 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

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

Minutes submitted by Becky Herrmann