Maxfield Public Library
Trustee's meeting
Date: 9/09/26

In attendance:
Trustees: Becky Herrmann, Dyrace Maxfield
Library Director: Kersten Matera
Library Staff: Kay Doyon
Absent: Brianna Hemmah

Chairman Herrmann called the meeting to order at 5:53 PM.

Secretary's Report: Chairman Herrmann made a motion to approve the August minutes as written. Trustee Maxfield seconded the motion. The motion passed unanimously.

Treasurer's Report: Trustee Maxfield will go to the bank because statements for one of the library accounts are still not being received at the library. Book and DVD receipts for the month totaled $1,329.15. Trustee Maxfield made a motion to reimburse the checking account $1,329.15 from the ETF. Chairman Herrmann seconded the motion. The motion passed unanimously. Trustee Maxfield will provide Director Matera with $150 to replenish the petty cash. All accounts have been reconciled. The proposed budget is due to the Town on September 10, 2026. Trustee Maxfield made a motion to add a new budget line for Cleaning Services and move $10,000 from the proposed Part TIme Wages line to the new Cleaning Services line. Chairman Herrmann seconded the motion. The motion passed unanimously. The proposed operating budget for the Maxfield Public Library for 2027–2028 is $302,316.75, representing an overall 3% increase. Trustee Maxfield made a motion to approve the proposed budget. Chairman Herrmann seconded the motion. The motion passed unanimously.

Director's Report:
***The library had 1153 visitors in August. The upcoming programs for the library include Thriller Book Club, Cupcake Storytime-Meet Ms. Kristen, Bubble Day, Halloween Craft, Cookbook Book Club, Cinema Club, Evening Book Group, Qoya, Avi Virtual Author Talk, Music and Movement, Watercolors, and Storytime. For more information about each event patrons**

can visit the website, stop by the library for a calendar or follow the Maxfield Public Library on Facebook.
***The toilet in the Children's Room continues to become clogged, and each occurrence costs several hundred dollars to have a plumber come and resolve the issue. High Ground Service Pros recommended replacing the toilet with a power-assisted flush model, which should provide a long-term solution. Trustee Maxfield made a motion to have High Ground Service Pros install a power-assisted flush toilet at a cost of $2,470.00. Chairman Herrmann seconded the motion. The motion passed unanimously.**
***Groundworks inspected the vapor barrier, sump pump, and dehumidifier in the basement. During the inspection, they noted some shifting and areas of mold that will be monitored during future inspections. This initial inspection was provided at no cost. Future inspections will cost $200 annually or $275 for a three-year inspection plan. The Trustees asked Director Matera to arrange the three-year inspection plan.**
***Portland Glass is coming next week to replace windows in the basement. Renewal by Andersen will be out the following week to replace windows in the original library. These projects are on track.**
***The library welcomed the new Children's Librarian/Assistant Director Kristen Buckman. The Trustees welcome her to the Maxfield Public Library.**

Air Conditioning Protective Cover Update: Chairman Herrmann will be building a freestanding cover for the air conditioner and will install it. Once it is installed Director Matera will ask Comfort Matters if it can stay on year round or should be taken off after winter.

Curb Replacement: Russ Pearl, Road Agent, received a quote from JW Curb for installation of a new curb in the library parking lot. The quoted cost is $4,580.00. Chairman Herrmann made a motion to accept the proposal from JW Curb for the new curb at a cost of $4,580.00, with the clarification of the gravel and concrete costs. The motion was seconded by Trustee Maxfield. The motion passed unanimously.

Painting and furniture update in the Community Room: The new tables and chairs in the Community Room look great and were a much needed purchase to make the room look more up to date. The next step in the project is removing the wallpaper and painting (paint color, Cameo White) and installing bifold doors to the kitchenette.

Jelley and Gavin Contract for Shoveling and Ice Melt Services: Trustee Maxfield will try to contact Jelley and Gavin again to discuss the ice melt portion of the contract and request that it be removed. Last year, they suggested that the Library could reduce costs by purchasing ice melt independently. Trustee Herrmann suggested asking Russ Pearl if he would be able to order the ice melt for the library if he does this already for the town, potentially purchasing it in bulk to help keep costs down.

Landscape Plans: Chairman Herrmann is going to reach out to Tasker Landscaping to ask if the Library can be put on a schedule for grounds cleanup/weeding to automatically come out 3

times a year. Director Matera would also like to have Tasker Landscaping come by the Library to discuss planting some perennial bushes.

Job Titles: tabled until next meeting

New Business:
Exterior Lights: A quote was received from Mulleavey Electric to remove two existing bollard lights and install one decorative post lamp. Director Matera will bring lamp style options to the next meeting and will also determine whether a tree stump should be removed before installation.

Melissa Moore made a donation for $50 for Children's Books. The books have been purchased. The Trustees thank Melissa for supporting the library.

Computer and Internet Policy: Director Matera proposed several changes to the Computer and Internet Policy that would bring the policy more up to date. She presented the Trustees with a copy. This will go on the agenda for discussion for next month.

Director Matera attended a Primex Training. There was discussion from Primex about having patrons who use the community rooms for events. The Trustees and Director had a discussion about this and were going to do some research before the next meeting.

NH Libraries Transforming Communities Grant: The grant encourages Library Directors to reach out to patrons and have conversations about ways to make the Library more accessible. Director Matera spoke with a patron who offered to donate a wheelchair to the Library. The wheelchair would provide an additional resource to help patrons navigate the Library more easily once inside.

Public Comment: no comment

Trustee Herrmann made a motion to adjourn the meeting at 7:50 PM. Trustee Maxfield seconded the motion. The motion passed unanimously.

Minutes submitted by Becky Herrmann on 9/10/26