



**Maxfield Public Library  
Trustee's meeting  
Date: 3/13/2024**

**In attendance:**

**Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann**

**Alternate Trustee Brianna Hemmah not present**

**Library Director: Director Emily Fay not present**

**Members of the Public in attendance: no members of the public**

At 3:07 Chairman Elizabeth Moser called the meeting to order.

Welcome new trustees: Becky Herrmann and Amy Corliss

**New Business:**

\*While the public was invited there was no public input, as this was a working meeting.

\*Chairman Elizabeth made a motion to appoint Trustee Amy Corliss to Treasurer. Trustee Becky Herrmann seconded the motion. The motion passed unanimously. Chairman Elizabeth Moser also made a motion to appoint Trustee Becky Herrmann to Secretary. Trustee Amy Corliss seconded the motion. The motion passed unanimously. Chairman Trustee Elizabeth Moser made a motion to present Dyrace Maxfield to the Selectman to make him an Alternate Trustee. Trustee Amy Corliss seconded the motion. The motion passed unanimously.

\*Chairman Elizabeth Moser asked to start an action list. Trustee Becky Herrmann said she will make a new form to keep track of the actions. The trustees discussed some initial items on the action list including keys and alarm codes. This action list will be shared with each Trustee and the Library Director in order to prepare for the next meeting.

\*The Trustees are also waiting on the town to set up the new Trustee email addresses. The Trustees have reached out to the town for this multiple times and will ask again.

\*Trustee Amy Corliss will set up a meeting with former Trustee Dyrace Maxfield to discuss financials and details of the Treasure position.

\*The Trustees discussed what happens when the alarms go off at the library. Typically a Trustee will meet the police or fire at the library when this happens. Trustee Becky Herrmann believes the police and fire department have access to Loudon Elementary School and wonder if they have access to other public buildings, like the library. She will reach out to Janice Morin at the

police department to find out. Trustee Elizabeth Moser will also be reaching out to the alarm company to get the new trustees set up with alarm and video notifications.

Trustee Elizabeth Moser made a motion to enter a non-public meeting at 3:40 under RSA 91-A3:II (a). Trustee Amy Corliss seconded the motion. The motion passed unanimously.

### **Return to Public Session**

Chairman Elizabeth Moser made a motion to return to public session at 4:24. Trustee Amy Corliss seconded it. The motion passed unanimously.

Chairman Elizabeth Moser made a motion to seal the minutes. Trustee Becky Herrmann approved the motion in a roll call. Trustee Amy Corliss approved the motion in a roll call.

### **Adjourn:**

Chairman Elizabeth Moser made a motion to adjourn the meeting at 4:27. Amy Corliss seconded the motion, and the motion passed unanimously.

The next Maxfield Public Library Trustee meeting will be April 10th, 2024 at 6:00.

Submitted by Trustee Becky Herrmann on 3/26/24