



**Maxfield Public Library
Trustee's meeting
Date: 5/8/2024**

In attendance:

Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann

Alternate Trustee: Dyrace Maxfield and Brianna Hemmah

Library Director: Emily Fay and Assistant Christina Finemore

Members of the Public in attendance: Kay Doyon, Laura Vincent, Jessica Charland

At 5:47 Chairman Elizabeth Moser called the meeting to order.

*Chairman Moser made a motion to approve the April meeting minutes. Trustee Corliss seconded the motion. Motion passed unanimously.

*Directors Report: Director Emily Fay presented. Currently the big focus is for summer reading, which kicks off on June 29th and will run for six weeks. This will be kicked off with a magician. Assistant Director Christina Finemore is planning school trips to get the kids excited about participating. The theme for the summer is "Adventure Begins at the Library. This is a theme being used nationwide. In recent weeks, patrons were invited to join a bunny storytime, baby goat program, and talk about animals in NH featuring bones, furs, and antlers. All DVDs are not located in the main library, with a separate section for Family DVDs. The young children's DVDs were moved out of the Children's Room to free up space. Christina has officially earned her MLIS degree. Congratulations! The number of patrons are steady through this past month; 1102 visitors, 383 attendees, 13 new patrons, 38 programs, 145 new items.

*Public Input- No public comments were made.

Old Business:

*The staff salary forms was a discussion between Chairman Elizabeth and Director Emily. Merit raises are in the winter, updated raises are happening now. Full time salaries did not include merit raises. Emily said forms are fine and part time received merit raises, full time there is no budget to increase. The trustees will consider moving merit raises to start July 1, 2024 to line up with COLA raises. Forms do not need to be changed and redone at this time. Elizabeth checked with Brenda Pearl and she said COLA raises are part of the increased budget already.

*Library hours- Director Fay will be tracking attendance over the summer for various days to see if an extension of hours makes sense. The discussion was to see if it made sense to open on Mondays. Trustees discussed possibly opening Mondays before the fall and will look into the feasibility of this.

*The trustees discussed updating the work week schedule in the Personnel Policy. After removing the policy put in place during Covid in March, it was brought up that this should be reviewed and updated to reflect the present situation. The trustees agree that the full time staff should be present more during open library hours and then have flexibility to complete the rest of the hours around these hours. The library is currently open 36 hours a week and a full time employee works 40 hours. Director Emily asked us to check with the lawyer, as in her contract it states she can work when she wants. Director Elizabeth will review this but stated that the contract says to follow personnel protocol and this is subject to change. Assistant Director Christina and Alternate Trustee Brianna researched and shared some information about working hours between different like-sized libraries. The trustees will look at this information more closely and revisit next month.

*The Multi Use Room off of Children's library is ready for use and can be used for games, crafts, and tutoring. The Fire Chief let Director Emily know that the library could allow up to 5 people in this space (with no additional cart). There is a sign up sheet for another room on the website (Google Form). Trustee Becky suggested adding all rooms that were available for use to the Google Form that already exists on the website. This form is used for sign up and reservation purposes. The Staff would like to create a maker space cart for use in that room. This will be discussed in more detail once the budget money in July becomes available. Chairman Elizabeth asked the library staff to remove everything from the window that overlooks this room in order to have a full view of happenings in the room. Alternate Trustee Brianna asked if the rooms should be limited to Loudon residents and/or card holders. The Directors both stated that it is not an issue right now and if it does become an issue we will reassess at another meeting. Discussion that the meeting room rentals are also at the discretion of the Director and Assistant Director, especially when it comes to overuse of the same individual/group, if this becomes an issue. The meeting room policy will be updated by Trustee Becky in order to be voted on at the next meeting. This will include having all meeting areas under the same policy, occupancy amounts that will be shared by Director Emily after discussing with the Fire Chief, and sign out information and protocol.

*The Trustees discussed picking a policy to look over each month and updating if necessary. Director Emily and Assistant Director Christina would like to discuss the Behavior Policy next. Director Emily will send a copy of this policy as it stands to the Trustees to read before the next meeting. After a policy is updated the Trustees will put a date at the bottom to keep track of the updates in policies.

***Computer Security Monday May 13.**

*The Little Library built by a Loudon Community member will be Installed next week. Director Emily contacted Russ, town employee, to do the installation. Chairman Elizabeth asked Director Emily if they would be doing any "kickoff event" for the Little Library and Director Emily said they were not interested in doing this.

*The bay window has staining and Director Emily is not sure where this is coming from. She stated the budget will allow her to do something about this in July. It could be coming from the roof. It will cost over \$1300 to fix this issue. Trustee Becky made a motion to approve \$1300 in order to fix this once the July budget comes available. Trustee Amy seconded the motion. It was approved unanimously. Director Emily will start to set this work up.

*Mold was discovered in back rooms in the basement (not in the Children's room, only in the back hallway and storage room off of this area. According to the findings of the mold company there are two types of mold present, black mold and penicillin. The contents of these rooms need to be removed first and then remediation of the mold will be \$2000. This will fix the issue. Emily said the company can do this on June 6 but the contents need to be removed by a professional company first. Director Emily will reach out to Eric Fogel for a quote. Alternate Trustee Dyrace suggested that Director Emily get multiple quotes. The trustees hope this will then be a usable space, to be discussed after the remediation. Becky Herrmann made a motion to use the rest of the building funds (\$1100) to fix the mold problem with an additional \$3000 from the Bahre account. Elizabeth seconded the motion. Motion passed unanimously. Trustee Becky will ask Brenda about the insurance policy and just make sure this would not be covered. The trustees also discussed moving \$650 from the education line and \$250 from the reference line to building and maintenance to help start paying these bills. Any extra can be put towards the getting the bay window project started. Elizabeth made a motion to move this money. Becky seconded. It passed unanimously. Elizabeth asked Emily to keep us posted on the process of both the mold remediation, costs, and if we are able to get the window project started before July.

New Business:

*An alarm company appointment needs to be made in order to allow the new trustees access to the building. Amy and Becky will find a time to make an appointment with the company.

*Trustee Amy ordered a new tape recorder for the meetings. Next month, once this arrives, we will vote on the reimbursement of this item.

Treasurer's Report:

*Current Balance of Accounts: Trustee Amy does not have access to online banking yet but will go to the bank to complete this process. Trustee Amy has done all the deposits. Chairman Elizabeth just asked Trustee Amy to let her know when it is all set. Director Emily gave Trustee Amy the book receipts for November through February. Amy made a motion to approve \$3269 for the books. Elizabeth seconded the motion. Motion passed unanimously. Next month Emily will give March, April and May receipts. Director Amy stated the Trust Fund Account will be reconciled for April. Funds have not been used so nothing in these accounts has changed. The trustees discussed the meeting with Lawrence Greenberg at Citizens Bank (Elizabeth, Amy and Dyrace were in attendance). The trustees have an opportunity to invest money from the trust fund into bonds. A 5 year bond was recommended by Lawrence Greenberg. He had told the trustees in attendance that we can get money back at any time, there is no penalty involved if money is taken out ahead of time, there is no risk, and the balance can be seen and tracked online. The trustees would plan projects to use the money when the bonds are ready to expire.

Alternate Trustee Dyrace did recall the bank saying the expectation would be a 5% growth. Trustee Elizabeth made a motion to invest \$120,000 in bonds through Citizens Bank (Lawrence Greenburg in government banking) in 3 separate ladder bonds. Trustee Becky seconded it, It was approved unanimously.

Non-Public Session

Chairman Elizabeth Moser made a motion to go into a non-public session at 7:40 PM under RSA 91-A3:II (a). 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.

Re-Enter Public Session:

We re-entered the public session at 9:00 PM.

Adjourn:

Chairman Elizabeth Moser made a motion to adjourn the meeting at 9:01. Amy Corliss seconded the motion, and the motion passed unanimously.

The next Maxfield Public Library Trustee meeting will be June 5, 2024 at 5:45 PM.

Submitted by Trustee Becky Herrmann on 5/9/2024