



**Maxfield Public Library
Trustee's Meeting
Date: 11/08/2023**

In attendance: Trustees: Dyrace Maxfield (Chairman), Elizabeth Moser (Secretary), Juliana Lawler (Treasurer), Christina Finemore (Youth Services Librarian), Emily Fay (Director)

Members of the Public in attendance: None

At 5:52 pm Dyrace Maxfield called the meeting to order.

- **Approve Meeting Minutes** – October 11th meeting minutes were accepted.

Public Session

***Note that New Business was presented first at the meeting today before the Director's Report so that Christina Finemore could leave after she signed her contract.**

- **Director's Report-**
 - Reviewed note regarding the Wednesday October 11th Library Closure written by Emily Fay- see attached.
 - Chairman Maxfield attempted to go into a non-public session to discuss issues between Director Fay and library trustees, specifically to provide clarity in scope of roles as provided by RSA and confirmed by the New Hampshire Library Trustees Association(NHLTA). Director Fay requested that the meaning remain in public session in order to ensure transparency for the town.
 - Discussed Trustees request for receipts for the debit card for the library checking account for the library budget/daily purchases. Dyrace Maxfield noted that he contacted the state library and NHLTA to check on Trustee scope and both parties had confirmed that library trustees can request these receipts.
 - (Note: Response from Connie Kirwin, Board of Directors at the NHLTA wrote: *"...To repeat the first sentence of this email: "The Board of Trustees are authorized to govern the library and are accountable for all funds received and expended ...". The librarian/library director is hired by and reports to the Board of Trustees. The Board of Trustees have the authority to ask for these receipts and the librarian/library director is required to provide them."*
 - Response from Director Fay was that she had already submitted the receipts to the town and felt that it was not appropriate to also provide a second time because it is on file behind the desk in the library.
 - Emily expressed extreme frustration regarding timelines and missed deadlines on the part of library trustees, specifically recent library budget and part time staff pay increases in the Spring. She also expressed concerns about whether non public meeting minutes were being recorded. Chairman Maxfield stated that all non-public meeting minutes are located in the Trustee lock box. Secretary Elizabeth Moser stated that she would like clarity from the state about how the non-public meeting minutes should be recorded, more specifically about the level of detail necessary.

- Emily raised concerns about Trustee Chairman Dyrace Maxfield and history with the previous library director. She expressed concern about Chairman Maxfield entering the library at times the building is closed (recently) and removing items for the Loudon Historical Society (6 months ago) (Note: The item in question is in the Library.) (Note: State RSA 202 Allows Trustees to enter the building at any time: “ **202-A:6 Library Trustees; Election; Alternates.** – The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11...”

- **Trustee Report**

- Old Business

- Eric has stabilized the Little Library and Emily has contacted dig safe about the next step. Juliana will be in touch with Emily to schedule an installment date.

- Public Input N/A

- New Business

- New title and contract (to take effect Nov 1) was proposed for Christina Finemore, Youth Services Librarian/proposed Assistant Director. Christina reviewed and signed a contract. Dyrace made the motion to accept the signed contract and re-hire her as Youth Services Librarian/Assistant Director. Juliana seconded the motion and all approved.

- **Trustee Treasurer's Report**

- All trustee accounts have been reconciled. Library bank checking account is also up to date.
 - Emily Fay noted that debit card transaction receipts are filed each month in the binder behind the circulation desk in the main library.

- Dyrace Maxfield made a motion to adjourn the meeting at 7:45pm, Juliana seconded, all approved.
- Our next trustee meeting date in December is to be determined.

Meeting Minutes were reviewed by all library trustees and submitted by Trustee Elizabeth Moser on 11/15/23.