

Maxfield Public Library
Trustees Minutes
June 15, 2009

Minutes

5:08 pm

In attendance: Trustees Sandy Blanchard, Sue Kowalski, Debbie Kardaseski, Library Director Nancy Hendy and town residents Jean Nelson and Laura Vincent.

Debbie moved to accept the minutes from the May 5, 2009 meeting. Sandy seconded and all agreed.

Financial Report: Nancy reported that her only concern as the end of the fiscal year approached was payroll and if there was outstanding federal taxes or insurance to be paid. Norma O'Brien is working with Jean Lee on that issue and also to see how best to deal with the weekly payroll as the fiscal year changes. On other budget lines Nancy is deciding what expenses can be paid and what can be held off until after July 1.

The trustees voted to accept \$1028 in miscellaneous donations received during the year.

Director's Report:

- The **bulletin board** has been sanded, repainted, and put back up. We need to get the door frame back from the volunteers who were unable to do the project so that it can be repaired and refinished. Channels for the changeable letters also need to be added. *Sue informed Nancy that while she was on vacation a donation of \$80 came in from the local 4-H Club to help cover the cost of the repairs.*
- What do the Trustees want to do to finish the top of the **air intake unit** and repair the **walkway**? *The trustees examined the unit and decided to paint the wooden areas either brick red or white and Sue will look into a metal covering for the top.*
- The next SILC meeting will be in Epsom in September. It will be followed by a **special trustees' night** addressing how to get adequate legal help for libraries. The December SILC meeting will be in Loudon.
- **Kathryn Bousquet** has been volunteering. She is willing to help with the Summer Reading Program.
- Virginia Merrill will begin work here tomorrow for 15-20 hours a week paid by **Community Action**.
- The art display for July and August will feature items done by residents of the **Richard Brown House**.
- The NHLTA awarded four \$50.00 **scholarships** to the library to cover registration fees for the Spring Conference.
- Preparation continues for the library's **centennial activities** on June 27.
- Revising the FY 2009-2010 budget to allocate less for fuel costs could allow us to **restore some open hours**. Thursday nights are a priority so that meeting room users would have another night available as it was before the 30% budget cut. *The trustees*

agreed to the revisions so that the library can be open Thursdays until 9:00 pm and if the budget allows, perhaps further extending hours within the year.

- The next **book sale** will be held on July 11.

Children's Librarian's Report:

- Created the summer schedule for the Summer Reading Program.
- **May 22nd**, signed up for a Book Repair class that will be held at the Franklin Public Library, on Wednesday, June 17th. (this is a free class)
- Story time numbers for the month of May: 125 children and 99 adults.
- **June 8th, 9th, and 10th**, the library hosted the LES students to promote the SRP. There were seven groups totaling **392** people. I explained the Summer Reading Program to each of the groups. **Debby Rialland** spoke about damaged books to the Monday and Wednesday groups. **Florence Omar** assisted with the Monday and Wednesday groups also. On Tuesday, I went to the Elementary School because of the possibility of rain and spoke with the afternoon Kindergarten and the 3rd Grade.
- **June 9th, 10th, and 11th**, last story time for the 2008-2009 school year. We held a party for each story time – numbers for the last week were 52 children and 23 adults. June story time totals: 81 children and 40 adults for two weeks.
- **June 11th**, Angel McKibben and her aide, Kim Carney, came in to hand out handmade bookmarks for the story time children. Angel and Kim are part of the Easter Seals.
- **June 11th**, John Reese, from the LFD came in for a re-inspection. Everything looked good with the exception of the fire extinguishers.
- **June 12th**, gave the school secretary, Mrs. Muzzey, handouts for the children of LES, to remind parents of the SRP sign up date.

Old Business:

There was discussion of the downstairs water heater and the rotten egg smell. It was determined the smell was caused by the failed hot water heater. The trustees voted to spend \$600 for a new unit. The poor performance of the on-demand hot water units upstairs was discussed. Debbie suggested getting an estimate to connect the upstairs sinks to the hot water heater. Nancy will inquire with the technician from Steve Howes when he comes to replace the hot water heater.

The fire inspection revealed that the fire extinguishers still needed inspecting. The Loudon Fire Department sent a letter stating the library will be closed in 10 days if the inspections are not done. Nancy apologized stating that she forgot this item from the earlier inspection and reported that (NH Fire Protection- name??) is scheduled to come soon.

Further research into replacing the meeting room door resulted in Debbie finding someone who purchased a \$900 returned door for \$150. He also volunteered to install the door. It is unfinished wood on the inside and fiberglass on the outside with a half-circle window. The trustees want to make sure the bottom is well sealed so that rot cannot set in.

Debbie reported that she spoke with Terri Knowles regarding the trust fund. She recommends a letter be sent to the Trustees of the Trust Funds requesting a trust document. If they cannot produce it then there should be a Petition for Instruction submitted to the probate court. This

should take 6-8 weeks. There was question whether the measures should be taken by the trustees or by Debbie as an individual.

New Business:

The existence of a book that accompanies the bicentennial quilt was discussed. Bob Ordway from the Loudon Historical Society has requested it. Nancy reported that she has never seen the quilt book in the library. Before the children's room was done she had thought that it may have been in storage but it has not appeared. Debbie did not believe it was ever at the library and there was some question whether it is was completed. It was thought that Michelle Paquette may know more about it. Further research will be done to determine what it looks like and where it might be.

Nancy reported that, with the help of staff and volunteers, she has started cataloging the items in storage in the basement. There are some historical items that should be dealt with. In the future, she would like to create a non-lending collection that people could look at in the building. She also will look into applying for a state Moose Grant for preservation projects. The dampness in the basement is a continuing issue and the feasibility of a humidifier was discussed.

There was discussion of holding extra meetings to deal with policy updates and other issues. It was decided the trustees and director could hold these extra meetings during daytime hours.

There was discussion of the Internet Policy, specifically how to define adult use of the computers in the Children's Room.

The meeting concluded at 7:55 pm.

The next meeting is scheduled for July 7, 2009, 5:00 pm.

Sandra Blanchard

Susan Kowalski

Deborah Kardaseski