

**Maxfield Public Library**  
Trustees Meeting  
July 7, 2009

Minutes  
5:00 pm

In attendance: Trustees Sue Kowalski, Debbie Kardaseski, and Library Director Nancy Hendy. Trustee Sandy Blanchard arrived at 5:45 pm. Town resident Laura Vincent was also present.

Computer and Internet Policy: Trustees made changes to the policy to incorporate use of the Children's Room computers. Nancy will e-mail the document to Debbie and she will type in the changes decided upon.

Minutes from the June 15 meeting were approved.

**Financial Report:** Nancy reported that the 2008-2009 fiscal year ended on budget. The library received reimbursement from the town for the year's payroll expenses (taxes and benefits). The trustees voted to accept \$495 in miscellaneous donations.

**Director's Report:**

- We set a new record for the most materials checked out in one day – 405 items on June 23! Summer is always a busy time at the library, but the rainy month of June brought even more people in for books, DVDs, and library passes.
- Thursday night hours resumed as of July 2. Weekly hours are now: Tuesdays and Thursdays 10 a.m. to 9 p.m., Wednesdays 1 p.m. to 9 p.m., and Saturdays from 9 a.m. to 1 p.m.
- The Centennial Open House was held on June 27, from 1 – 3 p.m. Sandy Blanchard provided lemonade. Baked goods were donated by Virginia Merrill, Jean Nelson, Florence Omar, and Barbara Sullivan. The Hendys donated a sheet cake decorated with “*Maxfield Public Library – the first 100 years.*” Guests included several former Trustees, many well-wishers, and Cedric Dustin, the great-grandson of John S. R. Brown, the first person to check out a book from the library on Opening Day, June 24, 1909. Commemorative booklets were provided with a cover photo by Byron Moser. Volunteers who helped assemble the information were Kathryn Bousquet, Darla Jarvis, and Sue Kowalski. Covers were printed and donated by Debbie Kardaseski. The booklets included a numbered walking tour of the library featuring noteworthy items. Cheryl Ingerson created a children's activity to go along with the tour. Sue Kowalski provided a display of library news stories.
- June donations included funds from Jean Silver to be used to buy books in memory of Pauline Locke. Other gifts were received from Earl and Marcia Dunbar with James and Bernice Volk Beard, Byron Moser, the Happy Hill 4-H, and Edwin Epp.
- Book group will once again continue through the summer. The session on July 30 will feature *Rebecca* by Daphne Du Maurier. A movie night will follow.
- The new water heater has been installed by the janitor's sink in the storage room off the children's craft/meeting room. It has a better quality sacrificial anode and a mixing valve (so that water temperature in the tank can be higher) to help prevent the sulphur smell. There is no longer any odor from the water.

- Building maintenance work for the past month included: painting wood on air intake unit; replacing ballast in several light fixtures; replacing emergency light batteries; repairing and/or replacing several exterior lights and exit lights; recharging, replacing, and/or relocating fire extinguishers for wheelchair access; refinishing and reinstalling bulletin board door; patching hole along walkway near entrance door; AC annual prep.; and landscaping.
- The July 11 book sale has been postponed due to conflicts with SRP events.

### **Children's Librarian's Report:**

- We will offer **six movie days** during the summer, alternating PG and G movies, starting July 8<sup>th</sup>.
- We will offer six **drop-in craft days** featuring summertime themed crafts, starting July 9<sup>th</sup>.
- Attended the **Book Repair** workshop at the Franklin Public Library. Lots of great ideas on how to extend the life of books.
- **Fifty-eight** children signed up for the Summer Reading Program on the first day!
- We offered a **bookmark craft** for the children to do when they came to the Centennial Open House. The bookmark had stickers with information comparable to the walking tour; as the children walked along with their parent(s), they filled their bookmark with stickers.
- On July 2<sup>nd</sup> a part on the copier in the children's room was replaced.
- As of July 2<sup>nd</sup>, there were **198** children signed up for the Summer Reading Program. (Last year's total for SRP sign ups was 180.)

### **New Business:**

There was discussion of Old Home Day activities. Sue has reserved a space and will work on a display. Nancy will have handouts on the passes, on-line services and hours ready. Debbie offered a foam core backdrop that can be used. Sue will put up a sign and hold a meeting next week regarding a parade float.

Handicapped signs need to be painted on the spaces in the parking lot. Nancy will ask Mike Dugas if he would know how we could get a stencil, then Adrian could do the painting. Laura Vincent suggested Granite State Independent Living be contacted about current regulations. Sandy offered to help if more was needed.

### **Old Business:**

The meeting room door received temporary repairs prior to the Centennial Celebration. Debbie will follow-up with the volunteer who offered to replace the door.

At 6:30 the trustees voted to enter executive session to discuss pay rates for part-time employees. At 7:40 the trustees ended the executive session and the meeting concluded.

The next meeting is scheduled for August 4, 2009, 5:00 pm.

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Sandra Blanchard

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Susan Kowalski

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Deborah Kardaseski