

**Maxfield Public Library**  
**Trustees Meeting**  
July 15, 2008

**Minutes**

5:00 pm

In attendance: Trustees Sandy Blanchard, Greg Silva, Sue Kowalski and Library Director Nancy Hendy.

Minutes from the June 16, 2008 meeting were approved.

**Financial Report:**

Nancy Hendy explained that a new checking account was opened because we could not use the old account with a new Tax ID number. The old account will be closed once all checks have cleared. The 2008-2009 budget, reflecting the 30% cut, was submitted to the Selectman the previous week. A review of the 2007-2008 town library budget showed a credit of \$509.14 in payroll and an overage of \$303.49 in expenses. Nancy and Sandy will see if the Selectman will allow the credit to offset the overage.

**Director's Report:**

- The oil burner inspection was done on July 8. The burner passed inspection, but there is corrosion on the pipes that needs to be repaired. - *The Trustees inspected the damage and approved the expenditure for repairs.*
- Temporary replacements for cleaning services and building maintenance are being used until we decide about making any changes. If we hire anyone who is not insured they need to be added as a library employee rather than a contractor.
- Architect Tom Wallace has been helpful with specifications for the furnace air intake area materials and design. - *A brick platform and grate will be constructed with a pressure treated wooden cover. The Trustees questioned whether a more durable material should be used.*
- Because we are now open only thirty hours a week, providing service is more hectic. We are busier than before with more people in the library at the same time. There is a longer wait for the public computers and checking out at the circulation desk. On two recent days, we checked out just under 300 materials each day. An average day used to be around 150 materials for the daily count.
- With less staff, we are working more on clerical tasks and at the circulation desk. This makes it difficult to catalog, order books and do interlibrary loans as well as other administrative tasks. *Greg asked if other staff can help with cataloging. Nancy responded that some clerks do help get the process started.*

**Old Business**

The Trustees voted to use a portion of the Bahres' gift to complete the Children's Room. A rough estimate is \$20-25,000. The Trustees continue to discuss options for the

remainder of the \$100,000 donation. Nancy said a patron asked why the gift was not being used to offset the budget cut. It was decided to submit an article to the *Loudon Ledger* explaining the use of the gift.

E-mail service - Sandy suggested we use the e-mail service for public relations. After discussion it was decided to keep the e-newsletter simple with news about what's happening and what's newly available. Pictures would also be included.

An exterminator was hired to take care of the carpenter ants.

Payroll is up and running. Applications for various ID numbers are complete or nearly complete. Sue will write a letter to Norma O'Brien confirming the salaries for Nancy and Cheryl, the amounts submitted in the original 2008-2009 budget.

Summer Reading Program - 165 children have signed-up. A number of programs are being offered during the summer. The Trustees and staff would like to offer a middle-school program in the future.

The Trustees and Director decided to postpone personnel evaluations until the winter when they are normally done. Greg was concerned that employees receive regular feedback about their work and Nancy assured him that she does communicate with them.

Policy review was tabled until the next meeting.

### **New Business**

Exterior Maintenance: The trustees toured the exterior of the building. Sandy pointed out areas where the bricks need cleaning. The front walkway has areas where the cement is breaking up. Sue agreed to look into how that should be repaired. The brick walkway from the Veterans' Memorial was full of weeds and Sandy said she would contact Roger Maxfield. Nancy pointed out that the outside door from the meeting room has rotted and been patched but will need to be replaced at some point. There was some concern about rust on the roof and it was decided to find out if there is a warranty existing on the roofing.

Sandy requested that Cheryl Ingerson submit a Children's Librarian Report each month.

Nancy shared a letter of support from Kate Colby. Ms. Colby hoped to have it published.

7:40 pm the meeting was adjourned.

The next meeting will be held Tuesday, August 5, 2008, 5:00 pm.

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Sandra Blanchard

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Gregory Silva

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Susan Kowalski

