

**Maxfield Public Library**  
**Trustees Meeting**  
December 2, 2008

Minutes  
5:05 pm

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

Minutes from the November 4 and November 13, 2008, meetings were approved.

**Financial Report:** Nancy reported that she decided to wait for the half year mark before compiling a list of collection maintenance invoices to send to the town for reimbursement from the Collections Maintenance Fund. There was concern that the part time wages line was over budget. Nancy said she needed to check with the town to see how retirement funds were being handled. It may affect that line item.

Directors Report:

- The December events schedule includes: a **book sale** on the 6th, a **meditation program** by Fran Nash on the 13th, **holiday storytelling** by Michael Harris on the 20th. Being closed two nights a week due to the cutback in hours has limited times available for programs to Saturday mornings.
- Glenda Yeaton will offer a **relaxation techniques program** in January.
- **Progress** continues on the **Children's Room**. Dennison has installed end caps and shelving tops, audio room counters and wall shelves, and computer station counters and has delivered the study table. The furniture should arrive in six weeks.
- Five **volunteers** decorated the Library on November 30th.
- Several of **Bea Moore's paintings** sold as a result of her exhibit during the past month. It was a pleasure to have them on display. We are looking to having more local artists and craftsmen show their work.
- Amanda Masse explained that the **Loudon Recreation Department** had hoped to be able to pay for the **Library's passes** to area attractions that will be eliminated due to the 30% budget cut. However, several thousand dollars in funds raised by the Rec. Dept. had to be turned in to the Town of Loudon's General Fund. The Rec. Dept. has voted to pay for renewal of the Canterbury Shaker Village pass, but will look at funding other passes on a case by case basis.
- The **Loudon Lion's Club** has generously donated \$100.00 to the Library. This gift could be used to help with the pass funding problem. *The Trustees agreed that the donation should be used for the passes.*

Children's Librarian's Report:

- Children's Librarian attended the Children's Literature Festival in Keene.
- Concord Head Start came to story time with 15 children and 7 adults on November 6.
- A Christmas break activity has been scheduled with the Recreation Dept. for December 30.
- 102 children and 64 adults attended story time over three weeks in November. Due to reduced hours for the holiday, only one story time was held during Thanksgiving week. Ten children and 7 adults attended for a special Charlie Brown's Thanksgiving.

**New Business:**

The trustees discussed two tables that are no longer needed now that the computer and audio/visual counters have been installed in the Children's Room. The Trustees agreed that they should be sold. It was

decided that their value and type of wood needed to be determined. There is no record of how long they have been in the library or where they came from originally. Greg offered to put them on Craig's List but said it needed to be done on the library computer so that responses came to the library. It was suggested a silent auction be held as was done with other items so that townspeople have a chance to acquire them. A decision will be made at the next meeting after a value has been determined.

Nancy reported the following changes to the hours for the holiday: closed on Wednesday and Thursday, December 24 and 25, open 10-2 on Wednesday December 31 and closed January 1. Traditionally inventorying was done during this period but Nancy said it would be difficult with reduced staffing and not wanting to heat the building when it's not open. She will have staff inventory certain collections during open hours.

The board approved holiday gift cards for employees. The money will come from Trust Fund income. The total will be less than last year due to fewer employees.

The board discussed ways to research how much an average household pays in taxes to maintain the library and then compare that number to the value received. The board also discussed brainstorming and listing benefits the library offers.

#### **Old Business:**

The air intake platform is still not complete. Sandy will contact the maintenance man doing the project. Greg was concerned that the metal be placed on the top before winter.

It was decided an exterior door needs to be purchased for the meeting room. Greg believes the rain coming off the roof and splashing on the cement and onto the door has led to the rotting. Nancy will price a door similar to the main entrance door that is metal on the outside and wood on the inside.

The drainage repairs appear to have helped in the heavy rains the previous week. Greg reported that he looked after it had rained and saw no sign of water accumulating in the patio area.

The downstairs toilet continues to have issues. The plumber said it needs to be a pressure flush toilet. Greg asked Nancy to get an estimate and then the board will decide if it needs to be done this year or if it can wait for the next fiscal year.

Sue offered to write an article for the *Ledger* about some of the services offered by the library that people may be unaware of, for example; accessing periodicals through EBSCO, TumbleBook Library online for kids and downloadable audio books from the NH State Library.

Sue offered to meet with Nancy to work on the e-newsletter.

The board began to edit the Personnel Policy but did not have time to finish. It was decided to put it at the top of the agenda for the next meeting.

The meeting was adjourned at 7:00 pm

The next meeting is scheduled for January 6, 2009, 5:00 pm.

---

Sandra Blanchard

---

Gregory Silva

---

Susan Kowalski

