

**Maxfield Public Library**  
**Trustees Meeting**  
November 4, 2008

Minutes  
5:05 pm

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

Minutes from the October 9, 2008 meeting were approved.

**Financial Report:**

Nancy explained that she will compile a list of collection maintenance invoices to send to the town for reimbursement from the Collections Maintenance Fund.

**Director's Report:**

- **Library meeting rooms are fully booked** by civic groups evenings from now through the end of January. On Wednesday nights, the 4-H Horse Club will meet in the Children's Room meeting/craft area as they prepare for a competition.
- **Book group participation is up.** Close to twenty-five people are on the call list to receive selected titles from inter-library loans for the monthly discussions.
- During the library's Oct. 25 **book sale**, the **Girl Scouts** held a **bake sale** in the front hallway. They will have another bake sale in November.
- The employee who had **surgery** returned to work on Oct. 25. The library will offer a **special hour each week** for people to drop by, have coffee, share their reading discoveries, and enjoy a movie on the big screen. Letty Barton is working with us to coordinate programs for people living in the Richard Brown House complexes.
- **Keene State College's Children's Literature Festival** was especially good this year with Steven Kellogg, Eric Kimmel, and Jerry Pinckney among the speakers. Three of us from Loudon - two from our library and one from the LES library - attended.

**Children Librarian's Report:**

- On October 7<sup>th</sup> the morning story time group met for the apple picking field trip at Meadow Ledge Farms. There were 31 children and 17 adults in attendance.
- On October 8<sup>th</sup> the afternoon story time group met for the apple picking field trip at Meadow Ledge Farm. There were 16 children and 12 adults in attendance.
- Children's Librarian attended the Children Librarians conference in Littleton, NH.
- October 21, 22, & 23, story time had a visit from the Loudon Fire Department (Lieutenant Bill Lake and firefighter John Reese) to talk about our evacuation plan and practice a fire drill.
- Concord Headstart will visit story time on Thursday, November 6<sup>th</sup> at 10:30. About 18 children are expected. The upstairs meeting room will be used for craft time.
- A Christmas break activity is being planned in coordination with the Recreation Department for one of the Tuesday mornings.
- On October 29<sup>th</sup> the afternoon story time group went trick-or-treating through the town offices. There were eleven children and ten adults in attendance.
- On October 30<sup>th</sup> the morning story time group went trick-or-treating through the town offices. There were 15 children and 12 adults in attendance.
- Story time attendance for the month of October was: 203 children and 153 adults for the 5 weeks.

## Old Business

Sandy offered to contact Dave Rice about removing the **sand bags** outside the children's room now that they are no longer needed. She will also ask about having the parking lot swept since small pebbles appeared to have been dropped on the pavement and may be a safety hazard.

**Children's Room update:** The fabric covered foam shapes have been delivered. The children are enjoying them but the staff questioned the safety if a child falls and wonder whether the manufacturer recommends a particular surface under the shapes. The Committee will meet again on Thursday, November 13, 1:00 pm. \$12,723 has been spent so far on the project.

There was a discussion of the **attraction passes**. Nancy expressed her concern that the Recreation Department may not cover the cost of the passes after all. She reported that a family pass to the Children's Museum in Dover has been purchased thanks to generous donations from Carole Richardson, Heather Hayden, and H. Jack Willis. Sue agreed to write an article for the Ledger explaining which passes are available, what discount they provide and the fact that donations from somewhere will be necessary to renew them when they expire.

**Maintenance:** The air intake platform is almost complete. The wood will be painted to blend in better and metal sheeting will be placed on the top. Rick Hering has a plan to replace the rotting meeting room door by modifying an interior door from storage. There was question whether an interior door would be sufficient.

Trustees were asked to edit the **personnel policy** to reflect the change in the library's handling payroll and to clarify when employees can take vacation time.

## New Business

It was agreed to hold a meeting to discuss the budget for 2009-2010. Nancy agreed to prepare a list of annual contracts and when they renew. The trustees will hold a special meeting on Thursday, November 13, 2008, 5:00 pm.

There was discussion of whether programmable thermostats would be beneficial. Nancy said that turning down the thermostats to 50 was part of the closing routine and that the building warmed up quickly once the thermostats were turned back up at opening.

6:45 pm the meeting was adjourned.

The next regular meeting will be held Tuesday, December 2, 2008, 5:00 pm.

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Sandra Blanchard

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Gregory Silva

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Susan Kowalski

