

**Maxfield Public Library**  
Trustees Meeting  
October 9, 2008

**Minutes**

5:15 pm

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

Minutes from the September 5, 2008 meeting were approved.

**Financial Report:**

Nancy reported there were some errors in the statements that she did not discover in time to correct them for the meeting. She will make revisions and forward them to the trustees.

There was concern about the building maintenance line due to some unexpected costs, the most recent one being the \$1686.22 bill for replacing the sewage pump for the basement bathroom.

Nancy reported that the tax ID issue with NH Employment security has been resolved thanks to bookkeeper Norma O'Brien's perseverance.

All other tax ID's have been obtained and applied.

Norma also set up automatic payments to the IRS. The IRS requires payments be made monthly rather than quarterly.

**Director's Report:**

- MVHS student Jessica Sprague will be running a **food drive** at the library from mid-November through mid-December as part of her senior project.
- An employee had surgery today and will be **out of work** for an estimated two weeks. *The Trustees decided to purchase and deliver flowers.*
- Page **Carrie Jacques** moved out of town at the end of September and will no longer be working at the library.
- The trust fund interest check from the **Trustees of the Trust Fund** was deposited at the end of September.
- The problem with the Children's Room toilet was a burned out **sewer pump** clogged with debris. The unit was replaced.
- As regularly scheduled, Best Septic Systems pumped out the **chambered septic tank** under the parking lot on October 1. The company suggests that the next pump-out be in six years.
- Irving Oil has provided an **estimate on replacing corroded pipes and parts** on the forced hot water unit in the basement of the old section of the building. *The trustees voted to accept the estimate since the library has a service agreement with the company. They also decided the work could not be put off.*

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

- The police and town offices were contacted about having the trick or treat parade for story time on the 29<sup>th</sup> and 30<sup>th</sup> of October.
- The Children's Librarian completed a free on-line course on basic cataloging: Introduction to Technical Services and Cataloging.
- Thirty-eight children attended story time during the first week. Totals for the month were 122 children and 85 adults.

- The Children's Librarian resumed helping out at the Loudon Elementary School library on Friday mornings as a community outreach effort to keep the public library and school library connected.
- Bill Lake from the Fire Department was contacted about speaking to the story time children during the week of October 21-23. He will practice a fire drill with the children.
- The apple picking trip to Meadow Ledge Farm for October 7 was confirmed.
- The Children's Room Committee met twice during September.

**New Business:**

There was discussion of the Local Government Conference in November and the session "Communicating with Elected Officials" sponsored by the NH Library Trustees Association. The trustees felt it was not worth attending as it would most likely repeat what was covered at the spring conference.

Sandy mentioned a recycling video from the Capital Region Solid Waste Coop that she recently viewed. The group discussed options for sharing the video with townspeople.

Nancy requested the trustees start thinking about the next budget. What will our goals be? How will we reach those goals? A check list needs to be started. It was felt that townspeople need to know what we could not do this year because of the budget cut. For example, Nancy mentioned not being able to update a set of reference books on countries. The current books are very out-of-date but a new set would cost about \$1000.

**Old Business:**

The Children's committee reported on the group's progress. Shelf toppers and end caps, computer stations and a counter for the audio visual room have been ordered. The manufacturer was in earlier that week to take measurements. Two upholstered love seats, two chairs and bench have been chosen. A work table and two chairs have been ordered. Six chairs (matching the ones at the table) have been ordered for the computer station and A/V room. A set of fabric covered heavy foam shapes will be purchased for the picture book area. Sarah Chalsma is repainting the current small table and the cylinder shapes will be used for chairs. It will be about three months before the work is complete and the furniture is in place. Sue will write an article for the Ledger letting people know what is coming.

The Trustees wished to send a thank you letter to the Selectmen for taking care of the drainage problem and for Dave Rice filling and placing the sand bags during the summer.

Air Intake Platform: Rick Hering is building a frame to hold the grates and a cover. He will install them on Friday, Oct. 10. The stonemason applied a \$200 credit from the platform work to the cost of re-mortaring loose stones in the wall.

Sandy asked Nancy to forward each trustee a copy of the personnel policy to review and make notes so that it can be addressed at the next meeting.

7:08 the meeting was adjourned.

The next meeting will be held on Tuesday, November 4, 2008, 5:00 pm

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Sandra Blanchard

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Gregory Silva

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Susan Kowalski