

Maxfield Public Library
Trustees Meeting
September 9, 2008

Minutes

5:05 pm

In attendance: Trustees Sandy Blanchard (until 6:00 pm), Greg Silva, Sue Kowalski and Library Director Nancy Hendy.

Minutes of the August 5, 2008 meeting were approved.

Financial Report: Nancy reported that the Town Auditor reviewed financial records for the library on August 18 and loaded Quicken records from 1999 into the new QuickBooks software. He suggested using the profit and loss statement format for some reports. The new report formats were reviewed. Mr. Mercier recommended a Trustee review and initial all invoices. Greg agreed to do that each month.

Director's Report:

- Thank you to the Trustees and their families for their extra efforts in volunteer work this past month. Sandy Blanchard and her son Corey, Sue and Sara Kowalski and Carol Silva all helped out with the Summer Reading Program prize night. Sandy Blanchard also took time to bring in her carpet cleaning machine to remove stains on the meeting room carpet.
- Fran Nash will be offering classes in Reike this fall.
- Bea Moore's artwork will be on display from October through mid-November.
- Painting classes given by Kim Roth will start in October.
- The next book sale will be held on October 25. E-mail notifications have been very effective.
- The annual furnace cleanings were done by Irving Oil on September 3. Irving will be coming out on September 29 to give an estimate on replacing corroded pipes and parts on the forced hot water unit in the basement of the old section of the building. Another company has been asked to provide an estimate also but has not given us a date.
- The Trustees' "Request for Trust Fund Interest" letter was mailed to Trustee of the Trust Fund Alicen Twardosky on Sept. 5 and faxed to the Town Offices.
- The Loudon PTA donated \$100 for the Summer Reading Program.
- There is no decision yet from the Loudon Recreation Department as to whether they will donate funds for a library pass to the Children's Museum in Dover.

Children Librarian's Report:

- August 5, 2008, we held an Australian Walkabout for the Summer Reading Program. Thirty-six children and twenty-seven adults participated in the event. Number of volunteers in attendance – three; number of employees in attendance – six.
- Story time will begin on September 9th.
- There were three more drop-in craft days for the SRP in the month of August; with a monthly attendance of 67 people. Total number for Thursday drop-in crafts: 195 people over a seven week timeframe.

- There were two more movie days for the SRP in the month of August; with a monthly attendance of 35 people. Total number for Wednesday movies: 77 people for five weeks.
- The Prize Party for the Summer Reading Program was held on Thursday, August 21, 2008. The number of children in attendance that night was 104. (The number of children who completed the program was 116.) Number of volunteers in attendance – eight; number of employees in attendance – six.
- Number of books read by children in the SRP = 2,819.
- On August 24th, I met with Ernie, at Meadow Ledge Farm, to coordinate the annual apple picking field trip for story time. The library will offer a 9:30 a.m. apple picking trip on October 7th and a 1:00 p.m. apple picking trip on October 8th.
- The Children's Room Committee met on August 11th, 18th, and 27th.

New Business

The Trustees approved a proposal by Greg Wells for snow removal. Nancy will check to see if he has insurance or will be added as an employee.

Old Business:

Discussion of the water getting into the Children's Room resulted in the Trustees agreeing to attend the September 16th Selectmen's meeting to convey the need to get the culvert work done this year. Sandbags have had mixed results and block the emergency exit when the library is open. Moving the sandbags is difficult for staff to manage. An alternative measure of digging a ditch and filling with gravel was considered if the culvert work is put off until 2009.

A discussion of cleaning and maintenance services resulted in the Trustees deciding to use Adrian Burrows for cleaning and hire Rick Hering for maintenance. As with Greg Wells, he will have to provide proof of insurance or be added to the payroll.

The brick work is complete on the air intake platform. The new maintenance person will build the cover for it.

The on-line newsletter is coming along, just some fine-tuning needed. Nancy said that a number of new residents of the Richard Brown senior housing have been in to the library. She plans to formally invite them to the library and share the library's offerings.

The Trustees and Director noted that in the future the library needs to apply for reimbursement for Collection Maintenance funds early enough in June for it to appear in the appropriate fiscal year records.

The meeting was adjourned at 6:30 pm

The next meeting will be held on Tuesday, October 7, 2008, 5:00 pm.

Sandra Blanchard

Gregory Silva

Susan Kowalski

