



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Tuesday, February 13, 2024 Weeks Public Library Conference Room

Present: Chair Chris Peters; Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Marcia McLaughlin; Alternate Trustees Kari Bivona, David Phreaner; Library Director Adam Shlager.

The meeting was called to order at 4:30 p.m.

1. Approve Minutes –

A motion was made by Libby Ellwood and seconded by Jane Man to approve the minutes of the January 9, 2024 meeting. A vote was taken; motion carried.

2. Treasurer's Report –

The Treasurer's Report was presented.

- The new budget format was reviewed.
- A deposit in the amount of \$3950.54 covering interest from the Operations Trust Fund was made.
- No donations were received.

3. Director's Report –

Adam Shlager presented the Director's Report. Items of note included:

- The 3D printer is up and running and a Cricut machine has been purchased for the tech room.
- Museum passes, funded by the Friends of the Library, for the Boston MFA, Aquarium and MOS should be available this month.
- Circulation statistics were reviewed.

4. Old Business –

a. Updates from Selectboard – There was no update available.

b. Annual Report to the Town – Adam has completed and submitted the report.

c. Director and Board reviews –

- The completed Director's Review was given to Adam.
- There was a discussion about a Trustee self-evaluation.
- It was brought up that it may be useful to have a document that is a framework for what is involved in being a Trustee that could be used

for potential Trustee recruitment. Marcia will provide some guidance from the NHLTA.

d. Update on Children's Room – Construction in the Children's Room has not caused any major disruptions.

5. New Business –

a. Non-Public Session –

- A motion was made by Marcia McLaughlin and seconded by Libby Ellwood to enter non-public session under RSA 91-A:3,II[a] for the purpose of discussing personnel issues. A vote was taken; all in favor, motion carried. Non-public session was entered at 5:26 p.m.
- The Trustees returned to public session at 5:44 p.m.
- A motion was made by Eileen Bischoff and seconded by Marcia McLaughlin to seal the minutes of the non-public session. A vote was taken; all in favor, motion carried.

b. Other New Business – There was no other new business.

6. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Wednesday, March 13, 2024 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Marcia McLaughlin to adjourn the February 13, 2024 meeting. A vote was taken; all in favor, motion carried

The February 13, 2024 meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary