



# WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 |  
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## **DRAFT Trustee's Meeting Minutes Tuesday, June 28, 2022 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 Candace Cousins.

The meeting was called to order at 4:33 p.m.

1. Building Project Updates –

Candace Cousins updated the board on a few items in process of completion. The CCTV system remains on hold.

2. Minutes –

A typo in the May 11, 2022 minutes was corrected. A motion was made by Marcia McLaughlin and seconded by Libby Elwood to approve the May 11, 2022 minutes as corrected. A voice vote was taken; all in favor, motion passed.

3. Transactions Review –

The Transactions Review for May 2022 was reviewed and signed by the Trustees.

4. Accept Donations –

- A donation in the amount of \$500 was received from Jo Ellen Thomas. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to accept the \$500 donation. A voice vote was taken; all in favor, motion passed. The Trustees thank Jo Ellen Thomas for her generosity.
- Two rugs for the Living Room were donated by Kathy and Frank Giebutowski. A motion was made by Marcia McLaughlin and seconded by Jane Man to accept the donation of rugs valued at \$2000 from Kathy and Frank Giebutowski. A voice vote was taken; all in favor, motion passed. The Trustees thank the Giebutowskis for their generosity.

5. Deposit –

There were no deposits to report.

6. Director's Report –

- Candace Cousins presented the Director's Report. Highlights include the continued increase in new patron signups, programming for both children and adults and Jack the reading dog.
- A sendoff is planned for August 25<sup>th</sup> for Susan MacDonald who is retiring. David Phreaner will assist with a video presentation.

- Candace Cousins updated the Trustees on a replacement for Susan MacDonald. A motion was made by Marcia McLaughlin and seconded by Jane Man to approve an offer to be made by Candace Cousins to Karly Wilkins for the Youth Services Librarian position at a starting annual salary of \$45,000 effective the end of August. A voice vote was taken; all in favor, motion passed.

7. Old Business –

- a. Job Posting – This was discussed with the Director’s Report.
- b. Behavior Policy – A draft of the policy was reviewed. A change will be made to state there will be no food or drink allowed unless provided by the library. This policy will be reviewed again at the August meeting.
- c. Checks from the Trust Funds – Checks were received and were included as part of the Transactions Review discussion.
- d. Adopted 3D Printer Policy – Copies of the signed policy were provided for the Trustee binders.
- e. Safety and Lock-up Procedures – Copies of the procedures were provided for the Trustee binders,
- f. Outdoor Sign – The Friends of the Weeks Public Library have agreed to cover the cost of the outdoor sign.
- g. Family Leave Policy – The proposed policy was discussed. Candace Cousins presented back-up data. Further review is needed. Marcia McLaughlin will pull information together for the July meeting.

8. New Business –

- a. Report from Selectboard – Marcia McLaughlin advised there was nothing pressing to report.
- b. Budget – Candace Cousins will have a skeleton outline in July for the upcoming budget process.
- c. Maintenance Contracts – Candace Cousins will manage this item.
- d. Formation of Evaluation Committee – Chris Peters, Libby Ellwood and Kari Bovina will meet to develop an evaluation process for the Director. Jane Man also volunteered to help if needed.
- e. NHLTA Awards – The Trustees will consider submissions. David Phreaner will assist.
- f. Other New Business – Marcia McLaughlin showed the Greenland Historical Society Map of Greenland to the group. Dick Rugg will arrange for framing with David Pratt Frammer.

9. Next Monthly Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, July 12, 2022 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Libby Ellwood and seconded by Marcia McLaughlin to adjourn the June 28, 2022 meeting. A voice vote was taken; all in favor, motion passed.

The June 28, 2022 meeting was adjourned at 6:00 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary