



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Trustees' Meeting Minutes Tuesday, September 10, 2024 Weeks Public Library Conference Room

Present: Chair Chris Peters; Co-Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood, Jane Man; Alternate Trustee David Phreaner; Library Director Adam Shlager. Alternate Trustee Mary Ann Boxwell was not present.

The meeting was called to order at 4:31 p.m.

1. Approve Minutes –

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

2. Treasurer's Report –

Adam Shlager provided a list of donations received in memory of Laura Wells McCann. A motion was made by Eileen Bischoff and seconded by Jane Man to accept the in memoriam donations in the amount of \$1,130.00. A voice vote was taken; all in favor, motion carried.

3. Director's Report –

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

- Expanded Thursday evening hours until 8:00 p.m. effective September 5th.
- The Friends of the Library have agreed to fund the purchase of a new 3D printer. The Trustees thank them for their continued support.
- The switch to TD Bank is ready, final documents still need to be signed.
- The reorganization of the Children's Room is nearing completion.
- The current budget and proposed 2025 budget were discussed.

4. Old Business –

- a. TD Bank Update – This was covered under the Director's Report.
- b. Board Retreat/Director Review – A tentative date of October 10th from 9:00-11:00 a.m. was set, with a backup date of October 24th. Agenda items for the retreat include the calendar, binder update, director review and suggestions for the strategic plan. Trustees were asked to provide any additional items for discussion.

- c. Mural Update – There was no further update since the August 2024 meeting.
- d. Budget Review – This was covered under the Director’s Report.
- e. Trust Fund/Building Update – The investigation into the Trust Fund reorganization continues.

5. New Business –

- a. Trustee Calendar Review – This will be covered at the board retreat.
- b. Septic System – Adam Shlager will contact a septic company regarding pumping of the system.
- c. Alternate Trustee – Kari Bivona has a recruit interested in becoming an Alternate Trustee.
- d. Meeting Day and Time – Monthly Trustee meetings will change to the first Thursday of the month at 6:30 p.m. effective November 7, 2024.

6. Next Meeting and Adjournment -

The next monthly meeting of the Trustees will be held on Tuesday, October 8, 2024 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adjourn the September 10, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The September 10, 2024 meeting was adjourned at 5:20 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary