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Trustees' Meeting Minutes
Thursday, December 5, 2024
Weeks Public Library Conference Room

Present: Chair Chris Peters; Co-Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood, Jane Man. Alternate Trustee David Phraener; Library Director Adam Shlager; Public Attendee Leonard Schwab. Alternate Trustee Mary Ann Boxwell and Selectboard Liaison Stephan Toth were not present.

The meeting was called to order at 6:30 p.m.

Leonard Schwab presented a framed, enlarged photograph of central Greenland, dating from approximately 1950. Mr. Schwab has donated this photograph to the library and the Trustees thanked him for his generosity. The photograph will be on display December 12th during the GHS mural unveiling.

1. Approve Minutes -

- A motion was made by Libby Ellwood and seconded by Kari Bivona to approve the minutes of the November 7, 2024 meeting. A voice vote was taken; all in favor, motion carried.
- A motion was made by Eileen Bischoff and seconded by Libby Ellwood to approve the minutes of the November 7, 2024 non-public session. A voice vote was taken; all in favor, motion carried.

2. Treasurer's Report -

- The 2024 budget to date was reviewed.

3. Director's Report -

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

- A recap of the library's tax impact on the town budget was reviewed.
- The video streaming service Kanopy is up and running.
- Staff reviews are completed.
- A staff appreciation luncheon is scheduled for December 19th.
- Adam proposed using the \$11,000.00 donation received by Carolyn Weeks-White to complete the reorganization of the Children's Room, including the reconstruction and relocation of the desk (\$5400), electrical work (\$850) and new flooring for the play area (\$300). Additional purchases to include a display case

(\$700) and name/donation plates. A motion was made by Jane Man and seconded by Chris Peters to approve the expenditures from the Carolyn Weeks-White donation as proposed. A voice vote was taken; all in favor, motion carried.

4. Old Business -

- a. TD Bank Update - All accounts have been moved except for primary checking.
- b. GHS Mural - The unveiling is scheduled for December 12, 2024 at 6:00 p.m.
- c. Budget Meetings - The Budget Committee will meet December 7, 2024. The library is scheduled to present at 10:30 a.m.
- d. Trust Fund Update - A copy of the Non-Judicial Settlement Agreement drafted by Terry Knowles was reviewed.
- e. Strategic Plan - The development of the Strategic Plan is ongoing.
- f. Santa Visit - Santa and Mrs. Claus will visit the library Saturday, December 7th at 4:30 p.m.
- g. Policy Updates -
 - The draft of a new Financial Procedures and Policy was discussed. Adam will make a few revisions and present the policy at the January meeting for Trustee approval.
 - A motion was made by Chris Peters and seconded by Jane Man to adopt the November 24, 2024 revision to the March 13, 2024 Meeting Room Policy. A voice vote was taken; all in favor, motion carried.
 - A motion was made by Chris Peters and seconded by Eileen Bischoff to adopt the November 24, 2024 revision to the September 12, 2023 Behavior Policy. A voice vote was taken; all in favor, motion carried.
 - A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adopt the November 24, 2024 revision to the November 11, 2023 Personnel Policy. A voice vote was taken; all in favor, motion carried.
 - All revised policies will be posted on the WPL website.

5. New Business -

- a. Top 20 Policies - The next policies to be developed are Display and Programming.
- b. Trustee Evaluation - Chris Peters provided a guide to a board self-evaluation. This will be discussed at future meetings.

6. Next Meeting and Adjournment -

- The next monthly meeting of the Trustees will be held Thursday, January 2, 2025 at 6:30 p.m. in the Weeks Public Library Conference Room.
- A motion was made by Chris Peters and seconded by Jane Man to adjourn the December 5, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The December 5, 2024 meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Eileen M. Bischoff, Secretary