



• 36 POST ROAD GREENLAND NH 03840 • 603-436-8548 •

**Trustees' Meeting Minutes**  
**Thursday, June 5, 2025**  
**Weeks Public Library Conference Room**

Present: Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Chris Peters; Alternate Trustees Mary Ann Boxwell, David Phreaner; Library Director Adam Shlager; Selectboard Liaison Stephan Toth.

The meeting was called to order at 6:31 p.m.

**1. Approve Minutes –**

A motion was made by Kari Bivona and seconded by Jane Man to approve the minutes of the May 8, 2025 meeting. A voice vote was taken; all in favor, motion carried.

**2. Director's Report –**

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

- The current budget was reviewed; spending is on track for the year.
- The KOHA circulation system is scheduled to go live in October, 2025.
- Inspections for the elevator and dry fire suppression systems have been completed successfully.
- A draft of the Strategic Plan was distributed to the Trustees for review/comments.
- Preparation for the summer reading program is underway.
- Membership at the Seacoast YMCA for benefited employees was discussed with the Library covering half the cost. A motion was made by Kari Bivona and seconded by Chris Peters to approve a 6 month trial membership at the Seacoast YMCA for the 3 benefited staff members. A voice vote was taken; all in favor, motion carried. The membership will be reviewed at the end of the 6 month trial period.
- Updates on NH legislative bills, including parental rights, privacy and health plans were discussed.
- Circulation statistics were reviewed.

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3. Old Business –

- a. Trustee Retreat – The retreat was set for Tuesday, July 22<sup>nd</sup> at 10:30 a.m. in the Living Room.
- b. NHLTA Conference Highlights – Mary Ann Boxwell will forward her notes.
- c. TD Bank Affinity Program – Signups can now be done at TD branch locations.
- d. Masquerade Ball Volunteers – Trustees should contact Kelly Nahas to confirm their participation.

4. New Business –

- a. Friends of the Library – David Phreaner presented an update. The Friends are one of the recipients of profits from the Fabulous Find in Kittery, ME for the month of June. The Friends annual meeting will be held Monday, June 9 at 6:30 p.m. in the WPL Conference Room. Kari Bivona will forward notes from the recent Rockingham County Friends Conference.
- b. Selectboard Liaison Update – Stephan Toth advised there was nothing specific to the Library to update. The Selectboard is looking for volunteers for the Communications Committee that is being formed.
- c. Swag – Library swag, including shirts, sweatshirts and jackets was discussed.
- d. July/August 2025 Meeting – The July 22<sup>nd</sup> Trustee Retreat will take the place of the regular July meeting. July items will be merged into the August meeting.
- e. Meeting Room Policy – The revised policy with edits was discussed. A motion was made by Kari Bivona and seconded by Chris Peters to approve the Meeting Room Policy with the proposed edits. A voice vote was taken; all in favor, motion carried.
- f. Circulation Policy – The revised policy will be reviewed at the Trustee Retreat.
- g. Trust Funds – The settlement agreement has been approved.
- h. Signing Authorization – Jane Man and Kari Bivona will go to TD Bank to add Kari as an authorized signatory on the library accounts. Kari will also start checking the Trustee email account.
- i. Trustee Calendar – The June/July calendar was reviewed. Adam will start to prep for the 2026 budget in August or September.

5. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Thursday, August 7, 2025 at 6:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Kari Bivona and seconded by Libby Ellwood to adjourn the June 5, 2025 meeting. A voice vote was taken; all in favor, motion carried.

The June 5, 2025 meeting was adjourned at 8:05 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary

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