



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, November 14, 2023 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 Marcia McLaughlin and seconded by Libby Ellwood to approve the minutes of the October 10, 2023 meeting. A voice vote was taken; all in favor, motion carried.

2. Donations –

A donation in the amount of \$100.00, designated for the Teen Advisory Board, was received from the Westerberg family. A motion was made by Marcia McLaughlin and seconded by Eileen Bischoff to accept the donation. A thank you note has been sent, and the Trustees thank the Westerberg family for their generosity.

3. Deposits –

Two deposits were made.

- A deposit in the amount of \$135.00, covering monies received from faxes, copies, and fees, was made on October 15th.
- The NHCf technology grant money in the amount of \$8600.00 was deposited on October 18th.

4. Director's Report –

Adam Shlager presented the Director's Report. Highlighted items included:

- Elevator issues were discussed. The faulty transformer was replaced.
- The NHCf grant money has been received and most expenditures are done. Parts for the teen computer build have been ordered.
- The next policies to be worked on are an update of the Circulation Policy and the development of new rules specific to the teen room.
- The 2024 budget presentation to the Selectmen went well, the next presentation is to the Budget Committee on Saturday, November 18th.
- Circulation statistics were reviewed, Hoopla is up and running.

5. Old Business –

- a. The 2024 proposed budget was discussed with the Director’s Report.
- b. A draft of the revised Personnel Policy was discussed and a few changes were proposed. A motion was made by Eileen Bischoff and seconded by Marcia McLaughlin to approve the revised Personnel Policy with the proposed changes incorporated. A voice vote was taken, all in favor, motion carried.
- c. Selectboard Meeting Updates – There were no updates from Marcia.
- d. Holiday Celebration – The Trustees/Friends of the Library holiday celebration date was set for December 16th from 2:00-4:00 p.m. Storytime with Santa will follow the celebration. The Friends will contribute \$250.00 for this event. The Trustees will provide desserts. Kari Bivona will coordinate the event and the Trustees have agreed to help as needed.

6. 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 roll call vote was taken; all in favor, motion carried. Non-public session was entered at 5:25 p.m.
 - The Trustees returned to public session at 5:55 p.m.
 - A motion was made by Marcia McLaughlin and seconded by Jane Man to seal the minutes of the non-public session. A vote was taken; all in favor, motion carried.
- b. Fall Clean-up – Libby Ellwood and Jane Man will change out the outdoor container planting for winter. No further fall clean-up was necessary.
- c. Other New Business – The need for a secure Trustee cabinet was discussed. A motion was made by Marcia McLaughlin and seconded by Jane Man to expend the necessary funds to replace one cabinet lock in the conference room with a new lock for Trustee accessibility only. A voice vote was taken; all in favor, motion carried.

9. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, December 12, 2023 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Marcia McLaughlin and seconded by Chris Peters to adjourn the November 14, 2023 meeting. A voice vote was taken; all in favor, motion carried.

The November 14, 2023 meeting was adjourned at 6:00 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

