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**Trustees' Retreat Minutes
Tuesday, July 22, 2025
Weeks Public Library Living Room**

Present: Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Chris Peters; Alternate Trustee Mary Ann Boxwell; Library Director Adam Shlager.

The retreat was called to order at 10:39 a.m.

1. Director's Report –

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

- Data migration to the KOHA circulation system is in progress.
- The two preloaded Kindles are operational.
- Modifications to the Children's Room are complete.
- A recap of the June 21st Midsummer's Night Masquerade Ball was provided.
- Circulation statistics were reviewed.

2. Strategic Plan –

The draft of the Strategic Plan was reviewed. Several priorities were discussed, including marketing and community engagement, Trustees were asked to provide ideas on marketing for the next meeting and to consider serving on a sub-committee. A motion was made by Kari Bivona and seconded by Chris Peters to adopt the Strategic Plan as a living document. A voice vote was taken; all in favor, motion carried.

3. Circulation Policy –

A motion was made by Kari Bivona and seconded by Jane Man to approve the June 3, 2025 revision of the Circulation Policy. A voice vote was taken; all in favor, motion carried.

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4. NHLTA Conference-

Mary Ann Boxwell presented a recap of the 2025 NHLTA annual conference. Items of note included:

- Current challenges faced by libraries.
- Reporting requirements for unanticipated gifts.
- Library safety for all occupants, i.e., staff and patrons.

5. Director Evaluation –

Completed Director Evaluation forms were given to Kari Bivona for review.

6. Trustee Evaluation –

Trustees were urged to complete their evaluation forms to determine areas that may require additional information and areas where the Board could improve. A Trustee self-evaluation topic will be added to the Trustee Calendar for September.

7. Alternate Trustee –

David Phreaner has resigned from Board. The Trustees acknowledged his support and participation and will miss his presence on the Board. Evan Tracz has agreed to join the Board as an Alternate Trustee to replace David. A motion was made by Kari Bivona and seconded by Libby Ellwood to accept the David Phreaner resignation and to approve Evan Tracz of Bayside Road as an Alternate Trustee. A voice vote was taken; all in favor, motion carried.

8. Other Business –

- a. Staff appreciation ideas were discussed.
- b. Agenda items for the August 7 meeting were reviewed.
- c. TD Affinity Program signups can now be done at branch locations.

9. Next Meeting and Adjournment –

The next regular 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 Eileen Bischoff and seconded by Chris Peters to adjourn the July 22, 2025 trustee retreat. A voice vote was taken; all in favor, motion carried.

The July 22, 2025 retreat was adjourned at 1:27 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

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