

Trustees Meeting Minute

Tuesday July 9th 2024

Weeks Public Library Conference Room

Present : Chair Chris Peters; Trustees Jane Mann, Kari Bivona; Alternate Trustees Mary Ann Boxwell, David Phreaner. Trustees Libby Ellwood and Eileen Biscoff were not present. Mary Ann Boxwell and David Phreaner served as Trustees in their place. Library Director Adam Shlager was present.

Meeting was called to order at 4:40pm

Approve Donations-

A motion was made by Jane Mann and seconded by Mary Ann Boxwell to:

Accept donation of \$251.00 by Dick Rugg for the framing of a town map (donated by the same) and \$200.00 by an anonymous donor. The motion carried. Adam Slager will send a thank you in appreciation from the WPL Trustees.

Approve Minutes-

A motion was made by David Phreaner and seconded by Mary Ann Boxwell to approve minutes of the June 11th 2024 meeting. A voice vote was taken; all in favor, motion carried.

Treasurer's Report

The year to date budget was reviewed and discussed.

Director's Report

Adam Shlager presented the Director's Report.

Old Business-

TD Bank- Affinity Program application in process. Adam Shlager continues to work with Keith Pike (Vice President, Government Banking). The process is near completion. Adam to update next month.

Children's Room- The location of the circulation desk in the Children's Room will be changed in September.

Building update- Adam Shlager is awaiting the signing off of the building by the town, which is the bondholder.

New Business-

WPL Budget vs. Actuals. January-December 2024 discussed and reviewed. In-house Circulation statistics and Program attendance through June 2024 were reviewed.

Ceiling Fans (2) have been purchased and delivered. Installation date depends on rewiring to accommodate fans and updating existing electrical to meet with building codes. A motion was made by Mary Ann Boxwell and seconded by David Phreaner to approve \$3,000.00 to accommodate additional electrical work. A voice vote was taken; all in favor, motion carried.

A conference Room picture rail will be installed, date tbd. Adam to install himself.

A correction will be made to a misspelled donor's name on the glass panel in the front entry to the library.

Dowling HVAC will be coming to service the air conditioning system. Several zones are not receiving adequate air conditioning

Capital Improvement Plan (C.I.P.)- request will be discussed and planned in the coming months.

Trust Funds- a plan was made to reorganize 4 WPL Trust Funds. The Division of Charitable Trusts (D.O.C.T.) is assisting WPL. Attorney Terry Knowles will be in charge of this process.

Audit- Adam Shlager to hear from Paul Sanderson, as Mr. Sanderson awaits a report and recommendations from the town auditor's report.

Reviews- The WPL Board of Trustees will plan a retreat where they will work on board and director reviews as well as strategic planning. A plan will be formulated at the August meeting.

NHLTA WORKSHOP: Budgeting and Finance for Library Trustees. July 16th 10am-2pm. Triangle Park, Concord. Chair Chris Peters, Trustee Kari Bivona and Alternate Trustee Mary Ann Boxwell to attend the workshop. WPL Director Adam Shlager will be a presenter.

Large cement Planter- awaiting delivery. Jane Mann to follow up with an update on delivery date by Churchill's Nursery.

Co-Chair title- a motion was made by David Phreaner and seconded by Jane Mann to approve the title change of Trustee Kari Bivona to; co-chair. Chris Peters will notify the change to the Town Office. A voice vote was taken; all in favor, motion carried.

Next meeting and Adjournment

The next monthly meeting of The Trustees will be held Tuesday August 13th 2024 at 4:30pm, WPL Conference Room. A motion was made by Mary Ann Boxwell and seconded by Chris Peters to adjourn the July 9th 2024 meeting. A voice vote was taken; all in favor, motion carried.

The July 9th 2024 meeting was adjourned at 5:40pm

Respectfully Submitted,
Kari Bivona Trustee, co-chair