



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, October 8, 2024 Weeks Public Library Conference Room

Present: Chair Chris Peters; Co-Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood; Alternate Trustees Mary Ann Boxwell, David Phreaner; Library Director Adam Shlager; Guests Donna Fitts, Stephan Toth. Trustee Jane Man was not present.

The meeting was called to order at 4:36 p.m.

Donna Fitts from the Greenland Historical Society presented an update on the mural timeline. Target completion date remains December 2024. The mural will be a vine motif with five themes, consisting of photographs. As there will not be captions for each photo, Chris Peters suggested a brochure be developed to provide further background information for the photos. An email with a mockup of the mural will be sent to the Trustees. Any feedback on the project should be directed to Karen Mason at the GHS.

Stephan Toth, the new library liaison to the Board of Selectmen, was in attendance. The Trustees welcomed Stephan and look forward to working with him in the future.

1. Approve Minutes –

A motion was made by Libby Ellwood and seconded by Eileen Bischoff to approve the minutes of the September 10, 2024 meeting. A voice vote was taken; all in favor, motion carried.

2. Treasurer's Report –

Adam Shlager presented the Treasurer's Report.

- In memoriam donations totaling \$1,130.00 accepted at the September 10 meeting have been deposited.
- The year to date budget was reviewed.

3. Director's Report –

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

- The water heater for the kitchen will be installed Friday, October 18. The Friends are covering the \$750.00 cost.
- The 2025 Budget has been submitted.

- A new staff member, Colleen O'Keefe, has been hired for Saturdays. Once onboarded, the Saturday hours will expand to 9:00 a.m. – 3:00 p.m.
- A new 3D printer, paid for by The Friends, has been delivered.
- The migration of bank accounts from Citizens Bank to TD Bank has been completed. Details of the TD Affinity Program will be provided soon.
- Circulation statistics were reviewed.

4. Old Business –

- a. TD Bank Update – Covered with the Director's Report.
- b. Mural Update – Covered at the beginning of the meeting.
- c. Budget Meetings – Covered with the Director's Report.
- d. Trust Fund Update – The investigation into the Trust Fund reorganization continues.

5. New Business –

- a. As noted under the Director's Report, Colleen O'Keefe will be joining the WPL staff.
- b. Warrant Article – To be discussed at a later date.
- c. Other New Business – The holiday party/open house has been scheduled for Saturday, December 7. A staff appreciation function will also be scheduled for December.

6. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Thursday, November 7, 2024 at 6:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adjourn the October 8, 2024 meeting. A voice vote was taken; all in favor, motion carried.

Please note date and time change to the first Thursday of the month at 6:30 p.m. for future meetings.

The October 8, 2024 meeting was adjourned at 5:33 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary