



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Tuesday, April 9, 2024 Weeks Public Library Conference Room

Present: Trustees Eileen Bischoff, Libby Ellwood, Jane Man; Alternate Trustees Kari Bivona, David Phreaner; Library Director Adam Shlager; Guest Karen Mason. Chair Chris Peters was not present, Kari Bivona served as Trustee in her place. Trustee Marcia McLaughlin was not present, David Phreaner served as Trustee in her place.

The meeting was called to order at 4:26 p.m.

Karen Mason, from the Greenland Historical Society, presented an update on the second wall mural to be installed in the library. Karen also discussed plans for a collage of historical photos that would be installed on the wall leading to the old building.

1. Approve Minutes –

A motion was made by Eileen Bischoff and seconded by Kari Bivona to approve the minutes of the March 13, 2024 meeting. A voice vote was taken; all in favor, motion carried.

2. Treasurer's Report –

- A donation in the amount of \$200.00 was received from the Flying Yankee Association. A motion was made by Jane Man and seconded by Kari Bivona to accept the donation of \$200.00 from the Flying Yankee Association. A voice vote was taken; all in favor, motion carried.
- Adam Shlager provided a review of the 2024 budget to date.

3. Director's Report –

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

- The updated Meeting Room Policy will be posted to the library's website.
- The recent Internet Safety Program and ideas for reconfiguration of the Teen Room.
- The State Library Statistics Report has been submitted.
- Adam Shlager has agreed to be certified as a Notary.
- TD Bank Affinity Program-Adam will provide more information on this program for the next meeting.

- The Youth Services Library Assistant position has been offered to and accepted by Madison Reynolds pending the completion of a background check.

4. Old Business –

- a. Attendance at Selectboard Meetings – Kari Bivona advised she will attend the April 9th meeting. Trustees will attend the meetings on a rotating basis.
- b. Meeting Room Policy update – Update will be posted to the WPL website.
- c. June NHLTA Conference – Trustees are encouraged to attend the annual conference on June 5th in Concord.
- d. Trustee Recruitment –
 - Kari Bivona advised that Mimi Boxwell is interested in serving as an Alternate Trustee and will attend the May meeting.
 - Kari Bivona read Marcia McLaughlin's resignation letter. The Library is forever grateful for Marcia's service to both the library and the community in general. A motion was made by David Phreaner and seconded by Libby Ellwood to accept Marcia McLaughlin's resignation and contact the Selectboard to appoint Kari Bivona as Marcia's replacement for the remainder of her term. A voice vote was taken; all in favor, motion carried.

5. New Business –

- a. Disbursement of Funds Policy – A Financial Policy will be developed which will combine this policy and the Credit Card Policy.
- b. Credit Card Policy – This will be part of a new Financial Policy.
- c. Update Investment Policy – The Investment Policy was discussed. A motion was made by Eileen Bischoff and seconded by Litty Ellwood to approve the updated Investment Policy. A voice vote was taken; all in favor, motion carried. Adam will post the updated policy to the library website.
- d. Prep for Auditors – Preparation for the auditors has been completed.
- e. Spring Cleanup – The Friends have agreed to cover the cost of soil and plantings for a new planter. The Trustees agreed to meet on Tuesday, May 7th at 10:00 a.m. for the spring cleanup of the library grounds. A rain date has been set for Thursday, May 9th at 10:00 a.m.

6. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, May 14, 2024 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by David Phreaner to adjourn the April 9, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The April 9, 2024 meeting was adjourned at 5:26 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

