



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, September 12, 2023 Weeks Public Library Conference Room

Present: Chair Chris Peters; Trustees Eileen Bischoff, Libby Ellwood, Jane Man; Alternate Trustees Kari Bivona, David Phreaner; Library Director Adam Shlager. Trustee Marcia McLaughlin was not present, Alternate Trustee Kari Bivona will serve as Trustee for this meeting.

The meeting was called to order at 4:32 p.m. Jane Man joined the meeting at 4:42 p.m.

1. Approve Minutes –

A motion was made by Libby Ellwood and seconded by Eileen Bischoff to approve the minutes of the August 15, 2023 meeting. A voice vote was taken; all in favor, motion carried.

2. Transactions Review –

There was no Transactions Report available for review.

3. Donations Received –

There were no donations received.

4. Deposits –

There were no deposits made.

5. Director's Report –

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

- Casella contract for trash removal. Adam recommended this contract be cancelled. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to authorize Adam Shlager to cancel the trash removal contract with Casella. A voice vote was taken; all in favor, motion carried. The library will get a transfer station permit and handle trash removal.
- Assabet online calendar and room reservation software was discussed. A motion was made by Jane Man and seconded by Libby Ellwood to authorize Adam Shlager to pursue Assabet software for the library's online calendar and room reservations. A voice vote was taken; all in favor, motion carried.
- Patti Sarcione has started as our part-time bookkeeper.
- Our personnel policy is not in agreement with the town's plan documents regarding benefits for part-time employees and will be updated soon.
- Planned Giving. Adam will pursue and set this up on the website.

6. Old Business –

a. Budget Review – The budget process will be starting in the next few weeks. A Trustee meeting to review the budget was scheduled for Thursday, September 21st at 3:00 p.m.

b. Policy Review –

- Drafts of the Collection Development Policy and Request for Reconsideration Policy were discussed. A motion was made by Eileen Bischoff and seconded by Chris Peters to approve the drafts of the Collection Development Policy and Request for Reconsideration Policy. A voice vote was taken; all in favor, motion carried. These policies will replace our current Materials Selection Policy. An updated Mission Statement has also been incorporated into the new Collection Development Policy.
- An updated draft of the Behavior Policy was discussed. A motion was made by Eileen Bischoff and seconded by Kari Bivona to approve the updated Behavior Policy. A voice vote was taken; all in favor, motion carried.

c. Expenditure Limits – Nonoperational expenditures over \$500.00 will need Trustee approval. Operational expenditures will be at the discretion of the Director.

d. September Event – The event to introduce Adam and honor the staff and Friends of the Library will be held in the Living Room on September 30th from 1:00-3:00 p.m. The Trustees will provide food and beverages. Kari Bivona is coordinating.

7. New Business –

a. Staff Update – Elaine Molleur has given her notice. The Trustees thank Elaine for her years of dedicated service to the library.

8. Next Monthly Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, October 16, 2023 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Jane Man to adjourn the September 12, 2023 meeting. A voice vote was taken; all in favor, motion carried.

The September 12, 2023 meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary