



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Thursday, March 13, 2025 Weeks Public Library Conference Room

Present: Chair Chris Peters; Co-Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood, Jane Man; Alternate Trustees Mary Ann Boxwell, David Phreaner; Library Director Adam Shlager; Selectboard Liaison Stephan Toth.

The meeting was called to order at 6:32 p.m.

1. Approve Minutes -

- A motion was made by Eileen Bischoff and seconded by Chris Peters to approve the minutes of the February 13, 2025 meeting. A voice vote was taken; all in favor, motion carried.
- A motion was made by Eileen Bischoff and seconded by Libby Ellwood to approve the minutes of the February 25, 2025 Board Evaluation Committee meeting. A voice vote was taken; all in favor, motion carried.

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

- Review of the budget to date.
- Library cards will migrate to 14 digits.
- Children's room reconfiguration is on schedule and almost complete.
- Patrons can now sign up for the TD Affinity Program.
- The Trust Fund situation was discussed.
- Circulation statistics were reviewed.

3. Election of Officers and Appointment of Alternate Trustees -

- A motion was made by Chris Peters and seconded by Libby Ellwood to elect Kari Bivona as Chair. A voice vote was taken; all in favor, motion carried.
- A motion was made by Chris Peters and seconded by Eileen Bischoff to elect Jane Man as Treasurer. A voice vote was taken; all in favor, motion carried.
- A motion was made by Chris Peters and seconded by Libby Ellwood to elect Eileen Bischoff as Secretary. A voice vote was taken; all in favor, motion carried.
- A motion was made by Chris Peters and seconded by Libby Ellwood to appoint David Phreaner as Alternate Trustee. A voice vote was taken; all in favor, motion carried.

- A motion was made by Chris Peters and seconded by Libby Ellwood to appoint Mary Ann Boxwell as Alternate Trustee. A voice vote was taken; all in favor, motion carried.

4. Old Business -

- Strategic Plan - There was no further update.
- Margaret Mooer's Celebration of Life - Trustees were updated on the plans for the celebration to be held Saturday, April 5th at 12:00 p.m.
- Friends of the Library Update - David Phreaner advised there were no issues to discuss.
- Trust Fund Update - This was discussed with the Director's Report.
- TD Bank Update - This was discussed with the Director's Report.
- Trustee Evaluation Form - Chris will send the proposed form to the Trustees.

5. New Business -

- Trustee Calendar Review - April items were reviewed. A spring cleanup of the grounds will be scheduled if necessary.
- NHLTA Conference - The annual conference will be held May 1, 2025. Trustees were encouraged to attend. Registration deadline is April 17th, registration fees will be reimbursed.
- Selectboard Update - Stephan Toth advised the board will be reorganized at the next meeting and that a Communications Committee will be formed.

6. Next Meeting and Adjournment -

- The next monthly meeting of the Trustees will be held Thursday, April 3, 2025 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 March 13, 2025 meeting. A voice vote was taken; all in favor, motion carried.
- The March 13, 2025 meeting was adjourned at 7:23 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary