



• 36 POST ROAD GREENLAND NH 03840 • 603-436-8548 •

Trustees' Meeting Minutes
Thursday, September 4, 2025
Weeks Public Library Conference Room

Present: Chair Kari Bivona; Trustees Libby Ellwood, Jane Man, Chris Peters, Mimi Boxwell; Alternate Trustee: Evan Tracz; Library Director Adam Shlager; Excused: Trustee Eileen Bischoff.

The meeting was called to order at 6:34 p.m.

1. Approve Minutes –

A motion was made by Kari Bivona and seconded by Chris Peters to approve the minutes of the August 7, 2025 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:

- The current budget was reviewed.
- Adam gave an update on the Seacoast Koha coop.
- Due to the loss of library materials to New Generations patrons, the current agreement will not be renewed. NG patrons will be welcome in the library, but materials will no longer be checked out by the organization.
- Hoopla checkouts will be reduced to 4/month to reduce costs.
- A leak detected in the living room ceiling during a recent storm will be addressed. Adam received multiple bids and requests permission to proceed with the repair estimated at 5K-10K.
- A motion was made by Chris Peters, seconded by Mimi Boxwell for Adam to move forward with a proposal from Jeff Bryan to repair the right gable on

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the original library building. A voice vote was taken. All in favor; motion passed.

- A bid has been submitted to replace the front landscaping. Two more bids will be requested.
- Adam presented that a gate in place of the two fence panels on library property could make snow removal significantly easier. Discussion ensued.
- A motion was made by Jane Man, seconded by Mimi Boxwell for Adam to solicit proposals to install a gate in the library fence to allow property maintenance. A voice vote was taken. All in favor; motion passed.
- Per the State Library, IMLS funding will continue to fund ILL thru September.
- The Kindle Fires are in circulation, and will be promoted to replace Hoopla use.
- Circulation statistics were reviewed.

3. Old Business –

- a. Capital reserve fund proposal will be submitted to town finance committee.
- b. Preliminary budget is ready to be submitted to town finance committee.
- c. The library Strategic Plan committee had a productive meeting on Sept 2.
- d. No funds have been received from the Trust Fund. Kari and Chris to follow up with the Trustees of the Trust fund.

4. New Business – a Friends next meeting is Sept 8, and trustees will attend to encourage recruitment efforts.

- b. There was no update from the Select Board.
- c. Radon testing is not required at this time as the levels were tested during construction of the addition.
- d. Personnel Policy Review will be conducted during staff evaluations during October. Any necessary changes will be noted.

5. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Thursday, October 2, 2025 at 6:30 p.m. in the Weeks Public Library Conference Room.

A motion was made by Kari Bivona and seconded by Jane Man to adjourn the September 4, 2025 meeting. A voice vote was taken; all in favor, motion carried.

The meeting was adjourned at 7:56 p.m.

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Respectfully submitted,
Mimi A Boxwell, Substitute Secretary

Removed from Trustee Binder August, 2025

WPL Mission Statement
WPL Opening/Closing Procedures
3D Printer Policy
After Hours Program Guidelines
Cooperation With Other Libraries
Credit Card Policy
Disbursement of Funds Authorization
Employee Illness Policy
Ethics Policy (Town of Greenland)
Interlibrary Loan Policy
Investment Policy
Pandemic Policy
Programming Policy placeholder
Purchasing Policy (Town of Greenland)
Safety Policy
Technology and Equipment Plan

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