

**WEEKS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**Thursday, April 3, 2025**  
**Weeks Public Library Conference Room**

Present: Chair Kari Bivona; Trustees Eileen Bischoff, Jane Man, Chris Peters; Alternate Trustees Mary Ann Boxwell, David Phreaner; Library Director Adam Shlager; Selectboard Liaison Stephan Toth; Public Attendee Evan Tracz. Trustee Libby Ellwood was not present.

The meeting was called to order at 6:31 p.m.

The Trustees welcomed Evan Tracz to the meeting. Evan is interested in joining the board as an Alternate Trustee.

**1. Approve Minutes –**

- A motion was made by Kari Bivona and seconded by Chris Peters to approve the minutes of the March 13, 2025 meeting. A voice vote was taken; all in favor, motion carried. Adam Shlager noted the website on the letterhead is still the old one, a new letterhead with the updated website will be provided.

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

- Review of Karly Wilkins proposed pollinator garden raised beds and Earth Day Plant-a-thon event.
- Review of the budget to date.
- Sign-up sheet to help with the June 21<sup>st</sup> Midsummer Night's Masquerade Ball.
- Review of several current NH Senate and House bills and the impact of these bills on library operations, funding and municipal employee health insurance coverage.
- Federal funding cuts and how they will affect the NH State Library and services.
- Circulation statistics were reviewed.

**3. Old Business –**

- Strategic Plan – There was no further update.
- Trust Fund – There was no further update.
- Trustee Evaluation Approval – The newly developed Trustee Evaluation form was distributed to the Board, A motion was made by Kari Bivona and seconded by Jane Man to approve the Trustee Evaluation form. A voice vote was taken; all in favor, motion carried.
- Trustee Retreat – A date will be set for the retreat.
- TD Affinity Program – Adam is waiting for the QR Code from TD Bank that will allow patrons to sign up for the program.

4. New Business –

- Trustee Calendar Review – April is on track.
- NHLTA May 1, 2025 Conference – Registration deadline is April 17<sup>th</sup>. Trustees are encouraged to attend.
- Outside Cleanup – The landscaping company will do a spring cleanup. Jane Man and Libby Ellwood will plant the container for spring.

5. Next Meeting and Adjournment –

- The next monthly meeting of the Trustees will be held Thursday, May 8, 2025 at 6:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Kari Bivona to adjourn the April 3, 2025 meeting. A voice vote was taken; all in favor, motion carried.
- The April 3, 2025 meeting was adjourned at 7:40 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary