



# WEEKS PUBLIC LIBRARY

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## **Trustees' Meeting Minutes Tuesday, May 14, 2024 Weeks Public Library Conference Room**

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

The meeting was called to order at 4:36 p.m.

A welcome was extended to Mary Ann Boxwell who is interested in serving as an Alternate Trustee.

### 1. Approve Minutes –

A motion was made by Eileen Bischoff and seconded by David Phreaner to approve the minutes of the April 9, 2024 meeting. A voice vote was taken; motion carried.

### 2. Wall Mural –

Karen Mason and Marcia McLaughlin presented an update on the proposal to install a photo collage on the wall leading to the old building. This would be a Trustee project with consultation provided by the Greenland Historical Society. The collage will be financed by Marcia McLaughlin. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to form a Trustee subcommittee to work in conjunction with the GHS on the wall mural project, financed by Marcia McLaughlin. A voice vote was taken; all in favor, motion carried. Kari Bivona and David Phreaner agreed to serve on the subcommittee.

### 3. Treasurer's Report –

Adam Shlager provided a review of the 2024 budget to date.

### 4. Director's Report –

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

- A new Financial Policy is still a work in progress. The updated Meeting Room and Investment Policies are available for the Trustees to print copies for their binders.
- The teen room reconfiguration is a great success, the children's room will be reconfigured in September.

- The switch to TD Bank and the TD Bank Affinity Account Program were discussed. A motion was made by Chris Peters and seconded by Libby Ellwood to authorize Adam Shlager to look into the transfer of funds from Citizen's Bank to new accounts at TD Bank. A voice vote was taken; all in favor, motion carried. A motion was made by Chris Peters and seconded by David Phreaner to authorize Adam Shlager to enroll the WPL in the TD Affinity Account Program. A voice vote was taken; all in favor, motion carried.

5. Old Business –

- a. Selectboard Meeting Attendance – Chris Peters will monitor Selectboard meeting agendas and advise if Trustee attendance is warranted.
- b. TD Bank Affinity Program – This was discussed as part of the Director's Report.
- c. June NHLTA Conference – Registration for the June 5<sup>th</sup> conference room is due by May 16<sup>th</sup>.
- d. Recruitment – Mary Ann Boxwell is interested in serving as an Alternate Trustee. A motion was made by Chris Peters and seconded by David Phreaner to nominate Mary Ann Boxwell as an Alternate Trustee. A voice vote was taken, all in favor; motion carried. Chris Peters will notify the Selectboard.
- e. Policies Update – This was covered in the Director's Report.

6. New Business –

- a. The New Hampshire Municipal Association is presenting a Trustees Training Workshop, via Zoom, on June 13<sup>th</sup> from 9:00 a.m. to 2:00 p.m. Trustees are encouraged to attend.
- b. Vice-Chair Position – As part of a discussion on succession planning, the Board wants to create a Vice-Chair position. Further discussion was tabled to the June meeting.

7. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, June 11, 2024 at 4:30 pm. In the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Libby Ellwood to adjourn the May 14, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The May 14, 2024 meeting was adjourned at 5:54 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary