



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

Trustees' Meeting Minutes
Thursday, August 7, 2025
Weeks Public Library Conference Room

Present: Chair Kari Bivona; Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Chris Peters; Alternate Trustees Mary Ann Boxwell, Evan Tracz; 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 Chirs Peters and seconded by Jane Man to approve the minutes of both the June 5, 2025 meeting and the July 22, 2025 trustee retreat. 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.
- There will be no updates from the State Library until September.
- The Kindle Fires are in circulation.
- Circulation statistics were reviewed.

3. Old Business –

- a. Koha update – The system is scheduled to go live in October.
- b. Seacoast YMCA Membership Update – Adam advised only one employee is utilizing the membership so far. This will be reviewed in a few months.
- c. TD Bank Affinity Program – Signups have started. The Affinity code for the library is #AJ457.

For Tax Purposes: Donations made to the Weeks Public Library, an Instrumentality of the Town of Greenland, are tax deductible under the Internal Revenue Code, Section 170(c)(1). Tax ID#: 02-0345176
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4. New Business –

- a. 2026 Budget – Adam presented the preliminary budget for 2026; line items were reviewed. The largest increases will be in benefits, library application software, electricity, repairs and maintenance and snowplowing. The draft of a warrant article to establish a Capital Reserve Fund for future repairs and maintenance was reviewed.
- b. Landscaping – The street side shrubs need to be removed. Options for replacement were discussed.
- c. Strategic Plan Subcommittee - A subcommittee was formed; members include Chris Peters, Adam Shlager, Mary Ann Boxwell, Kari Bivona and Evan Tracz.
- d. Trustee Retreat – The July 22nd Trustee Retreat was productive.
- e. FRIENDS Update – David Phreaner was not present, Kari advised that the Friends will meet 4 times per year going forward.
- f. Selectboard Update – Stephan Toth discussed a Performance Evaluation Form for department heads that is being developed.
- g. Welcome to Evan – The Trustees welcomed Evan Tracz to the Board as our new Alternate Trustee.
- h. Policy Review – All updated policies are on the website. The trustee binders have been updated; many policies have been subsumed into new policies or are no longer applicable. A list of old policies and procedures that were removed is attached.

5. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Thursday, September 4, 2025 at 6:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Kari Bivona and seconded by Eileen Bischoff to adjourn the August 7, 2025 meeting. A voice vote was taken; all in favor, motion carried.

The August 7, 2025 meeting was adjourned at 8:08 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

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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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