



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Trustees' Meeting Minutes Thursday, November 7, 2024 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; Guest David Kayarian.

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

1. Approve Minutes -

- A motion was made by Libby Ellwood and seconded by Kari Bivona to approve the minutes of the October 8, 2024 meeting. A voice vote was taken; all in favor, motion carried.

2. Treasurer's Report -

- The current budget is on track.
- A check in the amount of \$846.00 for the unused portion of our retainer was received from Durbin law offices.

3. Director's Report -

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

- Colleen O'Keefe is on board and Saturday hours have expanded.
- Social media domain blocking, through our existing VIPRE software, has been implemented on the Teen and Children PCs. Sites blocked include Snapchat, Instagram and Tik Tok, among others.
- The Teen Room will be locked if no staff member is in attendance.
- The video streaming service Kanopy has a Small Libraries Program which would be a good addition to our collection offerings.
- The purchase of Kindle Fires was discussed as a way to increase access to new titles and alleviate long wait times on Libby.
- Circulation statistics were reviewed.

4. Old Business -

- TD Bank Update - The shift of accounts to TD Bank will be finalized soon.
- Mural - Kari Bivona gave an update on the mural. The unveiling has been set for December 12, 2024 from 6:00 - 7:45 p.m.

- Budget Committee - The Budget Committee meeting is scheduled for December 7, 2024 at 9:00 a.m.
- Trust Fund/Building Update - The investigation into the Trust Fund Reorganization continues.
- Director Evaluation - The evaluation was completed, Chris Peters met with Adam Shlager to discuss.
- Strategic Plan - Adam provided copies of a Greenland environmental analysis and will send his conclusions to the Trustees. The Trustees will hold off on forming a committee until those conclusions can be reviewed. A Strategic Plan letter will be posted on the Trustee website.

5. New Business -

- Top 20 Policies - Discussion of new policies was tabled to a later date. Revisions will be made to the Meeting Room, Teen, and Personnel policies.
- Trustee Evaluation - This was tabled to the January meeting.
- Holiday Events - The holiday open house and visit with Santa will be held Saturday, December 7th. Kelly Nahas is organizing a staff appreciation event for December.
- Cabinets - A motion was made by Chris Peters and seconded by Jane Man to approve the expenditure of \$1,515.35 for Community Room A cabinets. A voice vote was taken; all in favor, motion carried. This expense will be reflected under Equipment/Furniture in the budget.

6. Non-Public Session -

- A motion was made by Eileen Bischoff and seconded by Jane Man to enter non-public session under RSA 91-A:5, d(1) for the purpose of discussing compensation issues. A voice vote was taken; all in favor motion carried. Non-public session was entered at 7:42 p.m.
- The Trustees returned to public session at 8:02 p.m.
- A motion was made by Eileen Bischoff and seconded by Jane Man to seal the minutes of the non-public session. A voice vote was taken; all in favor, motion carried.

7. Next Meeting and Adjournment -

- The next monthly meeting of the Trustees will be held Thursday, December 5, 2024 at 6:30 p.m. in the Weeks Public Library Conference Room.
- A motion was made by Chris Peters and seconded by Libby Ellwood to adjourn the November 7, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The November 7, 2024 meeting was adjourned at 8:05 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary

