



# WEEKS PUBLIC LIBRARY

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

---

## **DRAFT Trustee's Meeting Minutes Tuesday, August 9, 2022 Weeks Public Library Conference Room**

Present: Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Marcia McLaughlin; Alternate Trustees Kari Bivona, David Phreaner; Library Director Candace Cousins. Chair Chris Peters joined the meeting by phone, Alternate Trustee Kari Bivona will vote and sign documents in her place.

The meeting was called to order at 4:34 p.m.

### 1. Approve Minutes –

A motion was made by Eileen Bischoff and seconded by Libby Ellwood to approve the minutes of the July 12, 2022 meeting as written. A voice vote was taken; all in favor, motion passed.

### 2. Transactions Review –

The Transactions Review for July 2022 was reviewed and signed by the Trustees.

### 3. Accept Donations –

There were no donations to accept.

### 4. Deposits –

A check in the amount of \$2507.15 from a dissolution of a trust fund was received and will be deposited.

### 5. Director's Report-

Candace Cousins presented the Director's Report. Highlights include upcoming Autumn programming, the continued increase in new patron signups, upcoming installation of new computers and the August 25<sup>th</sup> sendoff for Susan MacDonald.

### 6. Old Business –

- a. New Hire - Karly Wilkins, our newly hired Children's Librarian will start August 29<sup>th</sup>.
- b. Family Leave Policy – David Phreaner, Eileen Bischoff and Marcia McLaughlin agreed to form a committee to review the Lane Public Library's

policy and will set up a meeting to formulate a draft policy for the Weeks Public Library.

c. Outdoor Sign – The original bid came in higher than expected. Marcia McLaughlin will follow up with the Friends of the Library regarding their request for additional quotes. A motion was made by Jane Man and seconded by Libby Ellwood to accept the original bid from Stone Sign and Design. Any shortfall between the Friends donation and the bid will be covered by the check received from the trust fund dissolution. A voice vote was taken; all in favor, motion passed.

d. Behavior Policy – The revised policy was signed by the Trustees.

e. Materials Selection Policy – Signing of this policy was tabled to September.

f. Update on Party – Kari Bivona and David Phreaner presented an update on the August 25<sup>th</sup> party for Susan MacDonald.

g. Budget – The current budget was reviewed. Candace Cousins presented her initial proposed budget for next year.

h. Separators for Trustee Binders – Plastic separators for new policies were passed out. It was suggested that a meeting be held to reorganize the binders. Eileen Bischoff also offered to help with any reorganization.

i. Other Old Business - The easement with the Community Congregational Church has been signed, thanks go out to Reverend Brockmeier for his assistance. A bill in the amount of \$900.00 was received for easement legal expenses. A motion was made by Jane Man and seconded by Libby Ellwood to pay the \$900.00 invoice for easement legal expenses. A voice vote was taken, all in favor, motion passed.

#### 7. New Business –

a. Library System Training – Chris Peters suggested that staff and trustees be trained on new library systems, especially the alarm system. Marcia will follow up with Craig McLaughlin to set up a time to go over the systems with staff and trustees.

b. Credit Card Status – Susan MacDonald is currently on the Weeks Public Library credit card. With her retirement, the card will have to be switched over to another authorized signer. Chris Peters will follow up with Citizen's Bank.

c. Other New Business – An Evaluation Document has been developed and will be sent to the Trustees for review prior to the September meeting.

#### 8. Next Monthly Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, September 13, 2022 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Marcia McLaughlin to adjourn the August 9, 2022 meeting. A voice vote was taken; all in favor, motion passed.

The August 9, 2022 meeting was adjourned at 6:15 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary