



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 Tuesday, January 9, 2024 Weeks Public Library Conference Room

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

The meeting was called to order at 4:30 p.m.

Guest Craig McLaughlin updated the Trustees on a follow up matter relating to the expansion.

1. Approve Minutes –

A motion was made by Eileen Bischoff and seconded by Libby Ellwood to approve the minutes of the December 12, 2023 meeting. A voice vote was taken; all in favor, motion carried.

2. Treasurer's Report –

There was nothing to report, no deposits were made and no donations were received.

3. Director's Report –

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

- The Investment Policy will be updated and the Annual Report is in progress.
- The Friends will be funding 3 new museum passes.
- Expenditures from the technology grant are complete, the actual computer build will be scheduled soon.
- Circulation statistics were reviewed.

4. Old Business –

- a. Selectboard Update – There was no update.
- b. Annual Report to the Town – Covered in the Director's Report.
- c. Budget – The proposed budget has been submitted.
- d. Election and Filing Dates – Dates have not been set yet. Libby Ellwood will run for re-election.

5. New Business –

a. Board and Director Reviews – Chris Peters will set up a Google Docs folder for reviews. The Director Review should be completed for the February meeting. A Trustee Review form will be developed.

b. Additional Policies – As covered in the Director’s Report, the Investment Policy is being updated.

6. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, February 13, 2024 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Chris Peters and seconded by Libby Ellwood to adjourn the January 9, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The January 9, 2024 meeting was adjourned at 5:35 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary