



# WEEKS PUBLIC LIBRARY

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## **Trustees' Meeting Minutes Thursday, January 9, 2025 Weeks Public Library Conference Room**

Present: Chair Chris Peters; Co-Chair Kari Bivona; Trustees Eileen Bischoff, Jane Man; Alternate Trustees Mary Ann Boxwell, David Phreaner; Library Director Adam Shlager; Selectboard Liaison Stephan Toth. Trustee Libby Ellwood was not present.

The meeting was called to order at 6:35 p.m.

### **1. Approve Minutes -**

- A motion was made by Jane Man and seconded by Eileen Bischoff to approve the minutes of the December 5, 2024 meeting. A voice vote was taken; all in favor, motion carried

### **2. Treasurer's Report -**

- Going forward this will be incorporated into the Director's Report.

### **3. Director's Report -**

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

- The transfer of accounts to TD Bank is complete. Signups for their Affinity Program should begin around February 1<sup>st</sup>.
- End of year purchases were reviewed.
- The reconfiguration of the Children's room will begin March 7<sup>th</sup>.
- A new process for overdue/lost books will be implemented over the 1<sup>st</sup> quarter of 2025.
- The draft of the 2024 annual report to the town was reviewed.
- The library's budget was discussed.
- Circulation statistics were reviewed.

### **4. Old Business -**

- Recap of Holiday Events - The visit with Santa and Mrs. Claus and the staff appreciation luncheon were successful.
- Town Meeting/Election - The terms of Jane Man and Kari Bivona are up in 2025. Filing dates with the town for reelection are January 22-31. The school and town budget public hearing is scheduled for Tuesday, January 14, 6:00 p.m. at the Greenland Central School. Snow date is Saturday, January 18 at 9:00 a.m. Trustees are encouraged to attend.

- Financial Procedures Policy- Adam presented a draft of the new Financial Procedures Policy. One change was discussed. A motion was made by Eileen Bischoff and seconded by Jane Man to approve the Financial Procedures Policy with the noted change. A voice vote was taken; all in favor, motion carried. Adam will post the approved policy on the library's website.
- Strategic Plan Update - This was tabled to a future meeting.
- Trustee Evaluation Plan - This was tabled to a future meeting.

5. Next Meeting and Adjournment -

- The next monthly meeting of the Trustees will be held Thursday, February 6, 2025 at 6:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by Chris Peters to adjourn the January 9, 2025 meeting. A voice vote was taken; all in favor, motion carried.

The January 9, 2025 meeting was adjourned at 7:45 p.m.

Respectfully submitted,  
Eileen M, Bischoff, Secretary