



# WEEKS PUBLIC LIBRARY

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## **Trustees' Meeting Minutes Wednesday, March 13, 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. 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.

### 1. Election of Officers and Appointment of Alternates –

A motion was made by Eileen Bischoff and seconded by Libby Ellwood to elect the following slate of officers: Chair-Chris Peters, Treasurer-Jane Man, Secretary-Eileen Bischoff; and to reappoint Kari Bivona and David Phreaner as Alternate Trustees. A voice vote was taken; all in favor, motion carried.

### 2. Approve Minutes –

- A motion was made by Libby Ellwood and seconded by Kari Bivona to approve the minutes of the February 13, 2024 meeting. A voice vote was taken; all in favor, motion carried.
- A motion was made by Jane Man and seconded by Kari Bivona to approve the minutes of the February 13, 2024 Non-Public session. A voice vote was taken; all in favor, motion carried.

### 3. Treasurer's Report –

Adam Shlager provided a review of the budget to date. No deposits or donations were mentioned.

### 4. Director's Report –

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

- The Cricut Maker model and 3D printer are being used.
- Museum passes for the New England Aquarium and Boston Museum of Science, funded by the Friends, are now available.
- Changes were made to the Meeting Room Policy; Trustees were asked to review the updated policy for approval at the April 2024 meeting.
- Circulation statistics were reviewed.

5. Old Business –

- a. Updates from Selectboard – There was no update from recent Selectboard meetings. Attendance at the meetings by the Trustees and/or Director, on a rotating basis, was discussed.
- b. Recruitment of New Trustees – The need for recruiting an additional Alternate Trustee was discussed.

6. New Business –

- a. Strategic Planning – Adam Shlager is developing a strategic plan for the library.
- b. Regional NHLTA Gathering – The Weeks Public Library will be hosting a Regional Trustees Gathering on Saturday, April 13, 2024. The Friends will provide up to \$100.00 for this function. Chris Peters will check with Marcia McLaughlin on the format for this event.
- c. Library of Things – Smaller scale items, such as Yoto Minis, birdwatching kits, bike repair kits, and backpacks with trail maps were discussed.
- d. NHRS – It was agreed to move to pre-tax contributions for the NH Retirement System.
- e. Other New Business –
  - The NHLTA Annual Conference will be held Wednesday, June 5, 2024 in Concord. Scholarships to cover the registration cost will be available.
  - National Library Workers Day is April 9, 2024. The Friends will provide recognitions for our staff members.

7. Next Meeting and Adjournment –

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

The March 13, 2024 meeting was adjourned at 5:40 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary