



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Tuesday, December 12, 2023 Weeks Public Library Conference Room

Present: Chair Chris Peters; Trustees Eileen Bischoff, Libby Ellwood, Jane Man, Marcia McLaughlin; Alternate Trustees Kari Bivona, David Phreaner; Library Director Adam Shlager.

The meeting was called to order at 4:33 p.m.

1. Approve Minutes –

- A motion was made by Marcia McLaughlin and seconded by Libby Ellwood to approve the minutes of the November 14, 2023 meeting. A voice vote was taken; all in favor, motion carried.
- A motion was made by Eileen Bischoff and seconded by Marcia McLaughlin to approve the minutes of the November 14, 2023 Non-Public session. A voice vote was taken; all in favor, motion carried.

2. Donations –

There were no donations to accept.

3. Deposits –

There were no deposits made. Going forward, donations and deposits will be combined into a Treasurer's Report agenda item.

4. Director's Report –

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

- Snow removal for winter 2023-2024.
- Adam will write the annual report and forward it to the Trustees for review.
- Tech improvements, including new PCs in the Children's Room and addition of Zoom capability in the conference and community rooms.
- The new Teen Room Policy and Circulation Policy were reviewed. The Teen Room policy is an in house policy and does not need Trustee approval. A motion was made by Marcia McLaughlin and seconded by Jane Man to approve the revised Circulation Policy. A voice vote was taken; all in favor, motion carried. Adam will post the revised copy on the website.

5. Old Business –

- a. Budget Update – The 2023 budget balance and presentation of the 2024 budget to the Budget Committee were discussed.
- b. Policy Review – New policies were discussed with the Director's Report.
- c. December Celebration – Preparations are on track, Trustees will provide desserts. Parking will be an issue due to a memorial service at the Parish House.
- d. Tech Updates – Tech improvements were discussed with the Director's Report.

6. New Business –

- a. Parking – Possible improvements to parking were discussed. This would be a springtime project and further discussion was tabled to a future meeting.
- b. Trustee Binders – Eileen Bischoff will finish updating the Trustee Binders. Going forward each Trustee will decide if they want to print updated policies from the website.
- c. Evening Meetings – Use of the community rooms in the evenings was discussed.

7. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, January 9, 2024 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Marcia McLaughlin and seconded by Libby Ellwood to adjourn the December 12, 2023 meeting. A voice vote was taken; all in favor, motion carried.

The December 12, 2023 meeting was adjourned at 5:45 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary