



WEEKS PUBLIC LIBRARY

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Trustees' Meeting Minutes Friday, August 9, 2024 Weeks Public Library Conference Room

Present: Chair Chris Peters; Trustees Eileen Bischoff, Libby Ellwood, Jane Man; Alternate Trustee David Phreaner; Library Director Adam Shlager; Guests Karen Mason, Donna Fitts. Co-Chair Kari Bivona and Alternate Trustee Mary Ann Boxwell were not present. David Phreaner served as Trustee for Kari Bivona.

The meeting was called to order at 4:31 p.m.

Karen Mason and Donna Fitts from the Greenland Historical Society presented an update on the timeline mural. The target date is December 2024. A display of framed historical photographs and the installation of a STAS photo rail system were also discussed. The GHS will provide details of a proposed display cabinet for the Living Room at a future meeting.

1. Approve Minutes –

Misspellings of Jane Man, Eileen Bischoff and Adam Shlager last names were noted. A motion was made by David Phreaner and seconded by Libby Ellwood to approve the July 9, 2024 minutes as corrected. A voice vote was taken, motion carried.

2. Treasurer's Report –

Will be discussed with the Director's Report

3. Director's Report –

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

- A revision of the Unattended Children Policy to clarify by age instead of grade level was discussed. A motion was made by Jane Man and seconded by David Phreaner to remove reference to grade level in the policy and have only age as the determining factor. A voice vote was taken; all in favor motion carried. Adam will post the revised policy on the WPL website.
- The building update was discussed. Adam is awaiting the signoff from the town. The HVAC system was serviced and the leak was fixed. The changes in the Children's Room are scheduled for September.
- Plans for extended hours on Thursday evenings and Saturdays and staffing were discussed.

- The year to date 2024 budget and the initial draft of the proposed 2025 budget were reviewed and discussed. Special note was taken of increases in compensation, plowing expenses and Hoopla for 2025.

4. Old Business –

- a. TD Bank Update – New accounts and Affinity Program are still in progress.
- b. Board Retreat – A plan for a board retreat was tabled to a future meeting.
- c. Mural Update – This was discussed with GHS at the beginning of the meeting.
- d. Budget Review – See Director's Report.

5. New Business –

- a. Trustee Calendar Review – This was tabled to a future meeting.
- b. Trust Funds – The investigation into the Trust Funds reorganization is ongoing.
- c. HVAC Update – See Director's Report.
- d. John Hirtle Map and Other Requests – John Hirtle offered to donate a map to the library. We thank him for his interest in a donation but the Trustees are working closely with the GHS on items to be hung on the library walls.

6. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, September 10, 2024 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Eileen Bischoff and seconded by David Phreaner to adjourn the August 9, 2024 meeting. A voice vote was taken; all in favor, motion carried.

The August 9, 2024 meeting was adjourned at 5:50 p.m.

Respectfully submitted,
Eileen M. Bischoff, Secretary