



# WEEKS PUBLIC LIBRARY

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## **Trustees' Meeting Minutes Tuesday, October 10, 2023 Weeks Public Library Conference Room**

Present: Chair Chris Peters; Trustees Eileen Bischoff, Marcia McLaughlin; Alternate Trustees Kari Bivona, David Phreaner; Library Director Adam Shlager. Trustees Libby Ellwood and Jane Man were not present at the start of the meeting, Kari Bivona and David Phreaner will serve as Trustees for this meeting until their arrival.

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

### **1. Approve Minutes –**

- A motion was made by Chris Peters and seconded by Kari Bivona to approve the minutes of the September 12, 2023 meeting. A voice vote was taken; all in favor, motion carried.
- A motion was made by Eileen Bischoff and seconded by Chris Peters to approve the minutes of the September 21, 2023 meeting. A voice vote was taken; all in favor, motion carried.

Libby Ellwood and Jane Man joined the meeting at 4:35 p.m.

### **2. Transactions Review –**

There was no Transactions Report available. Procedure for review of monthly transactions going forward was discussed.

### **3. Donations –**

There were no donations received.

### **4. Deposits –**

There were no deposits to report.

### **5. Director's Report –**

Adam Shlager presented the Director's Report. Highlighted items included:

- Power surge issues with the elevator. Adam is working with Stanley Elevator to resolve and will pursue options to prevent future power surges.
- A New Hampshire Charitable Foundation technology grant was approved. This money will be used for computers in the teen room.
- Weeding of the books, CDs and DVDs continues.

- Immediate credit card and Amazon account issues have been resolved.
- Health Trust benefits costs have increased.

#### 6. Old Business –

- a. Budget – The 2024 proposed budget was discussed.
- b. Policy Review and Approvals –
  - A draft of the revised Meeting Room Policy was discussed. A motion was made by Marcia McLaughlin and seconded by Libby Ellwood to approve the updated draft of the Meeting Room Policy. A voice vote was taken; all in favor, motion carried.
  - A draft of the Unattended Child Policy was discussed. A motion was made by Eileen Bischoff and seconded by Chris Peters to approve the draft of the Behavior Policy. A voice vote was taken; all in favor, motion carried. This policy will replace our current Child Safety Policy.
- c. Selectboard Meeting Updates – There were no updates.
- d. Hoopla – Hoopla will be implemented to provide an additional digital media service for our patrons.
- e. Use of BCC – The Trustees will continue to use BCC in all email correspondence.

#### 7. New Business –

- a. Personnel Manual – Adam is updating the library's Personnel Manual.
- b. Succession Planning for Trustees – Chris and Libby are up for re-election in 2024. Appointing a third Alternate Trustee was also discussed.
- c. Tables for Children's Room – There is a need for 4 height adjustable tables and 12 additional chairs for the children's room. A motion was made by Chris Peters and seconded by Jane Man to authorize Adam Shlager to purchase 4 height adjustable tables, 12 chairs and 2 tablets. A voice vote was taken; all in favor, motion carried.
- d. Holiday Celebration – Holiday celebrations ideas including Santa story time and a winter solstice celebration were discussed.

#### 8. Next Meeting and Adjournment –

The next monthly meeting of the Trustees will be held Tuesday, November 14, 2023 at 4:30 p.m. in the Weeks Public Library Conference Room. A motion was made by Marcia McLaughlin and seconded by Eileen Bischoff to adjourn the October 10, 2023 meeting. A voice vote was taken; all in favor, motion carried.

The October 10, 2023 meeting was adjourned at 5:52 p.m.

Respectfully submitted,  
Eileen M. Bischoff, Secretary

