

Seabrook Library Board of Trustees
Town of Seabrook, NH
Minutes for Board of Trustees Monthly Meeting
November 4, 2024

In attendance: Chairman: Eric Small
 Treasurer: Paul Kelley
 Secretary: Laura Litcofsky
 Library Director: Susan Schatvet

1) Roll Call: The meeting was called to order at 3:30pm. Roll call was taken. All Trustees were present.

2) Approval of prior meeting minutes: The minutes from the October 8, 2024 Monthly Meeting were unanimously approved.

- a) Director's Report: The following items were noted and discussed....
 - i) Collection development is down some compared to last year because last year's development was a bit high.
 - ii) Youth service's numbers look down but that is because it was very high last year due to participating in the Elementary School fall festival.
 - iii) Adult programming is very strong, in particular, an adult story teller event, diamond art event, and the book boxes.
 - iv) Jess went to a conference and one of the topics was "Succession Planning". This is a topic that will be discussed further given Susan's plans to retire next year.
- b) Financial Statement -
 - i) The latest financial statement was reviewed.
 - ii) Appropriation Question
The Town has been paying out our monthly appropriation based on the amount from 2 years ago rather than our current default budget of \$531,152.00. This has resulted in an underpayment of \$621.00 a month. Susan has contacted them but has not had a response. Eric is going to reach out to the Town Manager.

3) New Business

- a) Circulation Issue - Susan shared that a patron took out a metal detector and never returned it. She went through the proper protocol with no response so Susan contacted the police. The police made a visit and the patron was no longer at that address. The police will put out a warrant for his arrest which will result in restitution.
- b) Meeting Room Issue - When the Trustees presented the Budget, one of the members of the Select Board questioned if the Library should be charging a fee for the use of the Meeting Room. The Board concurs that there should not be a

fee for the use of any space in the Library, which is in line with the protocol at libraries across the state.

4) Old Business

- a) Website vendor quotes - Susan has received a few quotes and is looking to get some more information before making a final decision.
- 5) Next Meeting: Regular Monthly meeting will be on Tuesday, December 10, 2024 at 3:30pm.
- 6) Adjourn: The meeting was adjourned at 4:22pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees