

Seabrook Library Board of Trustees
Town of Seabrook, NH
Minutes for Board of Trustees Monthly Meeting
December 10, 2024

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

1) Roll Call: The meeting was called to order at 3:35pm. Roll call was taken. Paul and Laura were in attendance. Eric was unable to attend.

2) Approval of prior meeting minutes: The minutes from the November 4, 2024 Monthly Meeting were unanimously approved.

- a) Director's Report: The following items were noted and discussed....
 - i) Lego Club and Library Explorer attendance is down a bit. Laura is going to mention it at the next staff meeting and encourage teachers to send home a flyer with students.
 - ii) Jess and Diane attended an Inter-Library loan workshop.
 - iii) Jess attended an Introduction to AI workshop.
 - iv) Susan spoke about Jim and what an assess he is to the library. The Trustees want to express their appreciation for Jim's dedication and all he does for the library.
- b) Financial Statement -
 - i) The latest financial statement was reviewed.
 - ii) The Town finance manager has not made the disbursement of our monthly appropriating, as agreed upon. Susan has followed up and is waiting for a response.
 - iii) Year end purchases - There are no plans for year end purchases at this time.

3) New Business

- a) Director's review - Susan shared a response to her evaluation.
- b) Building updates
 - i) New lightning (Town project) - The Town did an energy audit. All the buildings in Town will be getting new lights. There will be new energy efficient lights installed in the library and in the parking lot.
 - ii) New phones - the installation of the new system began today.
 - iii) Susan informed the Trustees of the need for a new riding lawn mower. The Trustees unanimously approved this purchase.

4) Old Business

a) Website vendor quotes

- i) Susan recommended that we go with Renaissance Web Solutions. The Trustees unanimously approved.

5) Next Meeting: Regular Monthly meeting will be on Monday, January 6, 2025 at 3:30pm.

****Please note the change of day****

6) Adjourn: The meeting was adjourned at 4:10pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees