

Seabrook Library Board of Trustees
Town of Seabrook, NH
Minutes for Board of Trustees Monthly Meeting
September 16, 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 3:39pm. Roll call was taken. All Trustees were present.
- 2) Approval of prior meeting minutes: The minutes from the August 13, 2024 Monthly Meeting were unanimously approved.
 - a) Director's Report: The following items were noted and discussed....
 - i) Some statistics are down (like circulation) but some are up (like children and adults programs).
 - ii) The book group is growing.
 - iii) The Seacrest Cooperative gave a \$300 donation.
 - iv) The Rising Tide Photo Gallery was on display last month.
 - v) All of the cushions have been professionally cleaned.
 - b) Financial Statement -
 - i) The latest financial statement was reviewed.
 - ii) Susan is going to check with the CPA to see if the May appropriation has been deposited.
 - iii) Paul shared that our investment has increased by \$79,000.
- 3) New Business
 - a) Library Website Vendor - The current vendor is going out of business in October 2025. Susan has reached out to a new vendor and is waiting for details.
 - b) Phone Contract - The phone lease is ending on 11/5/2024. Susan looked into another vendor but would like to stay with Firstlight. The Trustees support this decision.
 - c) HVAC Quote for Compressor - Three of the compressors are working and one needs to be repaired. Dowling has estimated the cost at \$7,495. Susan will schedule the work to be done when they are available.
- 4) Old Business
 - a) Employee reviews - The Trustees will fill out an evaluation for Susan.
- 5) Next Meeting: Regular Monthly meeting will be on Tuesday, October 8, 2024 at 3:30pm.
- 6) Adjourn: The meeting was adjourned at 4:04pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees

