

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

June 8, 2021

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 3:31pm. Roll call was taken. All of the Trustees and the Library Director were present.

2) Approval of prior meeting minutes: The minutes from the May 11, 2021 Monthly Meeting were unanimously approved.

a) Director's Report: The Director's report was reviewed with the following items to note...

- The library is mostly back to pre pandemic standards.
- The Take and Make packets are still popular.
- There are overall concerns with Libraries in the area regarding interest in summer programs. Staff at the library are creating their own theme rather than going with the state wide theme.
- Repairs have been made on the double doors.

b) Financial Statement: The May financial report was reviewed.

3) New Business

1. Discuss Trust Fund - Paul has asked that we add reference pages into the Investment Policy manual regarding the Trusts.
2. ARAP Money - American Recovery Act Program is giving grants to libraries. The library is getting \$1982. Susan is using the money to buy a \$949 subscription to Princh which is a print management system. She also plans to buy a Maker Space cart for STEAM and STEM activities that can be mobile throughout the library.
3. Library Debit Card - Susan would like to get a debit card from BankProv to be used for purchases, not to exceed \$500 per purchase. The Trustees unanimously voted to approve. Paul will go to the bank to inquire.
4. New Part-Time Hire - Susan has interviewed 2 candidates for the part time circulation desk position. After careful consideration, Susan is recommending Megan Brown for the position. In the event that she is not available, she would like to offer the position to Ann Powell. The Trustees unanimously voted to approval Susan's recommendation.

5. Library Card for Juvenile - The current policy allows children to obtain a library card at 8 years old. Discussion was held regarding changing the age to 5 based on a request from a parent. Susan is going to inquire about the policy at other local libraries.

4) Old Business

a) Worker's Comp - Eric will contact, Town Manager, Bill Manzi to discuss the library's portion of worker's comp.

5) Review of Action Items (carried over from last month)

a) Policy Manual review - Will be discussed at next meeting.

6) Next Meeting: Wednesday, July 14, 2021 at 2:00pm.

*Please note change of day and time.

7) Adjourn: The meeting was adjourned at 4:46pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees