

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

June 6, 2022

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 3:40pm. Roll call was taken.

2) Approval of prior meeting minutes: The minutes from the May 10, 2022 Monthly Meeting were unanimously approved.

 a) Director's Report:

 The Director's report was reviewed with the following items to note...

- Susan represented the Library at the Senior Day at the Rec Center.
- The Seabrook Middle School's group Youth 2 Youth used the Library to film their annual film.
- The Seabrook Elementary School's 1st grade came for a field trip today.
- Susan made a few adjustments to accommodate more quiet spaces which have been very popular lately.

 b) Financial Statement - Jan - May report was reviewed.

3) New Business

 a) 2023 Budget Review - The preliminary budget was viewed and discussed. Susan built in increases based on salary matrixes. In addition, there is an increase in utilities. Benefits were estimated due to the fact that the rates are not available at this time.

 b) Policy Manual review - Susan recommended that we review the policy in small sections on a rotating basis. She would like us to come up with a schedule as to when and how often we review each section. Paul offered to help Susan set up that schedule. Paul suggested that one of the 1st sections we review is related to the salary matrix.

4) Old Business

 a) Quote for replacement of walkway - Jim found a contractor that will patch the walkway rather than replace it. The cost will be \$300-\$500.

 b) Quote for Memorial/Gift Display -

- We reviewed the "Gift and Donation Policy". Suggestions were made to amend the current language. Discussion took place regarding whether to be specific about what the donations would go toward. Further discussion will take place at the next meeting.

- We referred to the previous discussion in regard to a “Donation Tree”. We discussed how much would warrant a leaf and the option of a tiered system where different colored leaves would correspond to different amounts.
 - We also discussed setting an amount for the 1st year (ie. \$25) and then jumping up the following year (ie. \$50).
 - Leaves could be done “in memory of”.
 - Susan will get a quote for the tree.
- c) Three Bearings - Trustee Forms were all completed by the Trustees and Susan will send them.

5) Next Meeting: Monday, July 11, 2022 9:00am

6) Adjourn: The meeting was adjourned at 4:37pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees