

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

April 11, 2023

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 3:33 pm. Roll call was taken. All Trustees were present.

2) Approval of prior meeting minutes: The minutes from the March 13, 2023 Monthly Meeting were unanimously approved.

 a) Director's Report:

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

- All numbers for participation are up compared to last year.
- Lego club has been very well attended due to participation from the Seabrook Elementary School.
- Brown Library had some repairs done on a storm window and trim.

 b) Financial Statement -

- The most recent financial report was reviewed.
- Eric shared the most recent statement from the New Hampshire Charitable Foundations.

3) New Business

 a) Staffing concern

- i) Staffing analysis - The Strategic Planning survey showed that the biggest need would be to increase programming. If considering this, we could use a new staff member. Discussion took place regarding the pros and cons of hiring a full time or a part time person for this position. Susan is going to write up a job description and we will hold a special meeting on April 24th at 10:00am to discuss the position.

 b) Carpet cleaning - Susan shared a quote from Clean Slate Carpet Care. All Trustee agreed that all major rooms should be done. It will be approximately \$2000.

4) Old Business

 a) COLA - There is no COLA because the default budget will be in place.

 b) Fogg Estate Money - outside patio - Will be discussed at the next meeting.

 c) Youth Services Assistant - We reviewed the job description and salary for this position. This will also be discussed at the April 24th meeting.

5) Next Meeting:

Please note: special meeting on Monday, April 24th at 10:00am.

Regular Monthly meeting will be on Tuesday, May 9 , 2023 at 3:30

6) Adjourn: The meeting was adjourned at 4:27 pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees