

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

July 14, 2021

In attendance:           Chairman: Eric Small  
                                  Treasurer: Paul Kelley  
                                  Secretary: Laura Litcofsky  
                                  Library Director: Susan Schatvet  
                                  Library Accountant: Patricia Sarcione

1) Roll Call: The meeting was called to order at 2:03pm. Roll call was taken. All of the Trustees, the Library Director and the Library's Accountant were present.

2) Approval of prior meeting minutes: The minutes from the June 8, 2021 Monthly Meeting were unanimously approved.

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

- The numbers for library usage are increasing.
- The new part time library assistant, Anne Powell, will begin on July 19th.
- A youth volunteer has begun working with Jenn to help out during story times and crafts.
- The Meeting room is now being used on a weekly basis by the quilters group, a mahjong group and the SNH Ukulele group.
- Princh, the new print management system purchased with ARPA (American Rescue Plan Act) is up and running.

b) Financial Statement - The June financial report was reviewed.

3) New Business

a) Discuss investment opportunities -

- Patricia reported that Sandown and Hampsted Libraries use Chris Adam at Edward Jones for their investments.
- She referenced a document from Rebecca Carr at NH Charitable Foundation in which the Library's funds for principal and interest were broken down.
- The Trustees agreed to invite 3 investment companies to present an overview regarding investing Library funds. Eric is going to call the state for some leads on who to contact.
- If possible, the meetings will be set up August 11th.

b) Boiler repair - The circulator pump needs to be replaced. The estimate from Dowling is \$2,942.00.

- c) Salary Matrix - The Town has increased employees salary by 50cents an hour. Susan would like to do the same for library employees. She presented a spreadsheet outlining the impact. The Trustees unanimously agreed to the increase.
- d) CIP plan - Eric has asked Susan to work on a 6 year plan for Capital Improvement.

4) Old Business

- a) Debit Card - Paul made the necessary arrangements to obtain a debit card attached to the BankProv account.
- b) Juvenile Library Cards - Susan did some research at other NH libraries regarding the age for children to obtain a card and found quite a range. She has decided to continue with the current policy, keeping the age at 8 years old.

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

- a) Policy Manual review - Susan suggested we go through this in a separate meeting, rather than during a regular monthly meeting. Date to be determined.

6) Next Meeting: Tuesday, August 11, 2021 at 2:00pm

\*Please note change of time.

7) Adjourn: The meeting was adjourned at 2:42pm.

Respectfully submitted,  
Laura Litcofsky  
Secretary  
Board of Trustees