

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

August 10, 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 2:10pm. Roll call was taken. All of the Trustees and the Library Director were present.

2) Approval of prior meeting minutes: The minutes from the July 14, 2021 Monthly Meeting were unanimously approved.

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

- As expected the numbers for July are up from this year compared to last year given the pandemic status at that time.
- The new part time library assistant, Anne Powell, began on July 19th.
- The student volunteer that has been helping will be leaving due to the fact that her family is moving. There is a new high school student starting as a volunteer.

 b) Financial Statement - The July financial report was reviewed. Paul inquired about "other misc income" reported as negative \$23. Susan will ask Patricia.

3) New Business

- a) Eric asked Susan and the Trustees if they approved of the Historical Society storing documents and pictures in the library. All were in favor.
- b) The Trustees unanimously agreed to Susan's request to hire 2 part time employees.
- c) Discussion took place regarding expanding Library hours at some point in the future.
- d) Paul discussed the "Sea Books" book box on the corner of Hookset and Portsmouth Ave. Susan has supplied children's books to add to the box and will continue to do so when books are available.

4) Old Business

- a) Repairs to Boiler - The Trustees unanimously agreed to replace the circulator pump on the boiler. The cost is \$2,942.

5) Review of Action Items

- a) CIP plan - Susan has talked to Jim and they are working on a plan. One thing that has come up is replacing the rug. Eric asked Susan to produce a spreadsheet that lists previous repairs, updates and purchases as well as the corresponding dates.
- b) Policy Manual review - see below for meeting time

6) Upcoming Meetings:

- Monthly meeting: Tuesday, September 21, 2021 at 3:30pm
- Policy Manual Review meeting: Tuesday, September 28, 2021 at 3:30pm.

7) Adjourn: The meeting was adjourned at 2:52pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees