

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

February 9, 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 3:37pm. Roll call was taken.
- 2) Approval of prior meeting minutes: The minutes from the January 5, 2021 Monthly Meeting were approved.
 - a) Director's Report: The Director's report was reviewed with the following items to note:
 - The Meeting Room is being used more frequently.
 - The Take and Make craft projects have been very popular.
 - Additional lighting was added overhead in the DVD shelving area.
 - A paver has been installed.
 - b) Financial Statement - The January financial report was reviewed.
- 3) New Business
 - a) AARP will be offering services every Wednesday from Feb 10 - April 7th.
- 4) Review of Action Items (carried over from last month)
 - a) Policy Manual review - Susan has taken individual policy documents and catenated them into one complete manual. She added line numbers and highlighted suggested changes. The Trustees will begin reviewing at the March meeting.
- 5) Next Meeting: Tuesday, March 9, 2021 at 3:30pm.
- 6) Adjourn: The meeting was adjourned at 4:17pm. .

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees