

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

January 5, 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 3:33pm. Roll call was taken.

2) Approval of prior meeting minutes: The minutes from the November 10, 2020 Monthly Meeting were approved.

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

- Kelsey, the assistant in youth services has resigned.
- The Quilters group has asked to use the meeting room for a 4 hour block. Susan would like to continue with the 2 hour block during our restricted services.
- The AARP group is unsure if they will offer free tax services this year.

b) Financial Statement - The 2020 yearly financial report was reviewed. Some items were ordered by end-of-year but the bills have not come through yet. Eric reminded Susan that items can still be ordered through Jan 10th.

3) New Business

- a) F2020 Health Trust Return of Surplus - The library has a refund of \$2662, of that amount, \$702 will be disbursed to the appropriate employees per the spreadsheet that Susan provided.
- b) Covid-19 staff sick leave - The library has the option to apply for Federal aid through the Families First Corona Cares Act but given the fact that there has been very little impact for library employees Susan feels there is no need to apply.
- c) Vaccination - Susan feels that there is no need to require Library employees to require a vaccination.

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

- a) Review of Investment Policy - info from Patricia. Paul suggested that we revisit this in May.
- b) Policy Manual review - Susan has noted some minor changes. She will note those changes in the document and the Trustees will review at a future meeting.

5) Next Meeting: Tuesday, February 9, 2021 at 3:30pm.

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

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees