

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

May 11, 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 3:36pm. Roll call was taken. All of the Trustees and the Library Director were present.

2) Approval of prior meeting minutes: The minutes from the April 12, 2021 Monthly Meeting were unanimously approved.

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

- i) Circulation numbers are up, although the number of people coming in is still low.
- ii) Susan has completed reviews with 2 employees. She will begin doing them quarterly or as needed.
- iii) Dowling was called in because the exhaust fan is tripping the circuit breaker.
- iv) In June the Library will move to "recommended" mask wearing for short stays in the library but required for longer stays.
- v) Susan would like to hire another part time employee. The Trustees were all in agreement.
- vi) Susan would like to go back to opening the library a few nights a week.
- vii) The Department of Labor will be coming to inspect the building next Tuesday, May 18th.
- viii) Susan sent documentation to the town showing that our fire extinguishers are up to date.

b) Financial Statement -

- i) The April financial report was reviewed.
- ii) Accountant, Patricia needed to reschedule coming to discuss the breakdown of the Trust Fund 8984. She will attend next month's meeting.

3) New Business

- a) Workers Comp - Susan is going to ask the Town Manager for clarification because the account brought to her attention that she has never been asked for a payroll audit for worker's compensation.

4) Old Business

- a) Question on Financial Report - unemployment  
Susan reported that the number is higher than expected because the rate was 0% for the 2nd quarter of last year.
- 5) Review of Action Items (carried over from last month)
  - a) Set meeting for Policy Manual review - Beginning in June, Susan will send out a section at a time for review at each meeting rather than looking at it at once.
- 6) Next Meeting: Tuesday, June 8, 2021 at 3:30pm.
- 7) Adjourn: The meeting was adjourned at 4:17pm.

Respectfully submitted,  
Laura Litcofsky  
Secretary  
Board of Trustees