

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

November 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 3:32pm. Roll call was taken. All of the Trustees were present.

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

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

- Susan discussed that she has discovered that the people counter is off by about 5 times the amount of people actually coming in. It is important that these numbers are accurate due to reports to the state as well as for our programming. She has put in a call to the company. In the meantime, the staff is counting the patrons manually.
- All carpets have been cleaned.
- The 3rd and 4th graders visited from the school and approximately 160 students were signed up for library cards.
- The units for the HVAC repair are on order.
- Many local groups are back to using the meeting room.
- Susan would like to change the name of the "Storytime Room" to "Activity Room" and to change the use of that room for activities for older children too.
- An intern studying Library Science will begin in mid-December.

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

- Discussion took place regarding moving the pavers accounts from Newburyport Bank to Provident.
- Discussion also took place by using the money from the Fogg Estate account and the Friends account to make improvements in the library. Susan will look into the RSA to clarify if there are any limitations for spending that money.

3) New Business

- a) Christmas Party - Susan would like to have the party on Friday, December 10th at 3pm. She would like to close the library for the party. All the Trustees were in agreement.
- b) December Holiday Hours - Susan feels there is no need to change hours given that Christmas is on Saturday.

4) Old Business

- a) Approval of Policy Manual - The Trustees unanimously agreed to accept the updated Policy Manual.
- b) Investment Policy -
 - i) Susan will make an amendment on page 1, under the heading; Investment Authority. "In accordance with NH RSA 202-A:24" will be removed. The Trustees unanimously agreed to accept the updated Investment Policy with the amendment.
 - ii) Eric will send it to the Department of Justice.

5) Next Meeting: Tuesday, December 14, 2021 at 3:30pm.

6) Adjourn: The meeting was adjourned at 4:14pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees