

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

October 12, 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 were present.

2) Approval of prior meeting minutes: The minutes from the Sept. 21, 2021 Monthly Meeting were unanimously approved.

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

- Numbers of patrons and borrowed items are slowly increasing.
- The Children's Librarian will begin visits with the school and The Seabrook Adventure Zone.
- The Library has opened up on Saturdays and there has been good attendance.
- Susan completed a few staff quarterly check ins.
- The HVAC compressor is going to be replaced on Monday. It is under warranty.
- Susan received a letter from the NH Charitable Association. They have a donor that wants to make a donation that will benefit Seabrook residents. Susan is going to consult the staff and then present some ideas and see if we qualify.

 b) Financial Statement - The September financial report was reviewed. The principal for the Trust Funds has been noted.

3) New Business

 a) Revised Budget review

- Susan was able to find some savings by taking out a part time position that she feels does not need to be filled. Also, the health and dental insurance has come down in price.
- The budget she is presenting is a 1.9% increase from last year.

b) HVAC service agreement

- There are 2 components to the system. One is the physical part that is through Dowling. The other part is the field panel (the brain of the system) and it is through Siemens. Siemens presented a 3 year contract for a total of approximately \$9,200. Susan feels that we should not enter into a contract and just pay out any expenses that incur. The Trustees were in agreement.

c) Investment Policy update

- Eric believes that our policy needs to be changed. He has reviewed and shared some policies from local libraries.
- Eric is going to get clarification from the NH Charitable Foundation regarding growing the principal.
- Susan is going to inquire about the protocol in adopting a new policy.

4) Old Business

- a) Approval of Policy Manual - The Trustees will vote on adopting the policy at the next meeting.

5) Next Meeting: Tuesday, November 11, 2021 at 3:30pm.

7) Adjourn: The meeting was adjourned at 4:20pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees