

Seabrook Library Board of Trustees
Town of Seabrook, NH
Minutes for Board of Trustees Monthly Meeting
November 14, 2023

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. All Trustees were present.

2) Approval of prior meeting minutes: The minutes from the Oct 10, 2023 Monthly Meeting were approved.

a) Director's Report:

The Director's report was reviewed with the following items to note...

- Digital usage numbers are significantly higher than last year.
- Library staff participated in the SAZ Halloween celebration.
- The Library hosted the 1st Caregiver's Cafe in conjunction with Patrice Baker, the outreach person from Seabrook Elementary.
- New members have joined the adult book club.
- The Book Box program has been very successful with 44 boxes requested last month.
- Michelle's last day is this coming Saturday. The Trustee's expressed their gratitude for the time she has spent at the library.
- A \$25 donation was made by Maureen Cullen in honor of Anne Ferreira with a request to purchase something for the Children's Room.
- A \$300 donation was received from Seacrest Cooperative as a thank you for the use of the meeting room.

b) Financial Statement -

- The most recent financial report was reviewed.

3) Old Business

a) Nothing to report

4) New Business

- a) Update the Unattended Children policy - Susan would like to change the current wording to state "All children under the age of 8 shall be adequately supervised by an adult such as a parent, caregiver, teacher, or library personnel."
- b) Approve Strategic Plan - All agreed that the new plan will be reviewed prior to the next monthly meeting and will be discussed at that time for adoption by January.
- c) Quote to Update security cameras - Susan received a quote for a new system. It will be \$5,400 for 8 cameras (5 interior, 3 exterior). Paul asked Susan to be sure that the cameras are infrared. Eric requested that a camera be added to the

porch at the Brown Library. Discussion took place regarding whether we need to bring the request to a Town Meeting warrant article. Susan will look into this.

- d) Adult Services New Hire - Susan invited 3 candidates back for second interviews and Laura is helping with those meetings. Paul made a motion for the Chairman to accept the recommendation of the interview committee with the permission to move forward and hire the proposed candidate. A vote was taken and all Trustees were in favor.
 - e) The Trustees reviewed a letter sent to the Board of Selectman from the Happy Seniors with very complimentary comments regarding the library and Director, Susan Schatvet.
- 5) Next Meeting: Regular Monthly meeting will be on Monday, December 18, 2023 at 3:30pm.
***Please note change from typical meeting day.
- 6) Adjourn: The meeting was adjourned at 4:20pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees