

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

January 11, 2022

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 3:34pm. Roll call was taken.
2) Approval of prior meeting minutes: The minutes from the Dec 14, 2021 Monthly Meeting were unanimously approved.

a) Director's Report:

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

- Many groups are meeting at the library again. Some groups are waiting until February to come back.
- Long time patron, Peter Brennan, has passed away. His family is asking for donations to be made to the library in lieu of flowers. The Trustees would like to follow up with a thank you note.

b) Financial Statement - The end-of-year financial report was reviewed. Susan said that there are still some bills coming in for 2021.

3) New Business

- a) Repair/replace entrance walkway. The Trustees inspected the walkway on their way in and all agreed that it should be replaced rather than patched at this point. Susan is going to look into getting quotes for the work.
- b) New Covid protocols from the town - All agreed to wait until the next meeting to vote on adopting the policy.
- c) Paul suggested setting up an area in the library to acknowledge donations that come to the library. Susan will look into the policy as well as setting up some guidelines.

4) Old Business

- a) Paver Money - Laura called Newburyport Bank and confirmed that she is still a signer on the account. There is currently a savings and a checking account at Newburyport Bank. Laura will withdraw the money from both accounts and have the checks made payable to the Seabrook Library. Paul will take the checks to BankProv and will deposit the money from the savings account into the non-appreciated account ending in 4582. He will take the money from checking and put it into a new checking account at Bankprov.

- b) Investment Policy - Eric has 1 proposal and is waiting on 2 others. We will discuss further at the next meeting.
- c) Annual report has been submitted to the town.
- d) 3 candidates have been interviewed for the Adult Services position -
Susan would like to offer the position to Michelle Sprague. The Trustees unanimously agreed.

5) Next Meeting: Tuesday, Feb 8, 2022 at 3:30pm.

6) Adjourn: The meeting was adjourned at 4:49pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees