

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

February 8, 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 3:37pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from the Jan. 11, 2022 Monthly Meeting were unanimously approved.

    a) Director's Report:

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

- The new Adult Services Librarian, Michelle Sprague, began 2/7/22.
- The kitchen stove in the staff room needs to be replaced. Jim found a brand new one on Facebook marketplace for \$200.
- Susan reported about a few patrons that have said some things that made other patrons uncomfortable. Susan has addressed the issue.
- Susan asked a question during the state's Library Director's meeting regarding low numbers in the library. There was a lot of feedback with some positive comments and a few ideas.

    b) Financial Statement - The January 2022 financial report was reviewed.

3) New Business

    a) Interview with Investment Firms - Eric has picked 2 firms to meet with; Edward Jones and Three Bearings. The dates proposed to meet are one of the Tuesdays in April at 3:30pm. Eric will check in with the reps to see their availability.

    b) Memorial donation letters (Peter Brennan) - All the letters were signed.

    c) Ideas for a Memorial/Giving recognition display - Susan showed 3 pictures of options. She will most likely go with a "Giving Tree."

    d) Virtual Meeting Camera (OWL) - Susan proposed a few camera options that she looked into. The OWL is about \$1000 and she is wondering if it is more than we need. She is going to discuss it with her staff. We will discuss further at our next meeting.

4) Old Business

    a) Covid protocols - The Library is going to continue to use the policy from the NH Department of Health and Human Services.

    b) Paver Money - Laura has not been able to get to the Newburyport Bank. Eric offered to go. The Trustees decided to put the money from both of the Newburyport Bank accounts into the non-appropriated account at BankProv.

- c) Quote for replacement of walkway - Susan has only received one quote so far. It was for approx \$24, 800. She is waiting on 2 more quotes.
- 5) Next Meeting: We will not hold a meeting in March unless Susan determines it is necessary. We will determine a date in April once Eric hears back from the investment firm reps.
- 6) Adjourn: The meeting was adjourned at 4:35pm.

Respectfully submitted,  
Laura Litcofsky  
Secretary  
Board of Trustees