

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

April 19, 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 4:00 pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from the Feb 8, 2022 Monthly Meeting were unanimously approved.

 a) Director's Report:

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

- The tax services provided by AARP brought in a lot of patrons.
- The staff came up with the idea to leave a notebook at the front desk to share information, particularly for the part time staff. Susan says it is working out very well.
- The study rooms are very popular right now.
- Susan has completed performance reviews for staff. Paul brought up the fact that not everyone needs to be moved up on the salary matrix.
- Dowling has completed the work on the outside AC condenser.

 b) Financial Statement - The January - March 2022 financial reports were reviewed.

3) New Business

- a) Interview with Investment Firms - The Trustees met with 2 reps from Three Bearings at 3:30 today. There is a meeting scheduled for next week with reps from Edward Jones.
- b) Maintenance charges - BankProv - Patricia noticed an unclear fee on the monthly bank statement. Paul called the bank and questioned. They should be getting back to Susan tomorrow.

4) Old Business

- a) Paver Money - Eric will go to the bank soon.
- b) Quote for replacement of walkway - a 2nd quote will be coming by the end of the week
- c) Quote for Memorial/Gift Display- Susan has received 2 quotes, one for \$5000 and one for \$3500. She is waiting for one more quote.

5) Next Meeting: April 26th at 3:30 with reps from Edward Jones.
May 10th at 3:30 for a regular monthly meeting.

6) Adjourn: The meeting was adjourned at 4:36pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees