

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

July 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 1:24pm. Roll call was taken. Eric Small attended the meeting shortly after it started.

2) Approval of prior meeting minutes: The minutes from the June 6, 2022 Monthly Meeting were unanimously approved.

    a) Director's Report:

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

- The Children's Summer program successfully began with a magician show.
- The Adult Summer program has also been successful.
- HVAC and AC has been tested and everything is working fine.
- The front automatic doors needed a repair. The cost was \$1,100.
- The repair to the walkway will be completed soon. Susan will check that the contractor is bonded.

    b) Financial Statement - Jan - June report was reviewed.

3) New Business

    a) Three Bearings - Fund set-up

- The Trustees signed documents to initiate our investment policy.
- The Trustees signed for the Municipal Investment Management Agreement.
- Susan will add a review of the account to the agenda each month.
- We will meet at Three Bearings for a meeting on Friday, August 12th at 9:00am.

    b) Strategic Plan - Susan is doing a 3 part workshop with the state. She will get together a list of people to form a committee to help with vision for what the community wants from the library. The Trustees will take turns as representatives for the group.

4) Old Business

    a) 2023 Budget has been submitted to Town Hall.

    b) Quote for Memorial/Gift Display - Review donation policy

- The Trustees support Susan's recommendation to purchase the tree and 100 leaves.

- A policy will be added to the current Gift and Donation Policy regarding monetary donation made to the library. The policy will state that any donor who donates a monetary gift of \$50 will receive a leaf for the tree.
- c) Policy Manual Review - Paul and Susan are going to suggest a schedule as to how to break down the review so the Trustees are reviewing small sections at a time.

5) Next Meeting: September 13, 2022 at 3:30pm.

\*\*Please note that we will not hold a meeting in August other than the meeting with Three Bearings on August 12th.

6) Adjourn: The meeting was adjourned at 2:33pm.

Respectfully submitted,  
Laura Litcofsky  
Secretary  
Board of Trustees