

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

September 21, 2021

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 3:33pm. Roll call was taken. All of the Trustees and the Library Director were present.

2) Approval of prior meeting minutes: The minutes from the August 10, 2021 Monthly Meeting were unanimously approved.

    a) Director's Report: The Director's report was reviewed with the following items to note...

- There have been some visits from the Seacoast Eats Local Mobile Farmers Market.
- There have been some ongoing problems with the HVAC system. Susan has been working with Dowling as problems occur.

    b) Financial Statement - The August financial report was reviewed.

- i) At the last meeting, Paul inquired about "other misc income" reported as negative \$23. Susan clarified that there was a conflict between the notations on the sheet and the money draw. She has identified the problem and put a new process in place.
- ii) Eric mentioned that he would like the financial statement to show a separation of the principal and the interest for the Trust Fund.
- iii) Eric proposed dates to meet with a representative from Morgan Stanley. Everyone agreed on Oct 12th.

3) Old Business

- a) Part-time hires - The new hire for the circulation assistant, Laura Hastings, has begun.
- b) Extended library hours - Beginning October 1st, Wednesday nights and Saturdays will be added.

4) Review of Action Items

- a) Building Update Spreadsheets
- b) Computer Inventory - Susan shared a spreadsheet with the current inventory. Susan will purchase as many as prudently possible at the end of the year.
- c) Policy Manual review - Tuesday, September 28, 2021 at 3:30pm.

5) Next Meeting: Tuesday, October 12, 2021.

6) Adjourn: The meeting was adjourned at 3:57pm.

Respectfully submitted,  
Laura Litcofsky  
Secretary  
Board of Trustees