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

February 14, 2023

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 3:38pm. Roll call was taken. All Trustees were present.

2) Approval of prior meeting minutes: The minutes from the January 10, 2023 Monthly Meeting were unanimously approved.

a) Director's Report:

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

- Susan started using a new format for her reports that she likes particularly because it gives the percentage of change.
- Part time employee, Laura, has taken on some youth services. Numbers for youth services are up.
- The youth department is offering a once a month art class which is being run by a volunteer.
- There is a group of special needs students coming from Seabrook Elementary for story time and activity. They are coming once a week and it is going very well.
- We have had about 52 patrons who have returned the Strategic Planning survey.

b) Financial Statement -

- The recent financial report was reviewed.
- Eric looked at the line item for The Fogg Estate money and mentioned that he would like the library to purchase something in Grace Fogg's name. Susan will think about some needs and will bring ideas back to the Trustees.
- The Three Bearings account has shown growth and Paul discussed how pleased he is with the decision the Trustees made to make the investment.

3) New Business

a) Salary Matrix Review/COLA - All agreed that we should follow what the town is doing. This information will not be available until Town Meeting.
b) Changes to the Children's Area - Susan took the Trustees on a tour through the children's area and pointed out a few changes that have been made.

4) Old Business

a) Update Strategic Plan - There have been 52 responses and the comments have been very positive. Susan feels that there are a lot of good suggestions.

b) Youth Services Assistant - Laura is doing a great job taking over some of the youth services programming. Susan would like to keep this as a part time position and compensate Laura for this new role that she is taking on. Paul suggested that Susan create a job title and job description and it will be added to the matrix.

5) Next Meeting: Tuesday, March 13, 2023 at 3:30
please note the change of day from Tuesday to Monday due to Election Day

6) Adjourn: The meeting was adjourned at 4:15pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustee