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