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

January 10, 2023

In attendance: Treasurer: Paul Kelley
Secretary: Laura Litcofsky
Library Director: Susan Schatvet

1) Roll Call: The meeting was called to order at 3:40pm. Roll call was taken. Chairman Small was unable to attend.

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

a) Director's Report:

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

- December was a very busy month with programming, in particular, the Polar Express Storytime and the first Holiday Open House.
- Laura Hastings is taking the Youth Services course through the State Library and will be transitioning from the Circulation dept to Youth Services.
- We received a generous donation from Gene and Janet Sumner. The Trustees expressed their gratitude.

b) Financial Statement -

- The end-of-year financial statement was reviewed. Patricia included encumbered charges to reflect an accurate end-of-year totals.

3) New Business

a) Hire of Patricia Begley - Library Assistant/Page. She is working 10-12 hours a week.
b) End of year bonus - Susan outlined a one time end of year distribution. General discussion ensued and it was acknowledged by the Trustees.
c) Paul asked for a key and access code to the Library so he can enter the building in order to sign checks.

4) Old Business

a) Update Strategic Plan - The committee met on 1/5/2023. The community survey was approved and will go live on January 16, 2023 and will run to February 28, 2023.

5) Next Meeting: February 14, 2022 at 3:30pm.

6) Adjourn: The meeting was adjourned at 4:04pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustee