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

November 8, 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 3:30pm. Roll call was taken.

2) Theresa Kyle - No action as she did not attend.

3) Approval of prior meeting minutes: The minutes from the October 11, 2022 Monthly Meeting were unanimously approved.

a) Director's Report:

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

- Susan has started doing children's story hour.
- Susan presented at the Seabrook Elementary School to a group of parents on internet safety.
- The Library won the statewide library card challenge.
- The circulation staff meeting for this month was on Inter Library Loan training.
- The Seabrook Ladies Social Clubs are meeting here for many purposes. Their book club has about 30 members and we have gained some new patrons.

b) Financial Statement -

- The current financial statement was reviewed.

4) New Business

a) New Position Job Description - Susan is going to post a position for a new library assistant.

4) Old Business

a) Update Strategic Plan

- The team met and decided on which questions would be in the survey that is going out to the public.

b) Holiday schedule

- Susan would like the library to stay open on Columbus day and close on the day before/after Christmas, depending on what day it falls on. The Trustees voted and all in favor.

5) Next Meeting: December 6, 2022 at 3:30pm.

Please note this is the 1st Tuesday of the month.

6) Adjourn: The meeting was adjourned at 4:00pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustee