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

December 14, 2021

In attendance:

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

1) Roll Call: The meeting was called to order at 3:35pm. Roll call was taken. Chairman, Eric Small, was unable to attend the meeting due to extenuating circumstances. The meeting was able to continue as there was still a quorum.

2) Approval of prior meeting minutes: The minutes from the Nov. 7, 2021 Monthly Meeting were unanimously approved.

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

- Shannon Weber has given her notice and her last day will be 12/23. The Trustees unanimously agreed to accept and expressed appreciation for her service to the library.
- Jim has made a repair to the people counter and it seems to be producing more accurate numbers.

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

3) New Business

a) The Library received a grant from the New Hampshire Charitable Foundation. Laura made a motion and Paul made a second to accept and expend the money.
b) There was a return of Surplus from Health Trust. Susan shared the breakdown of how much was going to each employee.
c) Susan received notice that the Town Report is due by Jan. 10, 2022
d) Staffing - Susan will be advertising for another full time employee to fill Shannon's position.

4) Old Business

a) Paver Money - Laura will call to see if she is still on the account at Newburyport Bank therefore making it possible for her to withdraw the money with the intention of moving to Bank Prov.
b) Money from Fogg account and Friends account - Paul was able to transfer the money from the Friends account ($4,339.61)in to the non-appropriated account.

c) Investment Policy - We will wait for Eric for further discussion on this matter.
d) The Library Christmas Party is scheduled for 12/17 at 3pm.

5) Next Meeting: Tuesday, January 11, 2022 at 3:30pm.

6) Adjourn: The meeting was adjourned at 4:22pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees