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

August 13, 2024

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 3:29 pm. Roll call was taken. All Trustees were present.

2) Approval of prior meeting minutes: The minutes from the June 12, 2024 Monthly Meeting were unanimously approved. The minutes from the June 14, 2024 and July 5, 2024 Special meetings were unanimously approved.

a) Director's Report: The following items were noted and discussed….
   i) The town came in to conduct an energy audit.
   ii) The pumpkins have been planted.
   iii) The children's programming has been very well attended.
   iv) Adult programs have been very successful.
   v) There have been more HVAC problems.
      1) There was a problem with a leak in the ceiling. It has been repaired.
      2) That leak destroyed the HVAC sensor which caused the AC to run and it got very cold. Siemens came and made a temporary fix. The new sensor has been ordered.
      3) The AC stopped working. Dowling came and there is a problem with one of the compressors. The AC is running off the other 3 compressors now. Susan is waiting on the estimate to repair the broken one.
b) Financial Statement -
   i) The latest financial statement was reviewed.

3) New Business

a) Update Non-Resident Fee - Susan suggested changing the current annual fee of $25 but will be increased to $50. A vote was taken and all Trustees approved.
b) Interlibrary Loan Policy - The Library does not have a current policy. Susan explained why she feels we need one and she presented a policy. The Trustees voted unanimously to adopt the policy.
c) Museum Policy - Susan would like to add in to the current program so it states, *"You must be a Seabrook Library patron in good standing at the time of the museum purchase."* A vote was taken and all Trustees approved.

d) Employee Reviews - Paul presented a Employee Performance Review form. The Trustees reviewed and voted on it. All Trustees were in favor of adopting the form.

4) Old Business

a) Budget Request from Town - Susan presented the preliminary budget she will be proposing.
b) Labor Grade - Salary Matrix - All agreed to keep the current matrix.

5)

6) The public meeting resumed at 4:52pm.

7) Next Meeting: Regular Monthly meeting will be on Monday, September 16, 2024 at 3:30pm.
****Please note the change of day from Tuesday to Monday and the 2nd week to the 3rd****

8) Adjourn: The meeting was adjourned at 4:37pm.

Respectfully submitted,
Laura Litcofsky
Secretary, Board of Trustees