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

September 20, 2022

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. Eric Small was unable to attend due to sickness.

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

a) Director's Report:

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

- The Meeting Room is being used daily.
- Our physical circulation is still about 3 times more than virtual.
- The Summer Programs were well attended.
- Susan started doing informal One-on-One meetings and has recently had a staff meeting.
- Jim has replaced the carpet tiles around the circ desk. He has been working on the walkway and will start on the carpet in the meeting room.

b) Financial Statement - The current report was reviewed. Paul noted that checking/savings line items did not reflect a change from Aug to Sept. Susan said she will ask Patricia to run a report when she is in this week.

3) New Business

a) Strategic Plan - Susan would like to hold the 1st Strategic Plan meeting after next month's Trustee meeting on October 11th. We will begin our meeting at 3:30pm. She will invite the members of the Strategic Planning committee to come in at 4:00pm with an ending time of 5:00pm.
b) Open for a third night - The use of the Meeting Room in the evening is becoming popular. Susan discussed the possibility of opening for a 3rd night. Given that Tuesday nights are still available, she is going to offer that night to anyone who inquires before adjusting to opening for a 3rd night.
c) Paid Family Medical Leave - New Hampshire is offering an insurance for FMLA that would allow employees to get 60% of their pay when out on leave. Susan is going to look into the financial details.

d) Library Card age limit - After discussion, it was decided that the policy will be changed to reflect no age requirements for a library card. This will make it more accessible for school age children to borrow books. Parents would need to sign for responsibility.

4) Old Business

a) Policy Manual Review - Susan and Paul mapped out a schedule for policy review. The Trustees unanimously agreed to adopt this schedule.

5) Next Meeting: October 11, 2022 at 3:30pm.
**This will be followed by the initial Strategic Planning Committee meeting.

6) Adjourn: The meeting was adjourned at 4:32pm.

Respectfully submitted,
Laura Litcofsky
Secretary
Board of Trustees