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

May 13, 2025

In attendance: Chairman: Eric Small
Secretary: Laura Litcofsky
Library Director: Susan Schatvet

1) Roll Call: The meeting was called to order at 3:32pm. Roll call was taken. Mr. Kelley was absent.

2) Approval of prior meeting minutes: The minutes from the April 8, 2025 Monthly Meeting were unanimously approved.

a) Director's Report: The following items were noted and discussed….
   i) April was a strong month with programs being well attended.
   ii) Website visits were down but Susan believes this is due to the fact that we transitioned to the new website.
   iii) The Seabrook Sporting Association made a $100 donation. The Trustees expressed their appreciation for their generosity.
   iv) Susan shared highlights from the April staff meeting.
b) Financial Statement -
   i) The latest financial statement was reviewed.

3) New Business

a) Staff performance reviews: This will be discussed during the June meeting when Paul is present.
b) Change in Accounting: Our current CPA's company is being absorbed by a new company, Affinity Bookkeeping Plus LLC. Patricia will continue in her role with the library. Susan would like to make the transition to this new company. The Trustee's approved the change.
c) 4th of July Holiday Schedule: Due to the fact that July 4th falls on a Friday, Susan asked if the Trustees would approve closing the Library on Saturday, July 5th. The Trustees approved her request.

4) Old Business

a) Succession planning
   i) Review Library Director Job Description: Susan suggested that we plan a work session to review the job description and the succession timeline. The Trustee agreed and a date will be set for some time in June.
b) Institute for Museum and Library Services - Federal Funding: Susan's shared that the budget should be fine for the rest of this year per information from the interim state librarian.
c) HB 666 & HB 273: HB 666 was killed in the Senate, HB 273 is waiting to be reviewed in the Senate.

d) Internet Wiring: Susan is going to get a quote for organizing the wiring and determining the issue of occasional wifi instability.

5) Next Meeting: Regular Monthly meeting will be on Tuesday, June 17, 2025 at 3:30pm.
Please note the change from the 2nd Tuesday of the month to the 3rd

6) Adjourn: The meeting was adjourned at 4:14pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees