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

June 17, 2025

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 4:19pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from the May 13, 2025 Monthly Meeting were unanimously approved.

a) Director's Report: The following items were noted and discussed….
   i) Circulation is down but usage is up.
   ii) Most of the numbers for groups that are meeting here are about the same.
   iii) The relief valve in the boiler room failed due to excessive dripping. It has been repaired. The cost was $3000.
b) Financial Statement -
   i) The latest financial statement was reviewed.
   ii) Paul reported the latest on the Library's investment through Three Bearings.

3) New Business

a) Staff performance reviews: The Trustees looked over the reviews. It was noted that a few needed signatures. Susan will take care of that.
b) Meeting Room Carpet: Jim is going to replace the carpet. The cost will be $2,600.

4) Old Business

a) Succession planning
   i) Susan shared salaries for directors in the area. Paul asked Susan to present what she feels a minimum and maximum should be. The Trustees planned a work session on June 30th at 11:15am to discuss details.
b) Review Library Director Job Description: This will be discussed during the work session.
c) HB 273: It is currently being negotiated in Committee of Conference.
d) Internet Wiring: Hampton Technical Services gave a quote of $1,371. The work will take about 4 hours so it will be scheduled from 5am-9am since the computers will need to be shut down. Susan will schedule this work ASAP.

5) Next Meeting: Regular Monthly meeting will be on Tuesday, August 12,, 2025 at 11:15am.
Please note there will be no meeting in July.

6) Adjourn: The meeting was adjourned at 4:57pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees