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

September 9, 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 3:38pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from the August 12, 2025 Monthly Meeting were unanimously approved.

a) Director's Report: The following items were noted and discussed….
   i) The new wifi is working great.
   ii) Donations have been received in memory of Karen Luxton.
   iii) Seacrest Homeowners association made a donation in appreciation for the use of the meeting room.
   iv) The AC had some rodent damage. Jim put out a deterrent to help prevent further issues. The part needed for the repair has been ordered.
   v) There is no heat because the motor in the boiler room has failed. It should be repaired in a week.
b) Financial Statement -
   i) The latest financial statement was reviewed.
   ii) The latest Three Bearings investments were reviewed.

3) New Business

a) New Director selection (discussed during the non-public portion of the meeting)
   i) Review Director pay (discussed in non-public)
b) Part-time Employee selection: Susan interviewed 4 candidates. She has chosen the candidate she prefers. The salary was reviewed. Susan will invite her for a final interview that the Trustees will attend.
c) Update Salary Matrix: There will be some adjustments made to the part time staff members' pay to better reflect the current labor market. Based on other custodian's salaries in town, Susan recommends raising Jim's salary to $26.00 per hour. The Trustees were unanimously in favor of all the proposed adjustments.
d) 2026 Budget: Susan has begun working on the budget.

e) Paul initiated an idea to add a breezeway/archway that leads from inside the library out to the Grace Fogg Memorial Courtyard. Susan will look into consulting an architectural engineer to look into the feasibility of this endeavor.

4) Non-public

- A motion was made by Paul to enter into a non-public meeting under RSA 01-A:3 II b at 4:35pm. There was a 2nd by Laura. Roll call was taken and all were affirmative. The non-public session began at 4:36pm and a discussion took place regarding the new Director's position.

- The public meeting resumed at 4:55pm.

5) Next Meeting: Regular Monthly meeting will be on Tuesday, October 14, 2025 at 3:30pm.

6) Adjourn: The meeting was adjourned at 4:56pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees