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

December 9, 2025

In attendance: Chairman: Eric Small
Treasurer: Paul Kelley
Secretary: Laura Litcofsky
Library Director: Elizabeth Weilbacher

1) Roll Call: The meeting was called to order at 3:35pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from November 12, 2025 were unanimously approved with the following amendment from section 2 iv): the statement “All were in favor of keeping with our policy which does not charge fees to attend events at the Library.” will be amended to say “All were in favor of keeping the current policy which does not charge fees to Seabrook residents using our facility.”

a) Director’s Report: The following items were noted and discussed….
   i) Our renewal rates have drastically increased due to the fact that we are now doing auto renewal.
   ii) The number of website visits have increased.
   iii) Attendance in Youth Services has increased due to programs that Amanda has provided.
   iv) Although attendance in Adult Services programs have increased, Elizabeth would like to see it even higher.
   v) Our partnership with Panera to receive food donations has ended.
   vi) Elizabeth has met one-on-one over coffee with most of the staff members to have conversations about library matters.
   vii) Dowling came yesterday to repair the boiler but it needed to be shut down for 3 hours which was not feasible due to the extremely low temperatures. They are going to reschedule.
   viii) Still waiting on appropriations for July. Eric is going to follow up.
b) Financial Statement -
   i) The latest financial statement was reviewed. Elizabeth, Paul, and the CPA will meet to review the accounting procedures for next year.
   ii) The latest Three Bearings investments were updated by Paul.
   iii) Elizabeth is going to look into having a cap on accrued vacation time.

3) New Business

a) 3D printer pause - The printer needs some replacement parts. Elizabeth would like to discontinue the use of the 3D printer for 2-3 months and see if there is any impact. She feels it is an expense that could be cut if it won't be missed by the patrons.
b) HB 1214 - Elizabeth made the Trustees aware of this House Bill.
c) Policy Review - Elizabeth would like to review a Library policy each meeting so they are always up to date.
d) Paul asked Elizabeth to put page numbers on agenda packets.
e) Eric asked Elizabeth to create an employee organizational chart.

4) Old Business

a) Adult services description and candidate - The revised edition of the Adult Services Librarian's job description was reviewed. Paul suggested taking off the salary information because that will change. The Trustees unanimously agreed to the changes with the mentioned amendment. Elizabeth would like to hire current employee, Deborah Wood, for the position of Adult Services at 30 hours a week, effective Dec 29, 2025. Eric made a motion to hire Deborah. There was a second by Laura. A vote was taken and all were in favor.
b) Auto renewal/Borrowing period extension - Patrons have their books for 2 weeks and if they are not returned it will automatically be renewed for 2 more weeks, unless there is a hold on that book.

5) Next Meeting: Regular Monthly meeting will be on Tuesday, January 13, 2025 at 3:30pm.

**December 17th: Susan's Farewell party 2-5pm followed by the Library Holiday Open House with the Ukulele group at 5pm

** Library Staff Holiday Party - will not be help on Dec 19th but it will be rescheduled for a later date in January or February

6) Adjourn: The meeting was adjourned at 5:10pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees