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

November 12, 2025

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

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 the October 14, 2025 Monthly Meeting and the October 24, 2025 Special Meeting were unanimously approved.

a) Director's Report: The following items were noted and discussed….
   i) Circulation is down but foot traffic has increased.
   ii) A Cross generational event with Monadnock Falconry was well attended and enjoyed by all.
   iii) Children's story times and Smart Start with Amanda has been well attended.
   iv) The Seabrook Ladies clubs have 6 groups that are well attended. In light of the comments that were received at the Selectmen's meeting, discussion ensued regarding charging a fee to attend these gatherings. *All were in favor of keeping the current policy which does not charge fees to Seabrook residents using our facility. (*The sentence in red reflects an amendment made during the 12/9/25 meeting.)
   v) The pump in the boiler room is still not working properly. Dowling is going to replace it. We will need to pay for the new pump and the original diagnostics but not the unsuccessful work that was done.
b) Financial Statement -
   i) The latest financial statement was reviewed. Susan shared that the CPA realized that the July appropriations were never received. She has sent a message to Mr. Carter to inform him.
   ii) The latest Three Bearings investments were updated by Paul.

3) New Business

a) Adult Services Candidate - Elizabeth would like to hire Deborah, our current borrower services associate, for this position. She can only work for 30 hours a week so Elizabeth and Susan reworked the job description. All agreed to review that at the next meeting. She is currently working 2 days. Elizabeth and Susan

will work out a plan to increase her hours, ultimately building up to 30 hours by January 1, 2026.

b) Auto renewal/Borrowing period extension: Many options were discussed. Elizabeth is going to call Atrium to see how we can use the system to aid in this.

c) Ukulele party request - Saturday 1/31/26, 11- 4pm. All Trustees approved.

4) Old Business

a) Materials challenge - The committee's report was reviewed. Everyone agreed that six of the books should be moved to the YA section. Elizabeth will write a letter to the challenger that Eric will sign, informing her that the report is ready to be picked up or it can be mailed to her, depending on her preference.

5) Next Meeting: Regular Monthly meeting will be on Tuesday, December 9, 2025 at 3:30pm.

**December 17th: Library Holiday Open House at 5pm with the Ukulele group
**December 19th: The public will be invited for a welcome to Elizabeth and farewell to Susan from 2-3pm. The library will then close at 4pm for the staff Holiday Party.

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

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees