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

January 13, 2026

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 3:31pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from December 9, 2026 were unanimously approved.

a) Director's Report: The following items were noted and discussed….
   i) Elizabeth reported that most of the statistics are up since last year.
   ii) Elizabeth held the first staff meeting. They will happen every Friday at 1pm.
   iii) Elizabeth is going to look into concrete friendly ice melt.
   iv) Discussion took place regarding patrons eating and drinking in study rooms. People will be asked to take their food trash out with them so we won't end up with a rodent issue.
b) Financial Statement -
   i) The latest financial statement was reviewed.
   ii) We have received all of the money due from town appropriation.

3) New Business

a) Changes to library layout
   i) Large Print and DVD/Audiobook - Elizabeth has taken measurements and sees it manageable to switch the 2 sections making the large print collection closest to the entrance and circulation desk.
   ii) Using the Adult Fiction/Nonfiction rear window area as a programming space - Elizabeth would like to test out using this space for library events like book groups.
   iii) Repaint the TV room white - mural with community input - Will discuss at a later date.
b) Looking ahead to spring and summer
   i) Painting exterior of building - Jim is looking into a company to paint.
   ii) Gardens - Eric suggested seeking out a volunteer group who would be interested in designing and maintaining the gardens.
   iii) Replacing the carpet - grant - Elizabeth wants to apply for an AARP grant to help with this expense.

4) Old Business

a) Adult Services Hours and Remote Work - The Trustees are not agreeable to remote work at this time. Elizabeth is going to take over 1-2 hours at the circulation desk to allow Deborah uninterrupted time to do some of her job tasks.
b) Vacation Accrual Payouts and Policy Recommendations - Discussion took place regarding the current policy. Elizabeth is going to draft a policy stating the ability to accrue a maximum of 5 weeks of vacation time. Jim is already over the number of allotted days. The Trustees agreed to pay out the days he is over so going forward, he will be back on track.
c) Policy Review
d) Org Chart - Elizabeth shared an org chart but it was noted that a few employees were missing so Elizabeth is going to update the chart.

5) Next Meeting: Regular Monthly meeting will be on Tuesday, February 10, 2025 at 3:00pm.
****Please note change of time from 3:30pm to 3:00pm****

6) Adjourn: The meeting was adjourned at 5:03 pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees