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

May 14, 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 3:34pm. Roll call was taken and all Trustees were present.
2) Approval of prior meeting minutes: The minutes from April 14, 2026 were unanimously approved. It was noted that the new Adult Librarian, Dorothy, began on May 11th, not May 4th.

a) Director's Report: The following items were noted and discussed….
   i) Statistics are trending higher than this time last year.
   ii) Treasurer Kelley asked for clarification regarding the ownership of Library materials. Director Weilbacher explained that we own books and DVD's that we purchase but digital materials are leased for a limited time.
   iii) The Trustees asked Director Weilbacher to give them some notice when events are coming. She shared that she is looking into a Newsletter or email blast to announce events.
   iv) Discussion ensued regarding Kathi Turner who recently begun volunteering her time for craft programs. Her next event is May 20th.
b) Financial Statement -
   i) Transfer of pre-2026 funds to Three Bearings - $110,000 from the General Funds was transferred yesterday
   ii) The latest financial statement was reviewed.
   iii) Paul shared the latest earnings from the invested funds.
   iv) Secretary Litcofsky brought up the notion of looking into starting a scholarship with some of the interest earned from the Three Bearings account. All agreed to keep this as a consideration at another time.

3) New Business

a) Seabrook Library Kids' Summer Ukulele Club Grant Requirements - The Trustees authorized the acceptance of the grant and signed the required documents. Chairman Small suggested that our portion for the program come out of the non-appropriated funds and all agreed.
b) Decision on Independence Day and Christmas holidays: Given that Independence day is on a Saturday in 2026, the Library will be closed on July 3rd and 4th this year. December 24 and 25 will be closed for Christmas and early closure on Dec 31st and closed on January 1st for New Year's.

c) New position: Programming/Circulation Assistant - Director Weilbacher shared a proposed job description and discussion took place regarding offering a salary of $17-$19 an hour. All Trustees agreed.
d) Walkabout: Ideas for 10-year and/or 5-year Capital Expenditure Plans - Due to weather, the Trustees agreed to save this for another meeting.

4) Old Business
   a) Still pending:
      i) Exterior Paint Bids
      ii) Director's Contract
      iii) Revised Pay Matrix
      iv) Revised Personnel Manual
      v) Revised Policies

5) Next Meeting: Regular Monthly meeting will be on June 9, 2026 at 3:30pm.

6) Adjourn: The meeting was adjourned at 5:08pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees