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

June 9, 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 3:00pm. Roll call was taken and all Trustees were present.

2) Approval of prior meeting minutes: The minutes from May 14, 2026 were unanimously approved.

3) Director's Report: The following items were noted and discussed….

- Adult development collection and checkouts were low compared to last year but Director Weilbacher believes that this will change now that Adult Librarian, Dorothy, is in place.
- Director Weilbacher expressed the need for an assistant in the youth department.
- Director Weilbacher is going to contact the attorney that Chairman Small has recommended and set up a date for us to meet and discuss a few items that need legal counsel (as noted below).
- Discussion took place regarding a former employee who put in a claim for unemployment. The deadline was missed by a day but Director Weilbacher has taken care of it.

a) A Tale of Two Conferences

i) Sheehan Finnley Employment Law Conference

ii) NHLTA Conference -

1) One topic Director Weilbacher wanted to note was the importance of contracts and a suggestion to create "boiler plate" contracts for part time and full time employees. This is on the list to discuss with the attorney.
2) Discussion took place about having back up Trustees.

b) **Senior Day at the Rec:** Director Weilbacher and Adult Librarian, Dorothy, attended and passed out a few items with library stickers on them.

c) **Nuclear Regulatory Commission:** 35 people came including national and local delegation.

d) **WOTR:** Their show was less attended than usual. There was a suggestion that the set be improved and opened up for community events. This will be discussed in the 5/10 year plans.

4) Financial Statement

a) The latest financial statement was reviewed.
b) Adult Librarian, Dorothy, is going to take our health insurance. An adjustment will need to be made to that line item.

5) **New Business**
   a) **Walkabout:** Ideas for 10-year and/or 5-year Capital Expenditure Plans. This will be scheduled at a later date.
   b) Meeting date with Counsel in re:
      i) Rationale for excess funds transfer
         1) Director Weilbacher wants to discuss, on a quarterly basis, if changes need to be made to any line items. Chairman Small wants her to present any changes she would like to make and the Trustees will make the final decision.
      ii) Employment Law Matters

6) **Old Business**
   a) Still pending
      i) Exterior Paint Bids, Needed Carpentry Work
         1) Director Weilbacher has done a walk around and has found many areas that need repair or improvement. Maintenance Director, Jim, has 3 people coming for quotes.
         2) Director Weilbacher met with a painter who explained that the last paint job was not done properly. He said that the repairs need to be made before painting.
         3) Chairman Small mentioned a tree that may need to be removed.
      ii) **Director's Contract**: This will be discussed at the meeting with the attorney.
      iii) **Revised Pay Matrix:** nothing to be discussed this month
      iv) **Revised Personnel Manual**: nothing to be discussed this month
      v) **Revised Policies:** nothing to be discussed this month

7) Next Meeting: Regular Monthly Meeting will be held on Tuesday, July 14th at 3:30pm ***Please note change of time. ***

Prior to our monthly meeting we will have a follow up meeting with Attorney Sullivan at 2:30pm.

8) Adjourn: The meeting was adjourned at 3:58 pm.

Respectfully submitted
Laura Litcofsky
Secretary, Board of Trustees