LBOT Minutes
August 25, 2026

Attendees:
Jack O'Reilly (Chair), Meghann Wayss (Treasurer), Kelsey Marsh (Secretary), Jon Wendell (Trustee), Lillian Wilson (Alternate), and Lara Berry (Director)

Alexandra Jacuch arrival 5:37pm

Call to Order: 5:32pm

Approval of Minutes for July 22nd, 2026:

Jack O'Reilly: Draft is missing the time that the board adjourned, add 7:15pm to the draft.

Jack O'Reilly motioned to approve the minutes with the addition of the time that the meeting was adjourned, Kelsey Marsh seconded.
Alexandra Jacuch and Meghann Wayss

Budget 2027:

Salaries

38 increasing to 40 hours per week, includes the raise that is in Lara's contract.

Wages

38 hours increasing to 40 hours per week for Brittany.
Open hours as a whole for the library increase by 2.
Recommended raises for all employees included.
Recommended increase in sub pay included.

Longevity

Same increase that is in the policy.

Health Buyout

Has not changed, but it will increase if the rates go up. We will not know until October.

FICA

Numbers based on wages/salary.

Retirement

Numbers based on wages/salary.

IT Support

Decreased this line item because we continuously have not needed the previous amount.

Maintenance

Largest increase besides salary/wages.

The fire alarm panel has been coming up as a violation for a few years when we get the fire suppression test results back. It is still functional and does what it is supposed to do, but the display is not working correctly. It is also now making a funny noise. Its replacement has been kicked down the road too many times to continue any longer. Lara Berry is estimating that the work will likely be $6,000, at a minimum.

The company was suggested by Jeremy Boston at Town Hall. We are still waiting on a quote from that company.

With the proposed model, if there was a fire, active shooter, or anything that jeopardized the safety of staff and patrons, there would be a way to get help and speak to people in different rooms in the library.

Jack O'Reilly: Was concerned that because the budget is 7 months away, will the system actually last until then?

Lara Berry: Once we get a quote, she would have him do the work in January. If it does not pass, we would use Trustee Funds or Capital Reserve Funds to complete the work.

Alexandra Jacuch: Would like to know how it works. How do the rooms talk to each other?

Lara Berry: Has been working on understanding the system. Included pages in the Director's Report have the website screenshots for the products recommended that give explanations with regard to how they function. There is a speaker that will either say a recorded message or they can speak live.

Lillian Wilson: Does this connect to the police?

Lara Berry: Believes that it will alert the fire department. More geared toward on-site communication, but not 100% sure.

Alexandra Jacuch: The price difference between replacing the pad ($1,500) and replacing the entire system ($6,000) seems to only be talking to the different rooms/ broadcasting. Is there something in between? Some sort of middle ground?

Lara Berry: Is planning on getting more bids and is unsure, but will find out and let the board know.

Kelsey Marsh: Does it have a warranty?

Lara Berry: Yes, but unsure how long.

Jack O'Reilly: If we do not do this, does it affect our insurance?

Lara Berry: Absolutely. It needs to be fixed or replaced. It needs to be done, but the question is how (which equipment), and how much it will cost, so we want to make sure that we include funds in the budget. It is a recommendation right now, but we are getting close to it being a violation.

Internet

Overall costs increased
Kelsey Marsh: Is the library still on Comcast?
Lara Berry: Yes
Kelsey Marsh: Can we get Fidium?
Lara Berry: No, unfortunately. We tried. The phone system wouldn't work with Fidium.

Electricity

Jack O'Reilly: Your recommendation decreases the electricity line, but the rates just went up. Are you comfortable with that?

Lara Berry: Yes. We are still paying 30-40% less on the electric bill. She believes that we have the leeway to lower it because of how much less we have been paying this year. The lights are the only thing that has really changed, so it is probably that.

Heating

Overspent this year, and will be more overspent by the time we get through winter. Lara Berry is not suggesting an even higher increase because this year was an aberration. Last year was underspent. The billing was late last year, so the last bill of 2025 came out of 2026, but that will not happen with the upcoming year.

Water

Lara Berry: Alexandra Jacuch taught her how to effectively water a lawn. Deep watering every other day, rather than shorter bursts every day. Many thanks and kudos to Alexandra.

This number is NOT including the August bill, which is usually the highest one.

Jeremy Boston said that we need to pay $75/month for our fire suppression and the town has accidentally been paying it due to an oversight.

Lara Berry: Does not feel comfortable dropping that number too much because it has only been one year with the change, so she would like to see how this next year goes as well.

Jack O'Reilly: Notes that the water meter is also connected to the cemetery and the church.

Trust Expenses

In past years, we were spending $20,000. Lara Berry got comfortable lowering it to $17,000. We have gotten good rates on interest last year and this year. She would like to increase that to have it just in case.

Jack O'Reilly: Does that number go into the budget bottom line?

Lara Berry: Yes, it does. Funds spent need to be voted on, so the number is including Trust funds. So yes, we are asking for $20,000 less from the taxpayers than what that bottom line number actually looks like.

Alexandra Jacuch: What was the increase in total budget % last year?

Lara Berry: Unsure of the exact number. It was close to 8%.

Jack O'Reilly: Wages/salaries were expected to increase, so the amount we are asking to increase isn't much higher than anticipated.

Rates of Pay Discussion

The Board was presented with a spreadsheet of rates of pay for Seacoast Library Staff. Lara Berry places a lot of importance on retaining staff and paying a living wage.

Motion to approve the operating budget with the understanding that individual salaries may be addressed at another time Jack O'Reilly, seconded by Kelsey Marsh.

5:0 approved

Motion to approve the salaries Jack O'Reilly, seconded by Alexandra Jacuch
discussion:

Meghann Wayss: Feels that it is unfair that the Director brings up the potential for turnover, that it is a fearful mindset in the way that it is presented.

Lara Berry: Feels that her professionalism is being misrepresented regarding concern about staff turnover, and that if we were not paying below average wages, she would not have to bring it up during budget season.

Meghann Wayss: Some of the other libraries on the spreadsheet are open four nights/ week instead of three. This is part of why they are offering higher pay.

Lara Berry: We offer three nights a week due to two staff members who work all three of them. This is not the case in the bigger libraries who have more staff members. Working nights has also been harder to staff recently due to sub's summer schedules and reluctance to work during current safety concerns. Lara sees as even more reason to value the staff currently working nights.

Jon Wendell: Is there a way two staff members don't have to work all three nights?

Discussion of limitations of current staffing schedule. Agreed by Lara Berry and Jon Wendell to consider alternative staffing arrangement if possible, to reduce number of nights for individual staff.

Jack O'Reilly: Believes the staff is worth the money.

Jack O'Reilly motion to approve the pay rates as proposed by Lara Berry, Alexandra Jacuch seconded.
4:1, Meghann Wayss opposed

Treasurer's Report:

Totals are listed on the budget proposal, nothing that wasn't noted in the budget discussion above.

Director's Report:

While we did have about the same number of people registering for summer reading, (80), we did have 5 teens participate. In past years we have only had 1 or 2. This points to children in the town continuing on with their literary journey, and staying with the library and that is awesome to see.

Participation was a bit of a drop in both adults and kids.

For adult fiction, there was a slight drop in circulation, which is normal. But it was higher for the kids. There seems to be an influx of preschool aged kids!

Lara Berry did reach out to Officer Hume to give him the green light for dog bomb training. Waiting for him to schedule with her.

Building Maintenance Issues:

Kelsey Marsh: The patio looks like garbage. It needs to be cleaned up.

Alexandra Jacuch: Recommends a pump sprayer - she uses vinegar, dish soap, and salt. Her lawn servicer edges, cleans up, etc. Can our lawn company do something to keep up this maintenance? Do we have to find someone else?

Meghann Wayss: Do they not know that we want this?

Alexandra Jacuch: Suggest that they do it, but it's not on the staff to continuously check on them. Maybe Jeremy Boston can talk to them because they're contracted through the town.

Kelsey Marsh: Will email Jeremy Boston to find out more information about the contract and see what can be done.

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One of the LED bulbs is out. Lara Berry is having trouble getting in contact with anyone that was involved in the project. Customer service is difficult but she is going to try to contact someone else.

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The shades are sewn, but need to be installed. We needed a few more but they are out of stock. The Director was waiting to install them all at once, but we may not be able to wait.

Select Board Budget Meeting

We are on the schedule for October 27th.

Kelsey Marsh: Why do we attend meetings with the Select Board?

Jon Wendell: As a courtesy.

Lara Berry: If the library is going to present to the Select Board, the entire Board of Trustees should be present to answer questions.

Kelsey Marsh: Agrees with that.

Alexandra Jacuch: Has it on her calendar and is planning to attend.

There is a check-in with the Budget Committee on September 9th at 6pm. We will likely not attend, nothing of note to discuss before budget season.

Secure Door - Lara Berry would be more comfortable if we improve the front door's security. Wants to take further steps to secure the building.

The Director, Jeremy Boston, and the FD are in conversation regarding possibilities for improvements and vendors.

One possibility would be: $5,015.00 initially with a monthly fee of $20/month.

Alexandra Jacuch: If the other departments in town feel like it was important enough to do to their buildings, then that is something to consider. Wants to try to not be reactionary. There have been two potential threats within a month. It seems responsive rather than reactionary.

Jack O'Reilly: Where would the funds come from?

Lara Berry: From 2026's budget - the Trustee Fund budget. There is room in a line item.

Alexandra Jacuch: Agrees with not getting more bids if this is who the other town buildings use and also recommend.

Jon Wendell motions to approve purchasing the door lock system as recommended by the Director, Alexandra Jacuch seconded.
5:0 approved

Lara Berry: Would like something in place that would make clear who is responsible for signing any future trespass orders so that Library staff does not need to.

Kelsey Marsh: It would make the most sense in the future for the select board to do it.

Alexandra Jacuch: There may be a situation that we can figure out that does not involve the staff/Director.

Jon Wendell: See if the select board would be comfortable signing something like that in the future. He can reach out to them to start a dialogue.

Meghann Wayss: Looked at NHMA and they do not advise the select board signing it.

Discussion regarding existing and potential camera installations.

In the meantime, Jon Wendell is authorized by the board to sign no trespass orders.

Old Business:

Donation Acceptance: $23, Jon Wendell motion, Meghann Wayss seconded
5:0 approved

Next Meeting: September 30th at 5:30pm

Meghann Wayss motioned to adjourn, Alexandra Jacuch seconded
all in favor

Adjourned at 8:26pm