

TRUSTEES MEETING
PORTSMOUTH PUBLIC LIBRARY

Wednesday, September 19, 2001

PRESENT: Phyllis Eldridge, Ed DelValle, Dana Levenson, Heather Mazzaglia, Sue McCann, Michael Pennington, George Pierce, Sherm Pridham and Barbara Ward.

ABSENT: Lee Lorusso and Kenneth Muske.

- I. Eldridge called the meeting to order at 7:05 p.m. She announced that the Trustees had nominated McCann for NH Librarian of the year. Eldridge then presented Sue with a plaque containing their nomination letter. McCann was also presented with flowers and a gift certificate.
- II. DelValle moved to accept August minutes. Levenson seconded the motion. Accepted.
- III. Financial Report:
McCann discussed the financial reports (see attached). She noted that computers would be purchased from the Somerville account.
- IV. Director's Report:
 - A. Pridham reported that he had forwarded a budget proposal to proceed with the YA portal project. No response has been made and he does not know the status of the project. The Trustees asked him to inquire and report back.
 - B. Update on new library building project. Pridham passed out a timeline that showed the standard process for designing and constructing a library building. Pridham stated that following the process from start to finish (hiring an architect to completing construction) would take approximately two and a half years. He then handed out a timeline showing the process Portsmouth has followed, noting that site selection and hiring of an architect has not yet been accomplished. Pridham discussed the building program that has been written and revised several times. Pridham said that the purpose of this document is to serve as a working document that an architect can use to design a library. Pridham then presented a draft outline of a timeline with suggested decision points that would bring the process forward from site selection to construction (see attached).

Pridham talked about the process followed for capital budget items in Portsmouth. Capital budget items require a 2/3 vote by City Council and all capital projects are the responsibility of the City Manager. The City Manager may use committees such as the New Library Building Committee and the Board of Trustees as advisory, but the authority is with City Manager and City Council.
 1. The September 12th NLBC meeting was summarized. Pridham presented site diagrams created by Todd Hanson of the NLBC. The diagrams illustrate

possible ways to successfully place a two-story 40,000 sq. ft library on the site..

2. In light of the recent tragedy, it was decided to postpone the assembly of the citizen group interested in promoting a new library. Trustees suggested that Pridham also postpone meetings with neighborhood groups until the results of the city studies are available.
3. The timing for fundraising is flexible. It usually starts when an architect is hired, but local developments may change that, as with the case of a benefactor coming forward early in the project. The Council has indicated that they expect a fund raising campaign to take place in conjunction with a vote by Council to bond construction. Eldridge and Ward will be meeting with Council member Alex Hanson to discuss fund raising in more detail and the Trustees role in it. The City Manager does not want to hire an architect unless and until Council approves site selection and bonding for construction.
4. Pridham discussed directions newly constructed libraries are taking, such as installing Express Check out stations and using radio frequency ID for inventory control. Pridham offered examples of libraries' innovative directions with technology, such as meeting rooms equipped with interactive television for educational purposes, wireless public computer stations, digitized special collections, and locally created databases available on the world wide web. Trustees discussed innovations and possible changes in the building program due to changes in technology and library user needs.
5. Pridham asked for permission to investigate hiring a library building consultant to work with staff in revising the latest (1977) version of the library building program. Purpose would be assuring that changes in customer use of library and availability of new technology were factored into the building program. The consultant would meet with the trustees and staff to discuss the process.

MOTION: "Pridham given the charge to start looking for a library consultant to update the building program. Pridham is to report back with price estimates and scope. Pridham is given a \$5,000 price limit." DelValle, seconded by Mazzaglia.
Passed

V. Old Business

Mazzaglia reported that her term as trustee might be complete. She said she is happy to serve until a replacement is found, and will continue working on the endowment project. Pridham said he would inquire with the City Clerk as to the status of the Trustees' appointments.

VI. New Business

- VII. The next meeting was set for October 17th in the Vaughan Room. The meeting concluded at 8:25 p.m.