

**TRUSTEES MEETING**  
**PORTSMOUTH PUBLIC LIBRARY**

**Wednesday, July 16, 2003**

**PRESENT:** Phyllis Eldridge, Ed DelValle, Theresa Garabedian, Rai Bowles, George Pierce, Barbara Ward, Suzanne Foley, Mary Ann List, and Sue McCann.

**EXCUSED:** Dana Levenson and Lee Lorusso

**I. Call to order at 7:02 PM in the Vaughan room.**

**II. Minutes to previous meeting not available.**

**III. Introductions – Trustees and new Library Director, Mary Ann List.**

**IV. Financial report: June 30, 2003 balances**

|           |  |           |
|-----------|--|-----------|
| <b>A.</b> | Fines and Fees account (see attached) is not final.                        | \$36,234  |
|           | June 2003 invoices still expected such as<br>online service subscriptions. |           |
|           | Gift Account   | \$6,581   |
| <b>B.</b> | Trust Fund account – 23 Trust Funds  | \$136,371 |
|           | Change in the net assets   | \$7,469   |
|           | Total Expenses   | \$3,096   |

**V. Director's Report:**

**A. New Library**

- **Section 106 meeting**

Occurred yesterday (7/15/03). Yesterday was a hearing held by the City of Portsmouth. EPA granting one permit. EPA chose **NOT** to hold a hearing, but the City decided to hold the hearing for completeness. Sue McCann, Mary Ann List, Tom Amsler and Peter Middleton (construction expert) attended, along with two representatives from the NH Div. of Historical Resources, representatives from the City of Portsmouth and interested citizens. All walked the perimeter of the Armory building then went inside to look at condition and suitability of any elements for use in new library. Many issues were discussed that have been discussed at other meetings. Cindy Hayden took the information back to City Manager, John Bohenko. The City will draft a memorandum of agreement to the Div. of Historical Resources letting them know that the City will go ahead with the building project and that the project will adversely affect the Armory. Will mitigate by a memorial to WWI and WWII veterans, an exhibit showing past use of the land and fully documenting the Armory building history.

- **Library professionals work with Director.**

Director has met with professionals to further discuss possibilities for the new building. The ideas and thoughts will be passed on to the architect.

**B. Staff Activity – Immediate things being done.**

- **Database clean up** – underway
- **Weeding/Replacement** – beginning this process especially to weed out out-of-date information.
- **Summer Reading Program** – see attached.

**C. Priority initiatives for coming months**

- **Remote access to databases** – wants to do as much as possible.
- **Staff training on technology and delivery**

**D. Remaining initiatives for coming months**

- **Redesign of web page**

Staff members will meet on Monday, July 21, with City Webmaster, Alan Brady, to begin this redesign. Let people know that we have purchased edited and vetted information for their use. Need to let residents know what is available. Will include email address on every page they publish. Dept heads working together with city departments that can help.

- **Marketing of current services**

**E. Evaluation of open position**

The vacant position of Circulation Librarian had been frozen. Now that position is unfrozen. Director and Assistant Director are evaluating the circulation needs at this time to determine how best to fill the position. Good interface with the public is very important.

**F. Gross budget (see attached).**

List would like to budget expenditures from City funds, Fines and Fees, Gifts and Trustee accounts at the beginning and also use that kind of reporting. This will be done as an internal document this year.

Mary Ann asked the Trustees to allocate \$2000 for the purchase of a core collection of DVDs. This will be a new format of videos for the library. The bulk will be adult with some children's selected by the children's librarian. Security issues were mentioned. There is a level of loss with DVDs that you don't get with books; however, DVDs should be kept on the open shelves.

**MOTION:** “To expend \$2000 from appropriate account, as selected by Library Director and her designates, for core DVD collection.” (McCann suggested Hunter fund.) Pierce, seconded Bowles, passed.

Trustees are open to the idea of allocating more money later in the year. The collection could be on the library shelves in a month.

**G. Supreme Court’s decision on CIPA (see attached)**

The decision doesn’t affect PPL directly, as we receive no federal funds. IMLS funds, for instance, may not require filters. State library system does receive some federal money.

**V. Old Business**

Trust funds to be charged for hors d’oeuvres at Sherm’s retirement Dinner at Yokens.

|          |          |
|----------|----------|
| Lyman    | \$400.00 |
| Prescott | \$100.00 |
| Torrey   | \$85.60  |

Expenditure approved by Trustees.

Bowles made the point that it should be fine for director to move budgeted funds around within approved budget and let Mary Ann know she has leeway to manage the funds.

**VI. New Business**

Thursday, July 31, 2003 from 5 to 7 PM will have drop-in event for public to meet the new Library Director. This will take place on the second floor outside the Vaughan room. New City employees’ reception will be on July 31 from 9-10 AM in the Portsmouth Room at City Hall.

Phyllis Eldridge asked if we all felt that there should be a response to today's Herald article. Alex Hanson came very strongly to the defense of the library. Everything interpreted in the negative in the Herald article.

Theresa Garabedian noted PPL has very high use of the library and that it would be good to counter the article with the facts.

Mary Ann List said Cindy Hayden would write to the paper because she worked on the survey and felt it wasn't well represented by the article. 76% felt that the library should be funded at or above the current level. The 6% we don't serve now, we may be able to serve at different times in their lives – when they have children, when they retire. Mary Ann has learned that Sherm Pridham is going to write a letter. She has talked with staff about it; charts show that satisfaction is very high.

14% of people asked said they'd like to know more about the library. Need to tell people what library can do for them. Rebuttal is important when facts are wrong. Bowles noted that Portsmouth has the highest circulation per capita of libraries in NH.

Next meeting will be August 20<sup>th</sup> at 7PM in the Vaughan room.

Meeting adjourned at 8:17 PM.

#### Attachments

- Fines and Fees summary
- Gift account summary
- Trust Fund account summary
- Gross budget
- Roster of Trustees
- Memo from Susan Brough
- Summary of CIPA decision