

**TRUSTEES MEETING**  
**PORTSMOUTH PUBLIC LIBRARY**  
**Wednesday, October 15, 2003**

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**PRESENT:** Phyllis Eldridge, Dana Levenson, George Pierce, Barbara Ward, and Mary Ann List

**NOT PRESENT:** Rai Bowles, Theresa Garabedian, Lee Lorusso, Ed Del Valle and Suzanne Foley

**I. Call to order at 7:10 PM by Eldridge**

**II. Acceptance of minutes as printed.**

**III. Financial report:**

- Trust fund balance \$135,723 as of 10/1/03
- Gross Income/Expenditure report distributed (see attached).

**IV. Director's Report:**

**I. New Library**

NHDHR has sent the official letter accepting the Parrott Ave. site. We are now working on minimization and mitigation as defined in the Section 106 process. Building schedule depends on the speed of progress with NHDHR.

**II. Report on Master Plan Session**

The planning session with the Library Trustees, School Board and Planning Board went well. We had the opportunity to talk with the other boards about our plans for the future including our need for the new building.

**III. Personnel**

Cathy Okhuysen has been hired to fill the new library assistant position. A second library assistant position has been advertised and will be filled in November.

#### **IV. Capital Improvement Plan**

The upgrade and expansion of the integrated library system has been submitted for the CIP with a cost of \$156,912. It is important that the system be purchased in the first quarter of FY05 because of a special discount and also so staff and patrons can learn the system before we move to a less familiar building. The system can be easily transported to the new building. Any costs associated with the move would come from additional workstations. The new system is sized to meet expected growth for 5 years.

#### **V. Accept Gift**

Color laser printer donated by Ed Del Valle and Hewlett Packard.

#### **VI. Staff Activity**

Susan Brough will present a program at the annual CHILIS conference on conducting lapsit programs for babies.

#### **V. Old Business**

##### **Resolutions from Morgan Stanley**

Voted to adopt enabling resolutions from Morgan Stanley pending examination by city legal counsel (resolutions attached).

#### **VI. New Business**

None

#### **VII. Adjournment: 8:15 PM**

**Next meeting will be November 19, 2003.**

Attachments:

- FY2004 Library Trust Funds
- Gross Income/Expenditure FY03-04
- Morgan Stanley Dean Witter Account Agreement and Enabling Resolutions
- CIP submission