

Portsmouth Public Library Trustees Meeting Minutes
Wednesday, January 19, 2005

Present: Phyllis Eldridge, Amy Brnger, Ed DelValle, Dana Levenson, Theresa Garabedian, Sue McCann, Mary Ann List

Excused: Suzanne Foley, Maria Sillari, Barbara Ward, Rai Bowles

I. CALL TO ORDER: Chair Phyllis Eldridge called the meeting to order at 7:05 p.m.

II. SECRETARY'S REPORT: Meeting minutes were not available from the previous meeting to be accepted.

III. FINANCIAL REPORT: Sue McCann reviewed the library trust fund account balances. There were no questions. Mary Ann List reviewed the gross budget, noting the budget line change regarding employee salaries because of union contract ratification. All other spending items are in line for the current year.

IV. DIRECTOR'S REPORT

New library: Mary Ann List gave a progress report regarding the new library. We are on schedule. Design development is 100% complete. Drawings have been sent to the construction manager to distribute to sub-contractors for prices. The price estimate for the library is due back from the construction manager on February 2, 2005. Deconstruction of the armory is also complete. 90% of the material in the armory building will be recycled or reused. The goal for reuse and recycling for the whole project (deconstruction and construction) is 75%. Work is continuing on revising the exterior of the new library. Mary Ann List also invited the trustees to attend the new library meeting, to be held next Wednesday, January 26th, at 7 p.m. in Conference Room A, City Hall. The construction schedule was also reviewed: piles are scheduled to be installed in February; foundation poured in March; final occupation by June 2006.

Budget: the fiscal year 2006 budget is currently being worked on. Trustees were asked to look at the Public Library Mission Statement, particularly the Goals, Objectives, and Activities section for FY05-06. Given the approval and subsequent site preparation and construction of the new library, some of the goals for the public library, notably, the objective relating to improving the existing library environment, have been altered. An added element to budget preparation for all city departments this year will be the inclusion of performance measures. The outcome of this work will be a self-evaluation and more accurate budget development based on the evaluation.

V. ASSISTANT DIRECTOR'S REPORT

Sue McCann reviewed the training process with the new computer system. Personnel have responded favorably to the new system as well as to the training

component. Mary Ann List praised Sue McCann's work with the computer system vendor and the staff and noted that the training period has been flawless. This is a tribute to the library staff and Sue McCann for accepting the changes and for demonstrating a willingness to learn something that is new and challenging.

VI. OLD BUSINESS

Last Friday, Mary Ann List, Phyllis Eldridge, Suzanne Foley, and Theresa Garabedian met to discuss the topic of fundraising for the new library. They discussed the need for trustees to support the fundraising effort by having a 100% participation rate in donations by the trustees. Phyllis Eldridge also said that in addition to generating ideas for fundraising, the group discussed other ways those in the community can help the process, including in-kind donations, such as printing and holding house parties. Mary Ann List said that Dwight Davis, a retired professional basketball player, would be holding a community fundraiser for the library, a basketball clinic, on April 4th at Portsmouth High School. Phyllis Eldridge and Mary Ann List will meet with Mayor Sirrell to begin to set up a fundraising committee and design the capital campaign.

VII. NEW BUSINESS

Mary Ann List reviewed the recent gifts and grants received for the new library. \$2,000 was granted by the Rosemond Thaxter Foundation for the preservation plan. Community Readers at G. Willikers, a local children's/toy store, sent the library a check for \$698, a result of a store proceeds donation during the month of November 2004.

Sue McCann reviewed setting the holiday schedule for the upcoming year. A motion to accept the schedule was made by Dana Levenson. Ed DelValle seconded the motion.

Sue McCann also discussed the fact that the library account at Fleet Bank is under \$3,000. When this occurs, Fleet Bank charges a \$10 fee. A motion to keep the checking account at a \$3,500 minimum balance to avoid this fee was made by Dana Levenson. Theresa Garabedian seconded the motion.

VIII. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

The next meeting of the Library Trustees was set for Wednesday, February 16, 2005, at 7 p.m., at the Portsmouth Public Library. The New Library Committee will also be meeting next Wednesday; those meetings are held at City Hall the fourth Wednesday of every month.

Meeting notes prepared by A. Brnger