

**Portsmouth Library Trustees Meeting  
Wednesday February 16, 2005**

**PRESENT:** Phyllis Eldridge, Suzanne Foley, Teresa Garabedian, Dana Levenson, Mary Ann List, Sue McCann, Barbara Ward. **NOT PRESENT:** Rai Bowles. Amy Brnger, Ed DelValle, Maria Sillari.

**I. CALL TO ORDER**

The meeting was called to order by chairman Phyllis Eldridge at 7:05 p.m.

**II. SECRETARY'S REPORT**

The minutes for the January meeting were prepared by Amy Brnger in Ward's absence.

Ward moved to accept the January minutes. Foley seconded the motion. Minutes accepted.

**III. FINANCIAL REPORT**

The checking account has approximately \$3,500 in it at this time.

The Library is right on target for expenditures, having spent 53.9 percent of the budget, when the target for this time was 58.3 percent. There were no expenses out of the ordinary. In some cases, such as periodicals purchases, and bibliographic services we have spent 100 percent of the budget because these are annual subscriptions paid for through a jobber.

**IV. DIRECTOR'S REPORT**

*New Library.*

The City is now in negotiations with the contractor. Library Trustees will be invited to the next New Library Building Committee meeting. The next step is to present a recommendation to proceed with the building to the City Council. Because of rapidly rising materials costs, our construction manager has told us that every month the building is delayed costs the city \$15,000. Although more money may be needed, we are not yet looking at cutting out any square footage to save money. The tree cutting hearing was today and no one appeared to raise any issues.

The Fundraising committee for the Library will be appointed by the mayor and ratified by the City Council. We are looking for suggestions of people to serve on the committee, and particularly for someone to act as its leader. City Attorney Bob Sullivan will be setting up the fund which will

actually be held by the Trustees. The fund will be for construction and furnishings and will continue to exist after the building is completed, so it can continue to grow.

Teresa Garabedian has been helping to put together Campaign materials. By this Friday we will have a design for the brochure.

We are looking at organizing a number of community fundraising events. The first will be a Basketball Clinic with a retired NBA player Dwight Davis on Saturday April 16. Susan Brough and Sherry Evans are assisting in organizing the event.

### *Budget Development*

The Joint Budget Committee recommended budget increases for all departments of 5.5 percent for FY 2006 (July 2005 through June 2006), but the City Council voted on February 14 to cap increases at 4 percent. List and members of the Library staff have worked hard to trim the budget, and now have a proposed budget with an increase of only 4. More work has to be done, but it is an excellent start. Expenditures from Trustee funds will decrease for FY 2006 due to low interest earnings.

Ward asked about how the budget impacts the staffing for the new library. List answered that the design for the interior of the new Library has undergone changes that will allow us to go forward with the same number of staff positions that we have now. The new Library will also allow us to automate some functions so that staff can provide more services to Library patrons.

### *Staff Activities*

Russo-Japanese Peace Treaty Celebration. List distributed the schedule for a series of events designed to introduce the public to the importance of Portsmouth's role in the Peace Treaty negotiations. Staff members Sherry Evans and Nicole Cloutier are the organizers of the series.

Writers' Group. Staff member Hillary Wentworth has organized a Writers' Group that will meet once a month. The group is for serious writers intending to publish their work. Fifteen aspiring writers attended the first meeting on February 9.

### *Staff Development*

The information desk at the new Library will be extremely important. The staff is now working in developing service goals and policies that will directly benefit Library patrons. List is also working to build on the strengths of current staff members to take advantage of the new opportunities to serve the public in the new building.

Nicole Cloutier will be out on adoption leave in late March or early April, but will be returning part time. In order to fill in the gap in the reference department, advanced library science students will be hired.

## **V. OLD BUSINESS**

### *Rotary Presentation.*

Mary Ann List and Dave Allen of the Public Works Department spoke to the Portsmouth Rotary about the plans for the new Library, and received a very warm reception. Levenson mentioned that the Rotary might be willing to consider a grant application from us for the new Library. He will find out who in Rotary is in charge of the grant program.

## **VI. NEW BUSINESS**

There was no new business.

## **VII. ADJOURNMENT**

The meeting adjourned at 8:10 p.m. The next meeting will be on Wednesday March 16.

Respectfully Submitted,

Barbara M. Ward  
Secretary