

Portsmouth Library Trustees Meeting

Wednesday May 17, 2006

PRESENT: Elias Abelson, Amy Brnger, Ed DelValle, Suzanne Foley, Mary Ann List, Betsy Shultis, Barbara Ward. **EXCUSED:** Rai Bowles, Dana Levenson, Kevin Lafond, Sue McCann.

I. Call to Order.

The meeting was called to order by Chairman Suzanne Foley at 7:07 pm.

II. Welcome.

Foley welcomed Elias Abelson as a new trustee.

Everyone should receive an updated Trustee list. If you are unsure whether or not your handbook is up-to-date, it can be turned in for the staff to update it for you.

III. Secretary's Report.

The minutes of the March 15, 2006 meeting were distributed.

Brnger moved to accept the minutes. Shultis seconded the motion. Minutes were approved.

IV. Financial Report.

Sue McCann is out of town, List delivered the report.

DelValle asked if we had ever done anything about reinvesting our funds. Oppenheimer is still taking care of our money and Jane Dooda is the manager. The checking is with Bank of America and currently just about everything is in the money market account. We need to look into reinvesting our funds.

Income and Expenditures. Funds are about 79% spent. List had projected 83 per cent at this point in the year. There is some concern over the utility bills and how the unpredicted rate increases will be absorbed. The overrun, however, is considerably less than earlier projections because of the mild winter.

Trust Funds and Other Trustee Accounts. The budget does not call for taking money out of capital. The money that we project spending from reserves is money earned in previous years and carried over. Most money given to the Library is for the trustees to spend. Donations with protected capital are held by the Trustees of the Trust Funds, so the principle is protected, and the Library receives an annual distribution of interest earned. The Library Trustees don't control how it is invested; that is done by the City.

Budget hearing. This is coming up on May 23. Our municipal budget is within the original guidelines. We had a 3.7 per cent increase (4.0 was requested) without utilities. List projected an overlap in November and December 2006 when we will be moving from the old building to the new building. For those two months natural gas and electricity are figured in for both buildings. With this overlap in utilities, the budget is up 7.1% from last year. After December the utilities at 8 Islington Street will not be carried in the Library budget.

V. Director's Report.

New Library Building. The construction is 50-60% complete. All metal studs are now in and a lot of the outside is completed; it is now possible to see where the windows will be. The masonry on the back of the building is looking very nice. On Wed. June 4 the architect, Tom Amsler, will be bringing color boards to the NLBC meeting at 7:00 pm in Conference Room A. If there is something before that, List will let us know. List also reported that contrary to a story in the *Herald*, there is no

water in the building. Today List took the New Hampshire State Librarian, Michael York, through the building and he was very impressed. Van McLeod, Commissioner of Cultural Resources already wants to use the facility for meetings in Portsmouth.

Fundraising for New Library. There is a meeting tomorrow morning of the fundraising group. Sheri Donnermeyer is working on corporate fundraising and Ruth Gray is organizing a black tie event that will take place in the new Library on October 21. The idea is to make this a community event, so the cost will not be high. The ribbon-cutting ceremony will be a month later.

Living Legacy Calendar 2006. The Council for the Arts 2007 calendar will include the new Library. We will get 200 to sell.

Staff Activities. Sue McCann is currently in Denver, Colorado at the Innovative Users Group Conference. We are now finishing up the revamping of the computer system. We still have about \$14,000 left in the fund for computers, which positions us well for the move to the new building. McCann is working with the City's IT department on configuring the system to allow for better access to databases and adding downloadable audio books. Downloading may also be a way for us to be able to offer music, since we do not have a music collection.

There are four other staff members who will be going to Social Software Training to learn about blogs, wikis and RSS feeds and other communications becoming important among web users. Whether we get into it or not it will be useful to learn about what our patrons are doing with computers.

Resignation. Kate Lyon, our part-time reference person is leaving. List is advertising the position.

VI. Old Business.

Policies for use of meeting rooms. Drafts were distributed for consideration at a future meeting.

Some things to think about: Custodial costs, security requirements (staff person needs to be on hand to set system). There was also some discussion of how we might display collections or the work of local artists. Most items owned by the Library were appraised about a year and a half ago. Many things are being conserved.

VII. New Business.

There was no new business.

VIII. Adjournment.

DelValle moved to adjourn the meeting, Brnnger seconded the motion. The meeting adjourned at 8:05 pm.

Respectfully Submitted,

Barbara M. Ward
Secretary