

MINUTES
PORTSMOUTH LIBRARY TRUSTEES MEETING
Wednesday, September 20, 2006

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

I. CALL TO ORDER:

The meeting was called to order by Chairman, Suzanne Foley at 7:06 p.m.

II. SECRETARY'S REPORT:

The Secretary being absent, the report was held until the next meeting.

III. FINANCIAL REPORT:

Library Trust Funds - Account Values were distributed and attention was called to an increase of \$10,000 in the checking account, due to a recent designated gift from a Library patron. Discussion was held on the transferring some of this amount into a CD or Money Market account and Treasurer Brnger volunteered to investigate with Oppenheimer or Morgan-Stanley and report to the Trustees at our next meeting. McCann noted that some of this amount would need to be held back for use as designated by the donor.

Mary Ann List explained that the Income and Expenditure report showed part-time salaries a bit over budget due to five payrolls in August rather than four, while books and materials were under spent. She also noted that expenditures for electricity and gas should be closely watched this year. Professional services looked like a large amount due to two grants that have been expended, but the budget is okay.

IV: DIRECTOR'S REPORT:

A. New Library Progress.

List reported that the new Library is 80% finished. Painters are there, wood trim being installed, and landscapers are working on the courtyard. She displayed a design board of interior materials selected for the new Library including sample wall colors, ceiling tiles, counter tiles, floor coverings, carpeting, mats, woods and window trims. Loose furnishings are scheduled to go in the second week of November and a contract has been signed with the moving company for a move the first two weeks in December. And although the Library is expected to be operational by December 17, the Director and Trustees decided on an official dedication date of Sunday, January 7, with a snow date of January 14.

B. Services Update.

As of September 18, Audio Books in the Library's collection may now be downloaded to personal computers of Library patrons who have Broadband connections simply by using their library card. An information card outlining how to download titles and borrowing rules was distributed to Trustees. The new service received good coverage in the Portsmouth Herald and the Director observed that some audio books have been checked out already.

New transitional book marks announcing the Library's new address are being distributed to patrons.

C. Policies Development

The second draft of an Art acceptance policy was reviewed Abelson recommended that the third sentence in the 10th guideline was confusing and unnecessary, and should be deleted. With that modification agreed upon, Abelson moved that the policy be accepted as modified. The motion was seconded and passed.

E. Staff Training

Notices have been sent to staff members for two half-day workshops the last week in September with a third, "Delivering Service in the New Library," to be designed by staff.

V. Assistant Director's Technology Report

A. Innovative Users Group Meeting.

McCann reported on the conference she attended on new developments including sessions on security, on-line catalog projects, moving to new software and disaster recovery, and commented on the great networking experience.

B. PC Management for Public Network.

She described the connection of the Library with the City of Portsmouth IT system and work being done with them for new computer management.

C. Equipment for New Library.

New computers are being added to the new Library and patrons will have the ability to reserve work stations. The IT Department will provide on-line training.

VI. Trustee Activities

A. New library Building Committee will not meet this month. Their work is winding down.

B. Time Capsule

Trustees were asked to think about what should go into the Time Capsule which will be sealed at the dedication of the new Library, to be opened in 100 years. Items should reflect life as it is in 2006-07. Various kinds of information materials such as newspapers, video and audio tapes were suggested.

VII. Acceptance of Gifts:

Two grants have been received this month:

1. \$600. Grant from the Gates Foundation for downloadable audio set-up. PPL was eligible as part of a consortium in New Hampshire.
2. \$10,000. Grant from Elizabeth Redshaw to be used for archival collections, historical research and genealogy. Since this is not a trust but designated for a purpose, List sees a need to develop a plan to use this money over a period of time. The grant was inspired by the Capital Campaign. A motion by Brnger to accept these grants was seconded and passed.

VIII: Old Business

A. Capital Campaign Committee Gala

The date of the Gala, has been postponed to November 11 from 7-10 p.m. and will feature three areas of music, food and drinks. Tickets will go on sale to the public soon with the goal of selling 400 tickets. The event will be well publicized. List observed that Veteran's Day is an appropriate time to celebrate because of the Armory site. Levenson asked if the Trustees could subsidize the cost of library staff attending the gala and after discussion, moved that we subsidize 50% of the ticket cost for permanent staff members, excluding pages and temps. Motion seconded and passed.

IX. New Business

A. Dedication of the New Library was discussed previously under New Library Progress.

X. Adjournment

The meeting was adjourned at 8:50 p.m. The next meeting of the Trustees will be on Wednesday, October 18 at 7 p.m. in the Library Conference room.

Respectfully submitted,

Betsy Shultis
Secretary Pro-tem