

Portsmouth Public Library Trustees Meeting
Wednesday November 15, 2006

PRESENT: Elias Abelson, Raimond Bowles, Amy Brnger, Ed DeValle, Dana Levenson (arr. 7:15), Mary Ann List, Sue McCann, Betsy Shultis, Barbara Ward. **EXCUSED:** Suzanne Foley, Kevin Lafond.

I. CALL TO ORDER

Treasurer Amy Brnger called the meeting to order at 7:10.

II. SECRETARY'S REPORT

The minutes of the October meeting were distributed. It was noted that we received a permit of assembly and that we will be receiving a certificate of occupancy for the new building.

DeValle moved to accept the minutes for October 18 as corrected. Bowles seconded the motion. Minutes were approved.

III. FINANCIAL REPORT

McCann reported that our total assets on hand come to \$135,213. We still need to look at the Morgan Stanley accounts to decide whether to purchase another CD.

Gala. The total cost was \$19,350 and the goal for tickets sold was \$20,000, so the event would pay for itself.

There were some questions about year to date expenditures. We are basically on target. There was money spent on staff training for a consultant to train staff for the move, so this line is overspent at this time. Line 54 for computer and software maintenance is partially reimbursed by the schools.

IV. DIRECTOR'S REPORT

A. New Library Building.

The subcontractors will all be finished before Thanksgiving except for a few minor details to be addressed at the end of December. The commissioning for the LEED process will involve checking HVAC, electrical, and plumbing systems and training staff in their use.

We have just put out the bid for the architectural signage. Some of this will go in after December 18. The shelving will begin going in just before Thanksgiving, the loose furnishings will begin going in on November 28. The built in furniture, most of which is being built by NH woodworkers is being installed right now.

The old library will close to the public on December 4. Telephones will work in both buildings until December 11, at which time all staff will be located in the new building. Networks will be up and running and the staff will have some acquaintance with them by Dec. 18. The databases will remain on line during the move; the catalogue will be down for just a few hours on one day. Staff will return all calls and emails.

The new music collection will be ready by Dec. 18.

Already groups are inquiring about use of the meeting rooms. The Friends of the South End would like to co-sponsor some events with us and the Currier Gallery of Art would like to hold a program in the community meeting room in February. The room use policy passed by the Trustees has been approved by the city manager.

When someone inquires about using a room, List sends out a packet containing an application and a copy of our policies. Abelson asked List to provide each trustee with a copy of this packet. There was a question about fees. These have to be approved by the City. There is no fee for the rooms during open hours, but a deposit will be required for the Levenson Meeting Room and for the Trustees Room, and there will be a per hour charge for events held outside of regular Library hours. Outside groups may not charge for programs held at the library. We will, however, be able to charge for library-sponsored programs. Groups will not be allowed to use a space more than five times a year to ensure that the spaces are available for everyone.

B. Staff Activities.

Kathy Pridham has retired as Library Assistant in Youth Services. Pridham has been on the staff for 17 years and List was very sorry to receive her retirement request. The library is now looking to fill the position, which is a Level 3, the highest level for a library assistant.

C. Acceptance of Gifts

Kevin Lafond's mother died last week and the family has named the Library as a place to receive memorial donations. Tonight we have \$295 in donations in memory of Joanne Lafond for the purchase of children's books.

Levenson moved to accept the gifts in memory of Joanne Lafond. Bowles seconded the motion. Motion carried.

Bowles gave to List a children's book presented to him at his retirement party which was intended as a gift to the Library in his honor.

D. Trustee Activities.

Bowles will remain as School Board representative to the Trustees even though he has retired from the School Board itself. Levenson's tenure expired on October 31, but he will remain on the Trustees until a replacement is found.

E. Other

List distributed copies of the calendar issued by the N.H. Department of Historical and Cultural Resources. The new library is featured in the calendar.

VI. OLD BUSINESS

A. Dedication of New Library Building, January 7 (January 14, snow date)

The Trustees need to plan the dedication ceremony.

Several ideas for the program and for the contents of the time capsule were discussed. It was decided that we should hold a special meeting to talk about the plans in detail. The meeting was scheduled for Wednesday November 29 at 7:00 p.m. in the Board Room of the new library.

B. Gala.

The Gala went very well, the food was excellent and the music was very good. There were guests of all ages and a great atmosphere. There were about 400 people in attendance.

VII. NEW BUSINESS

A. Goals and Objectives for FY 2008

We will be developing these within the next few weeks. The schedule is a bit behind because of the impending move to the new building.

The staff will be meeting to evaluate the FY 2007 goals and objectives and the evaluation will be sent to us via email for consideration at the January meeting. We will be able to do some amendments once the new building is in use and the staff has a better idea of what the new challenges will be.

VIII. ADJOURNMENT.

The meeting was adjourned at 8:32 p.m. There will be a dedication planning session of the Trustees on Wednesday November 29, at 7:00 p.m. in the Trustees Room of the new library. The next regular meeting will be on January 17 at 7:00 p.m. in the Trustees Room.

Respectfully Submitted,

Barbara M. Ward
Secretary