

Portsmouth Library Board of Trustees Meeting  
Wednesday, March 21, 2007

PRESENT: Elias Abelson, Mary Ann List, Sue McCann, Jody Record, Megan Tehan, Betsy Shultis, and Barbara Ward.  
NOT PRESENT: Amy Brnnger, Edward DelValle, Kevin LaFond and Rai Bowles, who has asked to be replaced as School Board representative.

I. CALL TO ORDER

In the absence of the Chair, Amy Brnnger, the meeting was called to order by the Vice-Chair, Barbara Ward at 6:47 p.m. A quorum was established a few minutes later and Ward reminded members of the new meeting time of 6:30 p.m.

II. FINANCIAL REPORT

Sue McCann gave the financial report. Total assets were reported at \$128,859, with cash and bank accounts at \$15,795. Mary Ann List noted that \$10,000 of the checking account balance reflects the Elizabeth Redshaw Archives Gift of \$10,000.

Budget figures to date for '07 show expenditures below target. List distributed budget figures from 2005 to 2007 plus those proposed for FY 2008. She explained the budget item for micromedia, and the costs designated for printing in the '08 budget which would replace obsolete copying costs. An increase in part-time salaries in the '08 budget reflects the projected cost of offering open Library hours on Sundays, a proposal under consideration. Also noted was an increase in the budgeted item for materials due to increased demand at the new Library. Operations and Buildings items show a decrease in the upcoming budget due to the '07 figures that covered two buildings in November and December. List reported that projected income was on track. Trust income figures will not come in until the end of the fiscal year.

III. SECRETARY'S REPORT/ MINUTES OF THE FEBRUARY 21 2007 MEETING

Minutes of the February meeting were distributed by Barbara Ward following the Financial Report. The following corrections were made: to the Director's Report; Staff Activities: substitute the words "circulations door counts" for "activity levels" and "reference transactions" for "adult reference."

Under New Library Building Committee: Correct the first sentence to say, "We have not taken Final Acceptance rather than Certificate of Occupancy." List recommended substituting the words, "We have done substantial completion" in place of the last two sentences in the first paragraph. Ward will issue corrected minutes.

A motion to accept the minutes as corrected was made by Abelson, seconded by Record and passed.

IV. DIRECTOR'S REPORT

A. Activity Report. Director List reported a 30% increase above

last year's activity in reference and door count. The film series began last Thursday in the Levenson room and was well attended.

B. Building Report/Punch List. The Director reported that the Library would like to take Final Acceptance but won't until the commissioning process of the HVAC is completed. She explained the commissioning process done by an independent contractor to certify that designs are working well and constructed according to contract. Some hot spots in the HVAC (heating/cooling) system need to be worked out.

C. Goals and Objectives. Goals and Objectives for 2008 were distributed in February.

D. Budget FY2008. List distributed copies of the proposed

City Budget and stated the intent to stay on top of material purchasing, taking cues on inflation from the industry. She predicted a 7-9% inflation increase in periodicals. She also predicted that books rather than media would see a higher increase. In addition to an increase in staffing on Sundays for a half a year, she projected the need for 5 more hours a week in reference and 12 more hours a week in the children's section because of increased usage on Saturdays.

List distributed copies of Public Libraries statistics showing how the Portsmouth Library compares with State and National Averages.

It was noted that the next scheduled Trustees meeting coincided with the public comment night on the city budget and suggested that the Trustees attend that meeting in place of the April Trustees meeting.

List pointed out that our proposed budget will request \$3,000 for Programs for 2008, an item that received \$1,000 in the city budget for the first time in 2007. Our budget will be presented as part of the city budget and will show an increase of 4.80%. We have come in on track of our projection every year.

E. Orientation/Intellectual Freedom.

Organizational charts were distributed to illustrate how the Library works with four departments outlined for operation. The Code of Ethics of the American Library Association was also distributed affirming that "everybody has to have access to information." In supplying that access the Library must separate "what is selection and what is censorship." List affirmed that our patrons need to trust that we protect their privacy and noted that records are not kept on the books patrons take out.

F. Review of Meeting Room Policy.

The Director asked that an amendment be made to the meeting room policy, stating that anyone reserving a room and not showing up would forfeit the reservation fee. Abelson volunteered to work on the wording and incorporate it into the reservation process. A motion to address the issue was made by Jody Record.

G. Art Committee.

A discussion on the Art Committee was postponed until Amy Brnger was present since she had the most input on the Art Acceptance Policy. However, it was suggested by Shultis that Trustees could name a Committee to meet with Brnger at her convenience. List, Record and Ward volunteered to work with Brnger. Ward will contact Brnger about calling a meeting.

V ACCEPTANCE OF GIFTS

Gifts totaling \$4,458 were received from donors to the Shura Levenson Lecture Series entitled, "Remembering the Holocaust: The Importance of Religious, Cultural and Social Tolerance." Abelson moved that we accept this gift, seconded by Tehan and passed.

VI OLD BUSINESS

August 2007 minutes, which were distributed at the February meeting, were acted upon. A motion to accept was made by Abelson, seconded by Record and passed

VII NEW BUSINESS

No new business.

VIII ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Betsy Shultis  
Secretary