

Portsmouth, New Hampshire  
Library Board of Trustees  
May 16, 2007

Present: Amy Brnger, Jody Record, Kevin Lafond, Megan Tehan, Barbara Ward, Elias Abelson, Mitchell Shuldman, Library Director Mary Ann List. Excused: Ed DeValle, Betsy Shultis.

### Secretary's Report

Minutes from March 21, 2007 – suggestions for small change made by Barbara Ward. Under Director's Report there is a line that reads: "In supplying that access the Library must separate "what is selection and what is censorship". Ms. Ward suggests adding "what is censorship *in purchasing*." Mary Ann responded that when it comes to purchasing materials libraries select – or not – according to their professional judgment as opposed to censorship. Jody Record made motion to accept. Seconded by Kevin Lafond. Passed unanimously.

### Financial Report

A discussion on the interest rate of the CDs. Money has been invested in three CDs at 5%. The CDs purchases are staggered so that they will roll over about every 6 months. The CD that came due on 4/11 was placed into the Oppenheimer money market. Everyone agreed that the money should be rolled back into another CD since the interest on the CD is greater than that currently available in the money market.

Mary Ann told everyone that there is currently a will in probate worth about \$200,000 that is being left for the library to purchase new materials. Since the money was left to the City for use by the Library, the money will be held by the Trustees of the Trust Fund. A discussion ensued that clarified this issue. When money is left to the City for use by the Library it is held and managed by the Trustees of the Trust Fund. Money that is left directly to the Library itself is held and managed by the Trustees of the Library. Any money that has a restriction tied to its use requiring the set up of a formal trust fund is held by the Trustees of the Trust Fund. Unrestricted money is more easily held by the Library.

Currently 77.26% of Library budgeted money has been spent. We are 83% through the fiscal year. This is partly due to the fact that utilities usually run one to two months behind. The expenditure for utilities for FY 07 should be within budget.

Mary Ann List explained that since the library is so new it is difficult to predict utilities for budget purposes. Utilities projections are based on three indicators. Part of this is current real usage. There are utility numbers for January through April that indicate the utilities are performing as the energy model has predicted.

Kevin Lafond asked about the punch list. Mary Ann responded that some punch list items have been resolved and that several are currently being addressed. Work has been done on lighting fixtures and the HVAC system.

### Director's Report

- A new roster of Trustees was handed out. Mitchell Shuldman indicated that his email address had a typo. It should read "uml.edu"
- New Yorker cartoon depicting the library of the future was passed around.
- There has been growth in a few areas that are indicative of library use. The charts compare Portsmouth side-by-side with the state and with national numbers. Portsmouth excels in library visits per capita as well as circulation per capita. In addition the library has seen growth in circulation and library visits – up 20% and in reference transactions, up a whopping 76% since the opening of the new building.
- The new Portsmouth library is serving new groups that weren't served by the earlier facility.
  - a) Middle school students
  - b) Parents of young children
  - c) Laptop users – professionals, researchers, HS students

### Activity Report

New staff members:

Mary Sorioule – 1<sup>st</sup> review. Full time Library Assistant III in the children's room.  
Rachel Blair – Library Assistant I in Circulation.

There are many programs going on. The meeting rooms are used by many outside groups. Both Library events and outside group meetings can now be viewed on the Library's web page. The Event Keeper software offers a new graphic display.

### **Building Activity**

- The City has not yet taken final acceptance of the building. The administration is waiting to see how the building responds to the Air Conditioning season before this final step is taken.
- Dedication plaque is in the mail.
- Donor plaques – Community Wall of Recognition will be in the mail soon.
- Reseeding will begin in the next two weeks.
- Courtyard doors will be open in the warmer weather.

### **Budget FY 08**

- The Library asked for monies for Sunday hours in its FY08 budget. If the City Council approves the budget as submitted (which seems likely) Sunday hours will begin in January 2008.
- Also, there will need to be union negotiations re: Sunday hours.
- Final vote for City Council budget will be Monday May 21<sup>st</sup>.

### **Trustees Activities**

- A packet was handed out to all Trustees with pertinent state laws that have to do with public libraries.
- Handout – How to build an effective board was also passed out.
- Meeting Room policy. Someone had raised the notion that the policy was a bit harsh in its wording. However, the policy was adopted at an earlier meeting (8/16/06) and accepted with minor changes to be made (3/27/07). There was no vote at this meeting since the policy had already been accepted. The policy issue had to do with denying a groups' ability to schedule a Library room if they regularly book a room and do not give 24-hour notification of cancellation.
- Art Acceptance – this will be discussed at June meeting (6/20/07). The Art Committee will meet prior to Trustees meeting (either 6/18 or 6/19).
- The Board accepted a non-restricted \$500 donation from David and Constance Grier. Kevin Lafond made motion to accept. Elias Abelson 2<sup>nd</sup>. Also, book donation by Barbara and Jeffrey Ward.

### **New Business**

- Time capsule - A discussion was held about how to move forward on the time capsule. In addition to copies of Portsmouth Herald, Fosters, and maybe other local papers (Wire, Gazette, etc.) the idea of placing a photographic record of Portsmouth was agreed upon--a record of the city on a typical day. The suggestion was to use archival prints and not anything in electronic form since it hard to predict what technology might be in favor in 100 years. Kevin Lafond and Barbara Ward will both contact the same photographer and report back to the group.
- The Board agreed to allow Mary Ann to purchase a \$50 gift certificate for each of the three retiring Trustees: (Motion by Barbara Ward, 2<sup>nd</sup> by Jody Record. Passed unanimously).
  - 1) Suzanne Foley
  - 2) Raimond Bowles
  - 3) Dana Levenson

Next meeting June 20<sup>th</sup>, 2008 @ 6:30 pm.

Motion to adjourn – Lafond 2<sup>nd</sup> by Shuldman.

Adjourned 7:50 pm.

Submitted by Mitchell Shuldman, substituting for Secretary Betsy Shultis