

Portsmouth Public Library
Board of Trustees Meeting
July 18, 2007

Present: Amy Brnger, Elias Abelson, Mary Ann List, Sue McCann, Jody Record, Mitchell Shuldman, Betsy Shultis, and Barbara Ward. Excused: Ed DelValle, Kevin LaFond, and Megan Tehan.

- I. Call to Order. The Meeting was called to order by President Amy Brnger at 6:39 p.m.
- II. Secretary's Report: Numbering and typo corrections were noted on the minutes of the June 20, 2007 meeting.
- III. Minutes: Jody Record moved to accept the minutes of June 20th meeting as corrected. Seconded and passed.
- IV. Financial Report:
 - A. Sue McCann reported that total assets had increased by \$8,742 between July 1, 2006 and June 30, 2007. Investment assets totaled \$131,610. Funds in the Oppenheimer account went back into money market funds as C.D.s matured. To maximize interest earned, Brnger opened two new C.D.s to access for the coming year. The checking account balance was \$15, 847 of which \$10,000 is Elizabeth Redshaw Archives money for special collections. A difference in revenue and expenses reflected the expenditure of \$425 by the Trustees for staff to attend the New Library Gala.
 - B. Library Director List discussed the Gross Budget Report for 2007, noting that it was incomplete because not all invoices charged against FY07 were in. The final financial report for the fiscal year is issued each year after audit. It was noted that for FY07 the Overtime line was overspent which is not unusual and even more so with the move. The main components of the Salaries and Benefits portion of the budget were slightly under-spent. The other major expenditure section of the library budget was reported to be Materials. Grant Funds for restoration and preservation of works of art owned by the library will go toward Professional Services.
 - C. List also reviewed budget figures for FY 2008 with projected income. List observed that the first year in the new building will tell us a lot about materials expenditures as well as changes when Sunday hours are added.

V. Director's Report:

A. Activity Report

1. Director List distributed tallies showing 3 year comparison figures on such statistics as visits to the library, number of registered patrons, items circulated, adult and youth program attendance and reference questions answered. Comparisons were also tabulated with all libraries in the US, in New Hampshire and 15 urban libraries in New Hampshire. The largest growth areas in Portsmouth were shown to be meeting room use and reference services use.
2. List distributed the City of Portsmouth Annual Report.
3. Staffing/Saturday activity: A report of meeting room use for June and July was distributed. A reference position will be filled at the end of the summer. Julie Brillhart has been hired as Library Assistant I to the children's room staff on Saturdays. The children's department is planning programs for children on weekends.

B. Building Report

1. We are half way through the warranty period with North Branch Construction. The initial application for LEED certification has been submitted to the US Green Building Council. The City's goal has been a bronze certificate but we may meet the standards for a silver certificate. The USGBC has denied no points so far. A dorm at Plymouth State College has become the first LEED certified public building in New Hampshire, but Portsmouth will be the first new library in New England to receive certification.

VI. Trustee Activities:

- A. Time Capsule: Kevin LaFond has spoken to photographer Richard Haynes about taking five or six photos of places in Portsmouth to document a visual record of the city at street level. Other suggestions for photos for the time capsule would be the Trustees, Library Staff and New Library Building Committee.
- B. The Art Acceptance Committee, made up of Brnger, Record and Ward, met to come up with parameters and procedures for accepting art. During the process, Ward realized some of our policies may not be in line with the city. Members of the committee will review city policy and report back at the next meeting.
- C. Fees Committee: A committee to review fees for out-of-town borrowers, last set in 2004, was proposed. Trustees Abelson and Shultis volunteered to serve on this committee and will report

their recommendations before December 1st so that fees will be part of the budget process.

VII. Acceptance of Gifts: None

VIII. Old Business : None

IX. New Business: Mayor Marchand has received an official letter of resignation from Trustee Ed Del Valle who has been unable to attend meetings because of business traveling.

List recommended that a letter be written to the Portsmouth School Board about the Middle School renovations, requesting that the Library Trustees be part of the discussion. Shuldman asked that he, as School Board representative to the Trustees, be allowed to present the letter to the School Board.

A suggestion was made that the Trustees might purchase a blow-up of the panorama photo by Denise Brown for the Library.

X. Adjournment: Jody Record moved adjournment at 8 p.m. Seconded and passed.

Respectfully submitted,

Betsy Shultis, Secretary