

Minutes
Portsmouth Public Library
Board of Trustees
October 17, 2007

- I. Call to Order. The meeting was called to order by Vice Chairman Barbara Ward at 6:45 p.m.

Present were Elias Abelson, Mary Ann List, Jody Record, Mitchell Shuldman, Betsy Shultis, Megan Tehan and Barbara Ward. The Chairman, Amy Brnger was excused.

- II. Secretary's Report. Minutes of the September meeting were sent out to members. Shuldman moved to accept the minutes. Seconded by Tehan and passed.

- III. Financial Report. Treasurer, Megan Tehan reported that she had discussed the Trust fund Accounts at Oppenheimer with Matt Madeiros. Abelson suggested looking into the weekly bond auction for a potentially higher rate of return than CDs with liquidity and no fees and the ability to decide from week to week whether to continue investing in the weekly bond auction. Following discussion, Record suggested that the Treasurer look at a year or two of performance. Concerns were expressed about the attention that would be needed to track the account from week to week. Tehan will look into the history of the bond auction and report to the Board. List suggested taking two checks in smaller amounts from the Money Market account to put into the budget account of \$13,285. Tehan will look into the original price of the CDs and why one seems to be going down in value.

The Income and Expenditure report for the end of September showed us on target for the quarterly budget period with expenditures at 23.40%. List reported that the salary line is being carefully watched while operations and materials are in line with expectations.

Overtime, while a small item in the budget, is over-expended due to a heavy program schedule. Union talks with Local 1386 are taking place to allow for Sunday hours beginning in 2008,

since the current contract says library employees represented by 1386 cannot work on Sundays. List was optimistic that by the next meeting we will have a report on how this will happen.

IV. Director's Report.

A. Activity Report

1. Director List reported on a wide variety of programming, including two film series and encouraged Trustees to pick up brochures. The Big Read program is wrapping up with an enthusiastic group of people who read and discussed Ray Bradbury's Fahrenheit 451. The upcoming New Hampshire Film Festival will show films at the Library which will be a fund raising event for us.
2. Service enhancements. The Library is expanding the downloadable audio book service to include a large number of books published in audio format by Recorded Books.
3. E-Mail notification of patrons have reached 50%, saving both time and money. These notices include messages of books on hold, overdue items and bills.
4. List distributed a list of meeting room activities. See attached.
5. The Library staff will be decorating a tree for the Festival of Trees in appreciation to the Portsmouth Garden Club for their generous donation to the Library of both money and spring bulbs.
6. The Library is developing Web2.0 capability to meet communication needs in the emerging technologies.
7. Building Report
 - a. North Branch Construction will receive an award for excellence for the new Library building. Mary Ann List, David Allen and Dan Hartrey will go to the award ceremony.
 - b. List accepted the Environmental Award for the Library at the Portsmouth Democrats' Annual Dinner.
 - c. This is the final few weeks of the warranty period, bringing some semblance of closure to the building process.

B. Volunteer Activity.

1. The Portsmouth Garden Club is donating and planting a thousand spring bulbs for the Library.

V. Trustee Activities.

A. Fees Committee report. Betsy Shultis reported that the fees committee (Abelson and Shultis) met with Mary Ann List to review user fees to the Portsmouth Public Library for nonresidents for fiscal year 2008-09. Fees for nonresidents were last set in 2004 for the fiscal year 2005, based on the amount that Portsmouth residents pay for the library. This was calculated by dividing the city budget by those eligible for free cards. Non residents eligible for free cards were taken into account, as well as comparison of fees charged by neighboring libraries. We anticipate that there will be an increase in the FY 09 budget due to the opening of the Library on Sunday. The committee recommended raising the current annual fee of \$75 to \$80; \$45 for ½ year. A new “Senior Rate” was proposed for patrons 65 years of age or older. The recommended Senior Rate was set at \$75 per year; \$40 for ½ year. The committee recommended reviewing the non-resident fees next year to further take into account expanded Library hours. Shuldman moved to accept the committee’s recommendations seconded by Record and passed unanimously.

B. 2008 Schedule. List distributed the 2008 calendar of hours and holidays for the Library. Record moved to accept the schedule except for recommending a Christmas Eve closing at 12:30 p.m. A motion to that effect was seconded and passed unanimously. Upon examination of employee contracts, it was determined that the Christmas Eve closing cannot be accomplished at this time.

VI. Acceptance of Gifts.

A. Shuldman moved to accept a gift of \$75 from Image One Printing and Graphics. Seconded and passed. Tehan moved to accept a gift of \$40 from Portsmouth College Women’s Club. Shuldman moved to accept a gift of \$100 from Mary Starks-Cheney. Seconded by Abelson and passed unanimously.

VII. Old Business.

A. Time Capsule. List is still looking for photographs to include in the Time Capsule. Other items will include the panoramic photo of the City and the poem read by Mimi White at the Library dedication. Other photos will include those of current Library Trustees and staff, current City Councilors, Building Committee members and City staff members instrumental in the building of the Library. Shuldman will get in touch with Nancy Grace Horton who has recently published a book of photographs of Portsmouth. Middle School 8th grade students have been taking photographs of their neighborhoods and it was suggested that a selection of those could be included. A photo of the students who participate was also suggested. A goal for assembling these items was roughly set for early in the year 2008.

VIII. New Business. Shuldman brought up concerns about the location of the outdoor drop-off box which is not on the driver's side of cars for quick drop-off. List explained that there is no available space to relocate the boxes at present.

Abelson asked about the status of skate boarding near the Library. List said a city ordinance prohibits skate boarding on city property except for the Skate Board Park. Abelson recommended a sign to that effect to reduce liability.

List asked that a date be set for a meeting of the Art Acceptance Committee and will do that by mail.

A date for the next meeting was discussed since the 3rd Wednesday of November is Thanksgiving eve. The date was tentatively set as Wednesday, November 28th. No Board meeting will be held in December.

Respectfully submitted,

Betsy Shultis, Secretary

