

MINUTES

PORTSMOUTH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
AUGUST 20, 2008

- I. CALL TO ORDER. The meeting was called to order at 6:37 p.m. by the Chairman, Amy Brnger.

Present were: Elias Abelson, Amy Brnger, Carol Lincoln, Jody Record, Betsy Shultis, Megan Tehan, Ann Walker and Steve Butzel and Mary Ann List.  
Excused: Barbara Ward.

- II. INTRODUCTIONS. Director, Mary Ann List introduced the New Assistant Director, Steve Butzel to the Trustees.

- III. SECRETARY'S REPORT. Treasurer Tehan, who was absent at the June meeting, asked for clarification of an interest charge on the Bank of America account that was recorded in the minutes. A motion to accept the minutes of June 18 was made by Ann Walker, seconded by Jody Record and passed.

- IV. FINANCIAL REPORT.

- A. Account Status YTD. The Trustees Assets Report showed a balance of \$155,602.73. Tehan noted that the last Certificate of Deposit has matured and the money has been reinvested into the Money Market account. Discussion was held on the Morgan Stanley Account which is not doing very well and maintaining a policy of "prudent investments."
- B. Financial Report End of Fiscal Year 2008. List distributed copies of the Income and Expenditure Report for July 31, 2008. Ninety-six per cent of the 2008 budget was spent. Natural gas costs were well below budget and electricity was on budget. The Equipment budget was underspent because of the new building and Training and Education expenses were reduced by an encumbrance from FY07.
- C. Gross Budget FY09 (From Agenda Item VII B). List distributed comparison figures on the FY08 and FY09 budgets. List also distributed Library figures for the new city budget, adopted on June 2<sup>nd</sup>, along with budget recommendations for funds

80-83. Funds 80-82 show Library generated income, gifts and grants. Fund 83 reflects budgeted trustee accounts, including the annual distribution to the Library from the Trustees of the Trust Funds. Approximately \$11,000 was gained from the Fernald Trust held by the Trustees of the Trust Funds.

- V. ANNUAL REPORTS. List distributed copies of the City of Portsmouth Annual Report. The library Report includes "Notable FY08 Library achievements." List also made available for examination the New Hampshire State Library Annual Report. The state report records financial information, statistics, measures of activity and general information about the Library. The information from the state report is collected by the New Hampshire State Library and The National Center for Education Statistics where it is compiled, analyzed and published annually to assist with planning, budgeting and evaluation by libraries all over the country.

VI. DIRECTOR'S REPORT.

A. Activity Report

1. Building and Capital

- a. The courtyard was formally dedicated and the bust of David Mahoney was set with the Mahoney family present.
- b. Lighting for the Community Wall of Recognition and the center stairway are being reworked to increase the intensity of light.

2. Integrated Library System-Status Report

- a. WebPacPro upgrade to improve searching was completed July 25.
- b. Release 2007, a software upgrade was installed after-hours on July 27.
- c. WebOPac Refresher to improve the catalog is scheduled for September.
- d. Encore Web Interface to improve the look of the catalog and make it more useful is scheduled for October.

3. In-House Catalog Improvements

- a. Linking records from the Library web page to the catalog was a creative recommendation by staff.

- b. A more interactive catalog and web page will facilitate communication among staff members and with customers.
- c. The City is working to improve software platforms for the City networks, including the staff side of Library networks.

#### 4. Programs

- a. The summer reading program is ending today with 466 participants. It was a great program with crafts, reading and animals.
  - b. The Teen Summer Program was very successful with the introduction of computer game night. The guitar-dueling game, Guitar Hero, attracted a number of boys along with the participation of Best Buy and good publicity in local newspapers.
  - c. Adult Programming included movies, poetry and book discussions with good attendance.
5. Exhibits and Displays. Two displays are up now with another, a photographic display of "People at Work," scheduled for September. The August display featured photographs of Sichuan Province in China two days before the May earthquake. A second display in August recorded scenes of Hiroshima and Nagasaki after the explosions of the atomic bombs during World War II.

#### B. Personnel

- 1. Retirements and Resignations. List reported on retirement parties held in the Levenson Room for Library Assistant II Shelly Hersey and Assistant Director, Sue McCann. Beverly Meyer, Library Assistant III in Youth Services has also retired.
- 2. Resignations were received from Katrina Caulfield, Library Assistant II in Public Services; Julia Buck, Library Assistant I in Public Services; Hillary Wentworth, Library Assistant I Sunday staff in Public Services. Rachel Voyt, Library Assistant I in Public Services left in May to attend library school full time.

3. Recommendations to City Manager. Applicants for staff vacancies are reviewed by a hiring committee generally composed of the Library Director, appropriate supervisory personnel and the Director of Human Resources. The committee makes recommendations to the City Manager who then makes the final decision. Recommendations have been made on the following positions:
  - a. LAI and LAII in Public Services
  - b. LAII in Technical Services to fill the Hersey full time position
  - c. LAII in Youth Services -Mary Souriolle will return part-time from maternity leave.
  - d. LAI in Public Services, part time in preparation for Sunday openings.
- C. Sunday Schedule - Sunday hours will resume September 7<sup>th</sup>.

VII. TRUSTEE ACTIVITIES

- A. A letter was received from the Attorney General informing the Library of SB 377, Prudent Investor Rule. The new rule was described as a more relaxed regulation.
- B. The recommended Gross Budget for FY 2009 was distributed, discussed and passed by the Trustees. (See IV C above)

VIII. ACCEPTANCE OF GIFTS

- The following gifts were accepted on a motion from, Tehan, seconded by Lincoln and passed:
1. Douglas F. McCrillis, Rosemont, MN, \$200 in appreciation of services.
  2. Charles and Robin LeBlanc, \$50 in honor of Shelley Hersey and \$50 in honor of Sue McCann.
  3. Anonymous, \$20 in appreciation of services.

IX. OLD BUSINESS

Several Trustees inquired about the New Hampshire Library Trustees Association meeting which may be held in Portsmouth in early Fall, but no information was available yet.

X. NEW BUSINESS

1. The Annual Report and the New Hampshire State Library Report have been signed by the Board Officers.
2. John O'Leary has sent in an application to serve on the Board of Trustees. Chairman Brnger will write a letter to the Mayor recommending approval.
3. In April 2007 the Trustees sent a letter to the School Board asking to be involved in planning for the Middle School expansion as it will affect the Library. Representatives of the Library would like to meet with the School Board and architects during the design process. Brnger will write a letter reminding the School Board of the 2007 letter and requesting a meeting.

XI. ADJOURNMENT

Lincoln moved to adjourn the meeting at 8:16 p.m.  
Seconded by Tehan and approved.

Respectfully submitted,

Betsy Shultis, Secretary