

Portsmouth Library Board of Trustees
Minutes
Wednesday, March 17, 2010, 6:30 pm, MacLeod Board Room

Present: Jody Record, Betsy Shultis, Elly Abelson, Carol Lincoln, Grace Lessner, John O'Leary, Carol Chellman
Staff: Mary Ann List, Steve Butzel
Excused: Megan Tehan

Secretary's Report

The minutes from February 17, 2010 were approved.

Financial Report

1. The Director reviewed the FY10 budget and stated that we're on target.
2. Library Trustee Funds report. It was decided to put \$48,000 of the Mahoney gift money into a Certificate of Deposit so that the capital will be secure and FDIC-insured. In a year, we'll see how the market goes and reassess.
3. Approved moving money from the Trustee's Possner account to City Fund 83 to pay for the new exhibit case and associated improvements in the lobby. O'Leary motion to approve; Record seconded.

Director's Report

1. Reviewed FY11 Budget information.
 - a. The library budget is part of the municipal budget. Library has submitted a budget request of \$1,480,349 which is \$1,522 less than the FY10 library municipal budget. As requested, a budget that is 96% of the FY10 budget has also been submitted.
 - b. Last year we level funded the city budget by taking the money out of the materials lines to cover increases elsewhere in the budget. Trustees approved supplementing the materials lines from trustee-held funds at a greater than normal amount to avoid affecting services.
2. First Public Hearing on FY11 Municipal Budget is April 14 at high school.
3. Reviewed Services Report - Activity patterns for weekdays, Saturday, Sunday are strong.
4. Director reported on the Middle School Joint Building Committee meetings.
 - a. Gilbane Construction Company has been selected as Construction Manager; contract is under negotiation. They are a national company with a Bedford office.
 - b. Schematic design is under review by committee. This includes parking spaces, and consideration of building or planning for a second gym or youth recreation area.
 - c. A Traffic Consultant has been selected.
5. Reviewed Library's spring program schedule, which is varied and has something for all ages and interests.
6. Library's Meeting Room Policy is being reviewed. Currently Library charges a deposit for the Levenson Room and MacLeod Board Room. The deposit is retained if the group causes damage to the room, doesn't show, doesn't clean up after meeting, or if the group stays longer than scheduled. At present there is no deposit for the Hilton Garden Inn Room. The board moved to charge a \$25 deposit for the Hilton Garden Room as of July 1. Lincoln motion to approve; O'Leary seconded.
7. Reviewed spring exhibits schedule
 - a. Splash! through March
 - b. Middle School special project Identity Quilts through April
 - c. Sustainability Exhibit through May [Ports Sustainability Initiative – they sponsor the Sustainability Fair (community groups and vendors)]
8. Staff Activity
 - a. Youth Services hosted CLOSE (Children's Librarians of the Seacoast) meeting
 - b. Director will attend the Public Library Association Conference March 23-27
 - c. The Director will be on WGBH Radio's *Callie Crossley Show* March 22, 1 – 1:40 p.m.
 - d. Staff are training through LYRASIS (automation consortium – free for PPL this year)

Technology Report

1. Mango Languages program is available online from PPL website. Highly recommended

2. E-Book Reader project. Cases include device, power cord, quick start guide, and all are checked out and returned as a unit. There are two Kindles, two Nooks and two Sony readers. Titles (approximately 20) are loaded onto the readers. While both readers of each brand will have the same material, some titles are repeated on all three brands of devices, and some are unique.
 - a. One-week loan period – can request for a reader – can't renew.
 - b. Some basic instruction and FAQ are provided to expose patrons to the technology.
 - c. Patrons must sign a release and deposit.
 - d. Two other libraries in NH have been lending the readers successfully.

Trustees Activities / Reports / Discussion

1. Acceptance of Gifts and Grants – none

Other

1. Carol suggested that Trustees serve as library ambassadors to help spread the word about all that the Library has to offer.

Adjournment

Next Regular Full Board Meeting: **April 21, 2010**

Respectfully Submitted,
Grace Lessner
Secretary