

Portsmouth Library Board of Trustees
Minutes
Wednesday, June 16, 2010, 6:30 p.m., MacLeod Board Room

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

Secretary's Report. The minutes from the May 19, 2010 meeting were approved.

Financial Report

1. The Director reviewed the income/expenditure report through May 2010 and stated we're on budget. She is now working on closing up this fiscal year and positioning the library for the next one.
2. The Library Trustee Funds report was reviewed.

Director's Report

1. Reviewed FY11 Budget information. The municipal portion of the library budget was approved by City Council. This is the third year at level or reduced funding. The Director stated that the library can continue to provide expected services, and that efficiency is always the goal. To achieve level funding of the operating budget, two staff members had their hours reduced (total of 20 hours), materials are level funded, salaries and benefits were reduced by \$6,921. Operations costs were up \$5,400.

The Director also reported that the NH State Library has managed to find funds to cover the \$168,000 cost for databases used by NH's public and school libraries. Had it not, our library would have been hard hit to cover the costs of these popular and important resources. The state Department of Education is not willing to contribute to the cost but some funding is expected to be provided by individual school districts.

The capital budget includes perimeter recording cameras that will operate 24/7 at all the library's entrances. These were recommended by the Police Department and City Council. The capital budget also includes a server for the integrated library system, which is used for the check-out system for the library and schools, the catalog and database.

The gross budget that's overseen by the trustees (Funds 80 – 83) will be reviewed at our July meeting and should be ready to be adopted then. The Director is still waiting for final numbers on fine and fee revenues, as well as gift money. The City's annual report will be done by the end of July. FY10 program review and planning for FY11 are underway.

2. Summer reading program. "Make A Splash – READ!" kicks-off June 24 from noon – 2 p.m. at Four Tree Island. Staff are dressing to the theme. The Library is partnering with the Blue Ocean Society for the program. Kids earn coupons for how much time they spend reading (not how many books). They can use their coupons to buy things at a "store" or to donate to save a whale. The Library is also partnering with Strawberry Banke Museum on its camps where kids use our library's archives for research.
3. Technology Report. The Director reported that the museum pass software will go live on the website June 24. Reservations and cancellations will be completed online, and availability can be checked there. Customers will still need to come to the library to get the pass. Also, the library acquired the Novelist Select database, which suggests titles for books based on previous choices, offers series information, award winners, authors' bios, and other information. The e-book readers continue to be very popular, with the Kindle being the most in demand. And, there's a new print station with a computer near the printer on the second floor, to expedite printing needs.
4. Staff Activities. Steve is attending the American Library Association Annual Conference in Washington, DC in June, representing the NHLA.
5. Trustees Activities / Reports / Discussion. The Librarian is waiting for the Mayor to review the trustee candidate applications.

New Business – none.

Old Business – none.

Acceptance of Gifts and Grants. The board approved accepting \$1,357.00 from a total of 24 donations to the Russell and Shura Levenson Memorial Lecture series.

The meeting was adjourned at 7:25 p.m.

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

Respectfully Submitted,

Grace Lessner, Secretary