

Portsmouth Library Board of Trustees  
Minutes  
Wednesday, October 20, 2010, 6:30 p.m., MacLeod Board Room

Present: Elly Abelson, Carol Chellman, Grace Lessner, John O’Leary, Jody Record, Betsy Shultis, Megan Tehan

Excused: Carol Lincoln

Staff: Mary Ann List

Secretary’s Report. The minutes from the September 15, 2010 meeting were amended to indicate Betsy Shultis was absent and excused from the September meeting.

#### Financial Report

1. The Director reviewed the income/expenditure report through October 2010 and stated we’re on budget.
2. The Library Trustee Funds report was deferred due to the absence of the Assistant Librarian.

#### Director’s Report

1. Part-time staff changes. Jean Putnam has been promoted to Library Assistant III in the Reference Department; Lisa Harling has been promoted to Library Assistant III in Youth Services. These internal promotions have triggered additional reorganization. Candidates for the vacated positions (LAI and LAI) will be sought.
2. Upcoming Programs—Adult and Youth. The Director reviewed the range of upcoming programs, from movies to musical performances to Crafternoons for teens to storytime for children.
3. Two interns from the Simmons Graduate School of Library and Information Science are volunteering in the Special Collections Department. They are recording items and scanning historical images along with receiving training as part of their coursework.
4. Drainage systems are being re-engineered in the design of the new Middle School slowing progress to some degree.
5. The Library is participating in a citywide efficiencies effort led by the City Efficiencies Committee. The Director developed recommendations, in cooperation with the Portsmouth School Librarian Kelly Pilgrim that focused on efficiencies to be found in technology, resource sharing, media delivery system, professional time for planning and training, and providing transportation so students in all schools can visit PPL.
6. Staff Training.
  - a. OCLC MARC. Staff is receiving training in cataloging using this complicated library description system.
  - b. Health and Safety—Portsmouth Police Department. Staff have received training on how to manage difficult library customers, including those who behave inappropriately (aggressive behavior, sleeping in the library while intoxicated, etc.). Further training has been arranged through the Local Government Center.
  - c. New England Library Association Annual Conference, Boxborough, MA Oct. 17-19. The Director and Assistant Director attended the conference and presented programs.
  - d. NH Library Association READS Conference, Oct. 22. Five staff members will attend, and the Director will give the keynote speech.
7. Tech World. The Director and Assistant Director cooperated with other City departments to staff the booth shared by the City of Portsmouth and Pease Tradeport at Tech World.

Assistant Director’s Report – none.

Trustees Activities / Reports / Discussion. Carol Lincoln has resigned her position as Trustee, effective this month. Therefore, there are two Board of Trustee vacancies. The Board recommended two individuals from the list of those who have submitted applications. The Director will forward these names to the Mayor requesting that they be appointed.

#### New Business

1. The Library’s Meeting Room Policy was discussed, and the Board reaffirmed the current policy.

Old Business – none.

Acceptance of Gifts and Grants. The board accepted donations in memory of Frank Lyons totaling \$475.00.

The meeting was adjourned at 7:45 p.m.

Next Regular Full Board Meeting: November 17, 2010

Respectfully Submitted,

Grace Lessner, Secretary