

Portsmouth Library Board of Trustees
Minutes
Wednesday, November 17, 2010, 6:30 p.m., MacLeod Board Room

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

Excused: Betsy Shultis

Staff: Mary Ann List, Steve Butzel

Secretary's Report. The minutes from the October 20, 2010 meeting were approved.

Financial Report

1. The Director reviewed the income/expenditure report through October 2010 and stated we're on budget.
2. The Board reviewed the Library Trustee Funds report.
3. The Board approved the distribution from Trustees of Trust Funds for FY10, with total income received of \$7,296.28.

Director's Report

1. The Quarterly Activity Report was reviewed, including circulation statistics, number of patrons, WiFi use, visits and program attendance. The statistics reflect good activity, and the numbers are comparable with those of the same time period last year.
2. Staff changes were reported: Barbara Bourgoine is now Library Assistant II in Youth Services; Erin Mawn was hired as a Library Assistant I for 20 hours in Reference; and the Vacant Library Assistant I in Youth Services is being advertised.
3. Staff Training. Staff has received training in from LYRASIS in delivery of Reference service and from the Local Government Center in preventing workplace violence.
4. A full schedule of programs for adults and youth was reviewed, from movies to musical performances to Crafternoons for teens to storytime for children.
5. The board received an update on the new Middle School renovations.

Assistant Director's Report.

1. The Assistant Director attended an e-books presentation. These continue to be popular with patrons.
2. He reported that the Library will be making its online catalog accessible via hand-held mobile devices.

Trustees Activities / Reports / Discussion. Discussed the library's goals, objectives, services and activities for FY2012; the Director will incorporate this information into the budget planning and submit this to the City Manager for inclusion in the municipal budget.

New Business. The Board discussed the non-resident library card fee, which is currently \$80 a year. There are exemptions and discounts available. We sell about 350 cards a year, and make about \$30,000 a year from this fee. The Board approved a motion to keep the fee the same in the upcoming fiscal year, due to the poor economy and concern about losing patrons as a result of an increase.

Old Business – none.

Acceptance of Gifts and Grants. The board accepted new donations in memory of Frank Lyons totaling \$150, and gifts in memory of Betty Jane Clark \$40.

The meeting was adjourned at 8 p.m.

Next Regular Full Board Meeting: January 19, 2010 (No December meeting)

Respectfully Submitted,

Grace Lessner, Secretary