

***Meeting Notice and Agenda***  
**Portsmouth Public Library Board of Trustees**

Date: September 18, 2013  
Time: 6:30 p.m.  
Place: MacLeod Board Room

- I. Call to Order
- II. Secretary's Report. Minutes of August 21, 2013 meetings
- III. Financial Report
  - A. Income / Expenditure report through August 31, 2013
- IV. Director's Report/Assistant Director's Report
  - A. Annual Report FY13
  - B. Finance
    - i. Capital Improvement Plan (CIP) 2015-2020
    - ii. Fees—Early Planning
  - C. Programs and Exhibits—Adult/Youth/Teen
  - D. Building and Grounds
    - i. Painting/repair
    - ii. Bike racks and covered bike parking
    - iii. Broken glass incident
  - E. Technology
    - i. 24/7 Digital Branch
  - F. Staff Activity
    - i. Hiring
      - A. Library Assistant I – Public Services Melanie Burger hired
    - ii. Collection Analysis / Purchasing Patterns
    - iii. Conferences and Training
      - A. New England Library Association
      - B. Youth Services staff training
  - G. Cooperative Efforts / Community Partners/Outreach
    - i. Digital Bookmobile Tuesday August 27<sup>th</sup> at Plaza 800
    - ii. Further Outreach Planning to Showcase Digital Services
    - iii. Visits to Senior Venues
    - iv. Design of Portsmouth Digital Collections page
    - v. City Emergency Management Training
  - H. Policy Review
    - i. Selection and Collection Development Policy
  - I. Library hours 2014
- V. Trustees Activities / Reports / Discussion
- VI. New Business
- VII. Old Business
- VIII. Acceptance of Gifts and Grants
  - A. Thomas Holbrook and Stephanie Hausman \$45.00 for children's books in honor of Flannery Holbrook's 5<sup>th</sup> birthday
- IX. Adjournment

Next Regular Full Board Meeting:

Please email Mary Ann List at [malist@cityofportsmouth.com](mailto:malist@cityofportsmouth.com) or Barbara Weismann [bhweismann@cityofportsmouth.com](mailto:bhweismann@cityofportsmouth.com) or telephone Mary Ann at 766-1710 if you are not able to attend.