

**Minutes for October 19, 2016 Meeting**  
**Portsmouth Public Library Board of Trustees**

Attendance: Ernestine Greenslade, Shaula Levenson, Jolanda Fannin, John Crist, Jack Jamison, Donald Margeson, Jeff Landry, Stephanie Hausman  
Staff: Steve Butzel, Christine Friese

Meeting called to order at 6:36.

Minutes of September 21, 2016 meeting accepted.

**Staff visits:** Jennifer Moore, Bob Miller

**Financial Report:**

- Quarterly Report, Trustees Assets, we're up \$50 for the quarter
- Income-Expenditure Report: we're almost exactly on target, we expect this year's budget to be tighter but feel comfortable with the numbers at this point.

**Director's and Assistant Director's Reports**

- FY17 Gross Budget – to be presented next month.
- Staffing Changes: Hired replacement for Meaghan Choisnet; Kate Giordano announced her retirement effective February 2017
- 10<sup>th</sup> Anniversary programs, exhibits and other events
  - Past events: Gary Hirshberg event, Portsmouth 2016: Media and Education Panel Discussions, Harry Potter Day
  - Upcoming events: "Views of PPL" art exhibit reception (Sunday, Nov. 6 at 2 pm), Environmental NetPositive Impact Symposium (Nov. 12th & 13th), Stephen Abram, "Future of Libraries" (staff/trustees' event at 9am on Tuesday, Nov. 15th, public event that evening at 6:30pm), Finale Celebration (Saturday, December 10th, 6 pm party)
- Other Library Programs: World Affairs: Dr. Dov Waxman, Israel (Tues., Oct. 25th), Kid Lit Author-to-Author series continues, genealogy series continues, five-week Mindfulness Course, Beyond Plumbing art exhibit
- Outreach: Laura Horwood-Benton represented the library at a nearby Senior Living Expo
- Staff are considering implementing an occasional "pop-up library" at the new family food pantry
- Christine discussed progress with foreign language roundtables. She is considering adding more times and languages. She is also thinking about an ESL discussion group and working with ESL teachers to invite parents to library on Election Day.
- Steve, Christine, & eight other staff attended the New England Libraries Association conference in Danvers, MA. Steve, Laura and Stacia gave presentations.
- Steve has contacted the Police Chief to arrange for further staff training for violent intruder scenarios. He is also inquiring about purchasing additional "panic buttons".
- Steve, along with Nicole Cloutier, is participating in a working group with other City staff to discuss archiving of historic city documents.
- Library staff is being trained on new software for accepting payment by credit card. Implementation of this new service is likely to begin in November 2017.
- New library cards for wallet or keyring have arrived
- New privacy policy discussed, approved.

\$45 gift from Thomas Holbrook and Stephanie Hausman in honor of daughter's 8<sup>th</sup> birthday accepted.

Meeting adjourned at 7:56.

Next Regular Full Board Meeting: November 16<sup>th</sup>, 2016