

*Meeting Minutes*  
**Portsmouth Public Library Board of Trustees**

Date: February 19, 2020

Time: 6:30 p.m.

Place: MacLeod Board Room

- I. Call to Order 6:33
- II. Attendance; Steve Butzel, Christine Friese, Stephanie Housman, Don Margeson, Jan Fonseka, Richard Katz, Nancy Clayburgh
- III. Secretary's Report. Minutes of January 15, 2020 meeting. Approved unanimously.
- IV. Financial Report
  - A. Income-Expenditure Report for FY20
    - i. Currently on track as expected for this point in the fiscal year.
  - B. Trustees of the Trust Funds
- V. Director and Assistant Director's Report
  - A. Library Staff Visits
    - i. Mollie Mulligan, Library Assistant, Youth Services
    - ii. Katharine Gatcomb, Librarian, Youth Services
    - iii. Sarah Jones, Library Assistant, Youth Services
  - B. Administrative News
    - i. Building HVAC controllers and Alarm System update
      - a. HVAC Controller PO is being developed by Public Works
      - b. Work on alarm system continues.
  - C. Technology
    - i. Public Internet Access Services Provider
      - a. Library is continues to consider an alternative to Comcast. Communicating with Alan Brady about this option.
  - D. Library Programs, Services & Exhibits
    - i. Shakespearean Bootcamp, Feb. 4-27
    - ii. Black Heritage Trail Tea Talks @ PPL: Feb. 9, 16 & 23 and March 1
    - iii. The Workshop, Intro Classes, January-February 2020
    - iv. Local History Talk, Suffrage on the Seacoast, Feb. 10
    - v. Indigenous Stories: People of the Dawnland, Feb. 4
    - vi. Indigenous Youth Stories: Northeast Woodlands Native American Stories, Feb. 1
    - vii. Take Your Child to the Library Day, Feb. 1
    - viii. Lyrics Workshop, Feb. 8
    - ix. Going Out Green: Eco-Friendly Funerals & Burials, Feb. 15
    - x. Genealogy Workshop: Family History on your Smartphone, iPad or Tablet, Feb. 16
    - xi. Family History on your Smartphone, iPad or Tablet, 3-week course
    - xii. Harry Potter Club, Feb. 15
    - xiii. The Workshop
      - a. Intro to GoPro & Video Editing, Feb. 13 & 20
      - b. Intro to the Oculus Quest, Feb. 29
    - xiv. Family Fort Night, Mar. 20
    - xv. Teen After Hours Program, Mar. 27
  - E. General Comments
- VI. Trustees Activities / Reports / Discussions
- VII. New Business
  - A. Library Fees FY21
    - i. Recommendation made to keep fees at FY20 levels.
    - ii. Recommendation will be forwarded by the Director to the City's Fees Committee.
  - B. Photography and Videography Policy
    - i. Policy was distributed for further review and discussion.
- VIII. Old Business

IX. Acceptance of Gifts and Grants

A. In memory of Teri Weidner

- i. \$300 from Mary Tess Feltes. Accepted unanimously.
- ii. \$100 from Nancy E. Hotchkiss. Accepted unanimously.
- iii. \$25 from Mary Lin Hannay. Accepted unanimously.
- iv. \$100 from Dr. Everett Moitoza. Accepted unanimously.
- v. \$40 from Merrie Mangold Warner. Accepted unanimously.
- vi. \$100 from Linda L. Albertson-Thorpe. Accepted unanimously.
- vii. \$100 from Sandra S Mikolaities. Accepted unanimously.
- viii. \$100 from Daniel R Moynihan. Accepted unanimously.
- ix. \$50 from Ronald G McCutchan. Accepted unanimously.
- x. \$50 from Norman Cherubino. Accepted unanimously.
- xi. \$50 from Sheila M Sofian. Accepted unanimously.
- xii. \$100 from Carey F Armstrong Ellis. Accepted unanimously.
- xiii. \$50 from William G Cowan. Accepted unanimously.
- xiv. \$75 from Patricia J Spalding. Accepted unanimously.

X. Adjournment at 7:45 pm

Next Regular Full Board Meeting: Wednesday, March 18, 2020

Please email Steve Butzel at [skbutzel@cityofportsmouth.com](mailto:skbutzel@cityofportsmouth.com) or Barbara Weismann [bhweismann@cityofportsmouth.com](mailto:bhweismann@cityofportsmouth.com) or call Steve at 766-1710 if you are not able to attend.