

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-5, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

To access by web (<https://zoom.us/join>)

To access by phone, dial (+1 929 205 6099 US)

Meeting ID (896 4889 4623) Password (130045)

There is no opportunity for public comment at this meeting.

Meeting Minutes

Portsmouth Public Library Board of Trustees

Date: September 16, 2020

Time: 6:30 p.m.

Place: Online via Zoom

- I. Call to Order @6:35
- II. Attendance: Steve Butzel, Christine Friese, Shaula Levenson, Jolanda Fannin, Richard Katz, Marsha Filion, Stephanie Hausman, Jan Foneska, Don Margeson, Maryellen Burke
- III. Secretary's Report. Minutes of August 26, 2020 meeting – approved
- IV. Financial Report
 - A. Income-Expenditure Report for FY21
 - i. Have spent 13.3% of municipal budget, through 16.7% of the fiscal year. On target for the year, salaries and books are in line with the budget. There are no outliers in terms of spending. Some funds are encumbered from last year's budget, and Steve is waiting to hear if they are approved for expending in this fiscal year.
- V. Director and Assistant Director's Report
 - A. Administrative News
 - i. Operational update
 - a. Curbside Circulation Stats- while increasing are lower than historical numbers
 - a. June: 5,605
 - b. July: 8,903
 - c. August: 8,976
 - d. Mid-way September: 4,939 (on pace for 9,878)
 - B. Library Programs
 - i. Youth & Teen programs
 - a. Teen Book Chat
 - b. Teen Book Club
 - c. Move and Groove Storytime
 - d. Pajama Story Time
 - e. Middle School Book Club
 - f. Teen and Youth "Take and Makes"
 - ii. Adult programs
 - a. World Affairs Discussion Group
 - b. Classics Book Club: Howards End
 - c. Tarot 01 Workshop
 - d. Standing Up to Racism Workshop continues
 - e. Portsmouth Peace Treaty Presents Joseph S. Nye
 - C. General Comments
 - i. HVAC equipment has arrived, and installation at the library is tentatively scheduled for the end of September.

VI. Trustees Activities / Reports / Discussions

VII. New Business

- A. Officer elections – Full slate of officers listed below was unanimously elected.
 - i. Chair: Marsha Filion
 - ii. Vice-Chair: Maryellen Burke
 - iii. Treasurer: Jan Foneska
 - iv. Secretary: Jolanda Fannin
- B. Urban Libraries Council (ULC) Statement
 - i. This will be tabled for a future meeting.
 - ii. Steve will research how other libraries in the ULC are implementing the goals of the statement
 - iii. Steve and Christine will look at how a supplemental strategic plan would support the goals outlined in the ULC statement.
- C. Land Acknowledgement
 - i. The board approved a motion to approve the land acknowledgement statement as amended and to encourage the Library Director to move forward with sharing the statement with the City Manager and others.
 - ii. The approved Land Acknowledgement would be:
 - a. Posted on the library's website
 - b. Read out loud at select library programs
 - c. Possibly presented on a plaque in the library lobby

VIII. Old Business

IX. Acceptance of Gifts and Grants – approved unanimously by the board

- A. \$500 from Martha, Amy and Nina Eshoo in memory of Virginia Eshoo

X. Adjournment - @7:34pm

Next Regular Full Board Meeting: October 21, 2020

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