

# Meeting Minutes

## Portsmouth Public Library Board of Trustees

Date: June 21, 2023

Time: 6:30 pm

Place: Macleod Board Room

- I. Call to Order – 6:35pm
- II. Attendance – Marsha Fillion, Katinka deRuitter, Ann Walker, Janaki Fonseka, Richard Katz, Maria Peppas, Laura Horwood-Benton, Christine Friese. Excused: Latonya Wallace, Jef Stern, Kelly Delekta
- III. Secretary’s Report. April 19, 2023 minutes approved.
- IV. Financial Report
  - A. Purchasing new databases from Gale (including replacement automotive guide and test prep resources, as well as adding small business & entrepreneur support, legal forms, global issues, etc.)
  - B. Purchasing Wall Street Journal online
  - C. Laptops and new mac with encumbered funds from last FY
  - D. 18,000 to UNH for Strategic Plan survey. Direct mailer was budgeted for, but this includes services, data processing, etc. Additional 9,000 (going from 11 > 18)
  - E. FY24 budget was passed!
  - F. Next year Christine would like to explore creating trust. Inflation makes budgeting difficult, particularly for the less exciting items (utilities, for example!). If we can create other revenue streams for the more exciting lines - programming, collections, outreach - then the city budget could support the core functions.
  - G. Next month: Gross Budget, which includes funds from revenue and donations!
  - H. Learning resources for kids
    - i. Do we have summer learning resources? Katinka asks
    - ii. LinkedIn Learning & Creativebug for technology skills and arts & crafts
    - iii. Outschool <https://outschool.com>
    - iv. Practicing certain skills over the summer! Including (especially) writing!
    - v. Any apps to recommend? Christine will ask Youth staff
    - vi. There may be a demand among other parents!
  - I. Periodicals - where did my favorite go?
    - i. Richard asked about Wooden Boat.
    - ii. Some periodicals going under, some prices increasing. May be low usage. Ask at the Reference Desk about your favorite!
- V. Director Report
  - A. Programs and outreach
    - i. Summer Reading Kickoff had 280 people!
    - ii. School visits throughout May & June
    - iii. Story times resumed this week
    - iv. Farmers Market every month
    - v. Portsmouth PRIDE this Saturday!
    - vi. Adult programming lower in the summer
  - B. Building & Facilities
    - i. Project manager giving us updates

- ii. Pavers out front to be repaired
    - iii. Trees cut down, to be replaced in new year! See messaging re: Emerald Ash Borer
    - iv. HVAC maintenances
    - v. Electrician, carpenter, etc. coming regularly!
  - C. Staffing
  - D. Almost fully staffed! Subs in Youth this summer and interviewing for new 20 hr position
  - E. 10 hr position - "floater"
- VI. Trustees Activities / Reports / Discussions
- VII. New Business
  - A. Meeting Room Policy
    - i. Clearer wording around non-profit group or organization.
    - ii. Removed option to have bookings after hours
    - iii. Separated out form & behavior policy
    - iv. Looking into whether can attach signable form in Library Calendar
    - v. Maria moved to accept policy. Katinka seconded. All in favor!
  - Approved!**
  - B. Next month: selection policy & procedures (especially for reconsideration)
  - C. Challenges to Materials, Use of Meeting Rooms
    - i. Not a lot of challenges here in Portsmouth but happening around us - Dover schools just got a list of 100 books!
    - ii. Important to follow our own policy - so we can point to a document.
    - iii. Christine will share readings with trustees, so we're prepared.
    - iv. Kirk Cameron story time
  - D. Saying goodbye to Jan!
    - i. Jan is leaving - moving to MA to work in a PACE program!
    - ii. PACE: dedicated team to care for seniors. We don't have this in NH!
    - iii. Living in Jamaica Plains. We are happy for her but will miss her :)
    - iv. Opening announced at July 10 Council meeting. One promising applicant.
- VIII. Old Business
- IX. Adjournment – 7:25pm

Next Regular Full Board Meeting: July 19, 2023  
(No meeting in August)

Please email Christine Friese at [ccfriese@cityofportsmouth.com](mailto:ccfriese@cityofportsmouth.com) or call Christine at 766-1703 if you are not able to attend.