

Meeting Minutes

Portsmouth Public Library Board of Trustees

Date: June 18, 2025 Time: 6:30 pm

Place: Macleod Room

- I. Call to Order: 6:33pm
- II. Attendance: Katinka de Ruiter, Brian French, Jennifer Mandelbaum, Meganne Fabrega, Kelly Delekta, Jeff Stern, Maria Peppas, Ethan Underhill
Excused: Laura Horwood-Benton, Tyler McLaughlin
- III. Secretary's Report: Minutes from May meeting approved with amendments reflecting accurate attendance.
- IV. Meet the Staff: Nicole Luongo Cloutier, Reference and Special Collections Supervisor
- V. Financial Reports:
 - A. Gross Budget: Two weeks from end of Fiscal year with 95.6% of budget expended.
 - B. Budget FY26 update: Budget should likely be passed on Monday. Library budget is a 4% cut, including termination of Hoopla beginning September 1, shift in Library hours beginning in mid-August, staff position reduction/unfunded, reduction in some of the book budget, and removing seasonal staff.
- VI. Director Report:
 - A. End of Year Updates: Nonresident fees – \$38,828.00; 851 cardholders; attendance and circulation stats continue to increase
 - B. Buildings and Staff: Courtyard work underway with half the planting in place.
- VII. Trustees Activities / Reports / Discussions
- VIII. New Business: Library "foundation"
 - A. City Attorney exploring laws around foundations; Christine talking with other foundation representatives about type of foundation to form; attending ALA conference next week and can explore this topic there.
 - B. Dedicate July meeting to this topic. Ethan will prepare a draft vision statement.
- IX. Acceptance of Gifts or Grants
- X. Old Business
- XI. Adjournment: 7:50pm

Next Regular Full Board Meeting: July 16, 2025

Please email Christine Frieese at ccfrieese@cityofportsmouth.com or call Christine at 603-766-1703 if you are not able to attend.