Minutes for February 15, 2017 Meeting  
Portsmouth Public Library Board of Trustees

Attendance: Ernie Greenslade, John Crist, Jack Jamison, Jolanda Fannin, Don Margeson, Stephanie Hausman  
Staff: Steve Butzel, Christine Friese

Meeting called to order at 6:33.  
Minutes of November 16, 2016 meeting approved, on John’s motion, Jolanda seconded.

Financial Report: Steve will get us the Quarterly Investment Report from last month.  
- Income-Expenditure Report and Gross Budget update: we are on track for this far through the year. Some line items are higher than budget, in part because of 10th Anniversary celebrations, and we absorbed costs for photocopiers from city, but no cause for concern.

Director’s and Assistant Director’s Reports

Administrative News:  
- FY18 Budget update: 4% increase given as guideline from Joint Budget Committee, so the library’s proposed budget will aim for that. Budget process gears up heading into spring. Hopefully budget approved May 5.  
- New phone system to go live tomorrow, with added features  
- Request For Proposals (RFP) document for integrated library system (ILS) software is being worked on. Library plans to increase funds in new budget to accommodate potential changes in ILS expenses.  
- Credit card payment system held up because of need for ergonomic equipment.

Human Resources Updates  
- Kate Giordano has retired. Jennifer Moore has moved from circulation to reference. Jean Francis Pauley new in Youth Services.  
- Youth Services had a 3 hour “lock in” for staff development and plan to hold another similar meeting soon.  
- Will be accepting applications to fill the position left by Jennifer Moore.

Building Updates:  
- Upholstery cleaned and new carpet installed in lobby.

Library Programs:  
- Bring Your Child to the Library Day attended by about 100  
- Seacoast Camera Club Exhibit up now  
- Sustainable Burial & Funeral Workshop well attended  
- “Great Decisions” foreign policy discussion groups well attended, guest moderator, a former ambassador, coming.  
- “Handprint Party” series: last month snowed out, rescheduled for March – rain gardens, etc.

General Comments:  
- Steve meeting with Middle School principal to gather information about the school’s emergency procedures.  
- Steve still seeking out a training on active shooter & other emergency incidents. In meantime, PPL will form a “safety” team to plan for and review emergency and other safety incidents.  
- American Library Association has opposed Trump Administration restricting access to information and immigration policies. PPL encourages staff to educate themselves on ALA’s position but be mindful of how to support the ALA position without entering political fray.  
- Library also considering programming to combat “fake news” phenomenon.  
- Outreach committee has started up led by Christine

New Business  
Proposal to visit Cambridge Public Library and Boston Public Library (1st floor renovations finished).

Following gifts unanimously approved:  
Newburyport Bank, $1,000  
Heinemann Corporation, $2,500  
World Affairs Council of New Hampshire, $400, Dov Waxman program  
Henry Barnard, $20, Great Decisions program donation  
John and Marie Hanson, $20, Great Decisions program donation  
Jane and Cecil Slipp, $20 in memory of Marie Odiorne  
MSSD, C1250, $50 in memory of Marie Odiorne  
Katy Gearan, $25 in memory of Marie Odiorne  
John Milliken, $50 in memory of Marie Odiorne

Meeting adjourned at 7:31.

Next Regular Full Board Meeting: March 15th, 2017