

**Minutes of the March 29, 2018 Meeting of the  
Portsmouth Public Library Board of Trustees**

We started the discussion at 6:36, meeting officially called to order at 7:41

Attendance: Ernie Greenslade, Jack Jamison, Richard Katz, Bruce Boley, Stephanie Hausman

Staff: Steve Butzel, Christine Friese

Minutes of January 17, 2018 meeting unanimously approved.

Financial Report:

Income-Expenditure Report for FY18 – On track for this point in the year.

Director and Assistant Director's Report

Administrative News

Human Resources: Alexa Moore was hired as Library Assistant in Reference Department; Jessica Ross and Titus Dawson have given their notice.

FY19 Municipal Budget: Steve submitted the library's annual budget and descriptive narrative to the Finance Department; budget will be presented to city council in future

Active Shooter Trainings rescheduled for April 24 & 25 from 1-3

Flooring improvements in family bathroom in youth services & employee entrance

Library Friends – efforts at rekindling this group continue

Meeting Room Bookings are up, and the library is having to turn people away more frequently.

Steve and Christine will be applying our meeting room guidelines more stringently as a result.

Steve and Christine attended the Public Library Association conference – were inspired to create a strategic plan which they will share with us; They are considering the idea of eliminating or modifying or application of late fines on some library materials.

Technology news

All City departments have been dealing with the impact of a virus attack. Remediation efforts are ongoing.

New SonicWall router installed as were monitors for staff and public PCs

Library Programs & Exhibits

AARP Tax Aide service winding down in April

Black Heritage Trail of NH Tea Talks very well presented & attended

Take Your Child to the Library Day

Family Fort Night – after hours, over 60 attendees

SPLASH! Show still up, reception well attended

Drag Queen Story Hour well received, over 200 attendees; limited negative feedback, mostly on social media.

The library is working on a radio show for WSCA

Monthly Marketing Push for staff to have a topic to spotlight each month; this month is

BrainFuse an online tutoring program

Trustees Activities / Reports / Discussion – we are close to moving some of our funds over to Vanguard.

Acceptance of Gifts and Grants:

\$1,000.00 from Rosamond Thaxter Foundation unanimously approved

\$100 from 1386b employees' union for youth programs unanimously approved

Meeting adjourned at 7:44

Next Regular Full Board Meeting currently scheduled for Wednesday, April 18, 2018; several trustees indicated scheduling conflicts. Steve & Christine will look at the calendar & consider other dates & contact us.