

*Minutes of the May 16, 2018 Meeting*  
**Portsmouth Public Library Board of Trustees**

Date: May 16, 2018

Time: 6:30 p.m.

Place: MacLeod Board Room

- I. Call to Order at 6:33 pm
- II. Attendance: Shaula Levenson, Ernie Greenslade, Richard Katz, Don Margeson, Steve Butzel, Christine Friese, Bruce Boley
- III. Secretary's Report. Minutes of April 26, 2018 meeting was unanimously approved.
- IV. Financial Report
  - A. Income-Expenditure Report for FY18 reviewed – at or near target on all expenditures
- V. Director and Assistant Director's Report
  - A. Administrative News
    - i. FY19 Budget – Update on City Council Work Session, May 14
      - a. Presentation went well. Received one question.
    - ii. Department Strategic Planning Exercises - ongoing
  - B. Human Resources Update
    - i. Reference & Special Collections Librarian is coming soon
    - ii. Circulation Staff
  - C. Library Programs & Exhibits: programs continue to be well attended!
    - i. 9<sup>th</sup> Annual Clothing Swap, May 12
    - ii. Literature in Bloom Exhibit, May 16-19
    - iii. Blog Day Workshop, May 19
    - iv. Genealogy Workshop: Using Deeds, May 20
    - v. Portsmouth Naval Prison Talk, May 21
  - D. General Comments
    - i. Further discussion of library's one page strategic planning document
- VI. Trustees Activities / Reports / Discussion
- VII. New Business
- VIII. Old Business
  - A. Update on Vanguard account
- IX. Acceptance of Gifts and Grants
  - A. \$45.00 from Portsmouth College Womens Club in memory of Barbara Hay - approved
  - B. \$100.00 from Portsmouth Garden Club for gardening books - approved
- X. Adjournment

Next Regular Full Board Meeting: **Wednesday, June 20, 2018**

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