

Portsmouth Public Library
Meeting Minutes for the September 12, 2018 Board of Library Trustees

Attendance: Ernie Greenslade, Don Margeson, Shaula Levenson, Richard Katz, Jack Jamison, Bruce Boley, Nancy Clayburgh, Jolanda Fannin, Stephanie Hausman
Staff: Steve Butzel, Christine Frieese

Meeting called to order at 6:34

Minutes of July 18, 2018 meeting unanimously approved.

Financial Report

-Income-Expenditure Report for FY18 – all requests to encumber funds were approved, therefore we were right on point for our city budget.

-Income-Expenditure Report for FY19: we are on target for the beginning of the year. Steve and Christine will propose a gross budget to the trustees in the next month or two.

Director and Assistant Director's Report

Administrative News:

-Abolishing library late fines – staff will work a marketing and communications plan to roll this out – letting people know when they are coming up on having to pay the cost of the item, letting people know someone is waiting for the item, etc. Staff plan to implement the change by the end of the calendar year. Trustees had questions on roll-out but in favor of the policy change.

-Staff Development Day, Friday, October 26th, library will be closed for training & team building for staff

-Courtyard brickwork being displaced by tree roots, we are looking into putting in some porous pavement, maybe replace bulk of bricks with plantings with a walkway. Steve to consult with Mahoney family.

Human Resources Update: Barbara Bourgoine in Youth Services resigned to work in her home library, she will be missed!

Technology News: citywide cybersecurity training program implemented, follow up to make sure all the staff has done it; the city's new IT provider has been very helpful

Library Programs & Exhibits:

“Waking Up White” book discussion group, September 16, 23 and 30

Computer Classes resumed with new equipment!

Story Times resume

“Becoming American” series at 3S Artspace has started

“Self Care” series

Culture Keeper | Culture Maker Exhibit in Levenson Room

Martyn Wyndham Read Concert, Thursday, September 13

All our other book discussions, films and more! Cookbook book club had a picnic at 4 Tree Island last night featuring finger foods.

New language group – Japanese – going great, interest in a Russian group & restarting English. Currently also doing French, Italian, Spanish, German, and Chinese.

December party this year will be Harry Potter themed Wizards Ball, Dec. 7, featuring Steve as young Dumbledore.

8 girls registered for Girls Who Code.

World Affairs drop in discussion group up to 25 people, Monday afternoons.

Trustees Activities / Reports / Discussions

Nomination & election of officers: Today is Ernie's last meeting as chair. A new trustee will be appointed by the city council soon. New slate of officers proposed: Stephanie Hausman, chair; Jack Jamison, vice chair; Don Margeson, treasurer; Jolanda Fannin, secretary. Unanimously approved.

New Business: Mary Ann List Lobby lettering should be ready in the next few weeks. Steve asked the board if this should come with an additional event. There was support of either doing an event or memorializing it in the newsletter with a thank you for the outpouring of support and an invitation to come see her name in the lobby. Steve will gather some more feedback from friends and the city manager.

Old Business: Vanguard Funds update – no news but now that we have a new slate of officers, Don will fill out the forms

Acceptance of Gifts and Grants:

- \$50 from Janet Angus in memory of Mary Ann List
- \$100 from the New England Library Association in memory of Mary Ann List
- \$665 from Eliza Sparkes and friends of Sarrin List in memory of Mary Ann List
- \$500 from Deborah Little in memory of Mary Ann List
- \$45 from Stephanie Hausman in honor of her daughter Flannery's 10th birthday
- \$50 from David Borrus and Amy Bamforth in honor of Ann "Nancy" Sears
- \$50 from Michelle McCann-Corti in honor of Ann "Nancy" Sears
- \$100 from Georgine B. Gori in memory of Nancy Sears
- \$150 from Chris Graves in memory of Ann "Nancy" Sears
- \$50 from Janet Taylor in memory of Ann "Nancy" Sears
- \$50 from Elizabeth Winston in memory of Ann "Nancy" Sears
- \$25 from Laura McCann in memory of Ann "Nancy" Sears

All gifts unanimously approved.

Meeting adjourned at 7:32.

Next Regular Full Board Meeting: Wednesday, October 17, 2018