

*Minutes of the June 20, 2018 Meeting of the
Portsmouth Public Library Board of Trustees*

Attending: Shaula Levenson, Jack Jameson, Richard Katz, Don Margeson, Jolanda Fannon, Bruce Boley, Stephanie Hausman
Staff: Steve Butzel, Christine Friese

Meeting called to order at 6:34 pm

Minutes of May 16, 2018 meeting, amended to reflect that it took place in 2018 (not in 2016), approved.

Financial Report

Income-Expenditure Report for FY18 – because bills come in in July, we are at the right spot for almost the close of the fiscal year. Planning is under way for encumbering funds as needed.

Director and Assistant Director's Report

Administrative News

- FY19 Budget passed, library budget is a 3.25% increase over last year
- Building Safety Reviews with Staff continuing

Human Resources Update

- Hired Katie Czajkowski as full-time Reference & Special Collections Librarian
- Closing in on hiring part time reference person
- Former page Tori Tucker hired as Circulation Staff

Technology News

- Library purchased 9 laptops for Training Lab (and Training Tables) and 5 laptops for Reference Department Patrons

Library Programs & Exhibits

- Summer Reading Programs and Kickoff this Friday, June 22, we've expanded outreach with the schools into the community
- Library hosted the NELA Info Technology Conference
- Museum Passes Marketing Push this month
- Improv 101 Two-Week Course filled up, going well
- Local History Series continues (2 sessions on the Naval Prison)
- Author Talk: Reeve Lindbergh, Sunday, June 24, 4-6pm
- Partnership with high school to allow students to return school library books here and access books on school recommended reading list

Other News

- Library is updating our database of our collections/inventory, working on weeding, improving signage
- We're looking to partner with Senior Services and/or Portsmouth Housing Authority and others on our book bike proposal
- Girls Who Code – Mollie passed her background check so we are now a registered site, our instructors are getting registered, likely launch in September for a semester

Old Business

-Vanguard Funds update: there are 3 problems with our transition: we have to match the name of our group with the label of the meeting minutes for the meeting during which we approved the transition; they want a more formal explanation of our status (like articles of incorporation), we sent them the city code establishing the trustees; they want a certificate of beneficial owners (a new form created since we began this process) – Don will try to smooth out these problems; Steve has investigated some other options; money is now in the Piscataqua checking account, Piscataqua is offering a special on a 13-month CD; a Morgan Stanley rep has come to visit with offers on various products

Meeting adjourned at 7:15

Next Regular Full Board Meeting: Wednesday, July 18, 2018. There will be no meeting in August.