

***Meeting Minutes***  
**Portsmouth Public Library Board of Trustees**

Date: November 14, 2018  
Time: 6:30 p.m.  
Place: MacLeod Board Room

Attendance: Steve Butzel, Christine Friese, Richard Katz, Shaula Levenson, Jack Jamison, Bruce Boley, Jolanda Fannin, Stephanie Hausman, Don Margeson

Meeting Called to Order @ 6.35pm

Secretary's Report. Minutes of October 17, 2018 meeting unanimously approved

Financial Report

- A. Income-Expenditure Report for FY19 – Library revenue and expenses are on track for the first quarter. Personnel is a little under budget but other areas are in line with expectations. Steve and Christine will be asking the trustees for additional “gross budget” funding in January’s meeting.

Director and Assistant Director's Report

Administrative News

- Building Walk Through with Public Works – after this walkthrough the public works will be adding rails to the wall to address the issue of damage to the walls by tables and chairs. New signs have been ordered for unisex restrooms.
- Courtyard Brickwork Designs – Trustees reviewed the designs and

Human Resources

- Staff Development Day – Steve reviewed the staff development day schedule and classes
- Youth Services Librarian I update – Full-time professional position, candidate was made an offer with a start date of Dec 3<sup>rd</sup> conditional on passing a background check.

Professional Development/Staff News

- NHLA Fall Conference/Business Meeting in Plymouth, NH – focused on types of diversity and inclusion and understanding biases. Laura spoke about how the library promotes diversity in programs like Ask a Muslim Anything.

Library Programs & Exhibits

- Steve reviewed the library programs listed below including:
  - After Hours Genealogy Lock-In, 46 attendees
  - Local History talk on John Paul Jones, 20+ attendees
  - Cemetery Tour with the Gravestone Girls, 36 attendees
  - Art of Pastel exhibit and opening reception, 60+ attendees
  - Wizards Ball, December 7 – Library is expecting up to 500 people, trustees are encouraged to attend.
- Sunday Dec 9<sup>th</sup> there will be a memorial gathering for Claudia Morner who was an avid supporter of libraries including the Portsmouth Library. Librarians from around the Seacoast will be attending.

Trustees Activities / Reports / Discussions

- No news on the Vanguard from Steve or Don

Acceptance of Gifts and Grants

\$150 from Clint Springer in memory of Ann “Nancy” Sears – Approved unanimously  
\$500 from Christine Dwyer and Michael Huxtable to be used to acquire exhibition catalogs from local and Boston museums.

Adjournment @ 7.16pm

Next Regular Full Board Meeting: Wednesday, January 16, 2019

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.

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