Meeting Minutes  
Portsmouth Public Library Board of Trustees  

Date:  May 15, 2019  
Time:  6:30 p.m.  
Place:  MacLeod Board Room  

I. Call to Order 6:30pm  
II. Attendance - Steve Butzel, Christine Friese, Don Margeson, Jack Jamison, Richard Katz, Shaula Levenson, Nancy Clayburgh, Jolanda Fannin  
III. Secretary’s Report. Minutes of April 17, 2019 meeting - approved  
IV. Financial Report  
   A. Income-Expenditure Report for FY19 – 78-80% through the year and 75% spent of our budget. Revenue exceeds projections. Overall in good financial status.  
V. Visits from Staff – Introduction, background of staff members and proposed programs  
   A. Gretyl Macalaster, Katharine Gatcomb, Catherine Czajkowski  
VI. Director and Assistant Director’s Report  
   A. Administrative News  
      i. FY20 Budget Presentation to Council – presented to working group, went smoothly, compliments on libraries exemplary work and discontinuing late fines. The council will continue to have sessions and at the end of June the budget will be finalized.  
      ii. Susan Laun’s Retirement  
      iii. Additional Network Cabling – done to increase security and network speed.  
      iv. CommuteSmart Team – Citywide program, Team Captain - Christine Friese  
      v. Building Walkthrough with Joe Almeida from Public Works – documented all building issues from paint to HVAC.  
   B. Professional Development  
      i. NHLA Spring Conference, May 9-10  
      ii. American Library Association Annual Conference, June 2019  
   C. Outreach  
      i. Summer Pop-Up Library Service – locations include Gosling Meadows and other public housing locations. Expands the reach of the summer outreach program  
      ii. Farmers Market - 5 months of attendance planned  
   D. Library Programs & Exhibits  
      i. Clothing Swap success  
      ii. Farah Pandith, World Affairs program success  
   E. General Comments  

VII. Trustees Activities / Reports / Discussions  

VIII. New Business  

IX. Old Business  
   A. Vanguard account update – we have a Vanguard Account – Thank you to Don and Christine. The movement of the funds from Morgan Stanley and Piscataqua to Vanguard is underway.  

X. Acceptance of Gifts and Grants  

XI. Adjournment – 7:19pm  

Next Regular Full Board Meeting: Wednesday, June 19, 2019
Please email Steve Butzel at skbutzel@cityofportsmouth.com or Barbara Weismann bhweismann@cityofportsmouth.com or call Steve at 766-1710 if you are not able to attend.