

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-5, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

To access by web (<https://zoom.us/join>)

To access by phone, dial (+1 929 205 6099 US)

Meeting ID (896 4889 4623) Password (130045)

There is no opportunity for public comment at this meeting.

Meeting Minutes

Portsmouth Public Library Board of Trustees

Date: August 26, 2020

Time: 6:30 p.m.

Place: Online via Zoom

- I. Call to Order 6:34pm
- II. Attendance -Steve Butzel, Christine Friese, Stephanie Housman, Don Margeson, Nancy Clayburgh, Marsha Filion, Maryellen Burke, Shaula Levenson
- III. Secretary's Report. Minutes of February 19, 2020 meeting
- IV. Financial Report
 - A. Income-Expenditure Report for FY21 – Steve confirmed that the library is on track for this financial year. The library was level funded for FY21.
 - B. Trustees Assets Report – Reviewed 3rd and 4th quarter financial performance.
 - C. Library spent approximately 97% of its FY20 municipal budget.
- V. Director and Assistant Director's Report
 - A. Administrative News
 - i. Current state of operations and staffing – library staff has done a terrific job responding to communities needs in this difficult time. The coordination required to provide a safe experience for clients is substantial and the dedication of Christine and the staff has allowed this to happen. Team is considering all potential ways to deliver services to the public.
 - ii. Planned building HVAC updates – Bipolar Ionization (BI) filters will be installed in early September if all goes according to plan.
 - iii. Considerations for a potential next phase of services
 - a. Plan to keep curbside pick-up in place as this is important to many people.
 - b. Tentatively, plan to have alternate days for pickup and days to browse in 20 minute blocks. Steve and Christine have been speaking to libraries that have done some in person opening to get their feedback on their experience.
 - B. Staff Projects & Training
 - i. Taskforce on Inclusion, Diversity and Equity (TIDE) – Created to look at issues and have conversations about how we can provide opportunities for the public to engage as well as examine our own processes.
 - ii. Library Journal/School Library Journal trainings
 - a. Equity in Action: Fostering an Antiracist Library Culture
 - b. Evaluating, Auditing, and Diversifying Your Collections
 - iii. Newton, MA community program, “A Conversation with Ibram X. Kendi”
 - C. Library Programs
 - i. Youth programs, including Summer Reading Program review
 - ii. Adult programs – many attendees to the online programming, the social media team is doing an excellent job of informing the public of the opportunities.
 - D. General Comments
 - i. Library staff are interested in exploring options for creating a land acknowledgement. Steve will send Trustees a copy of a sample draft acknowledgement for review.

ii. Potential New Trustees were introduced.

VI. Trustees Activities / Reports / Discussions

VII. New Business

A. Officer elections – will be undertaken in the September 16th meeting.

VIII. Old Business

IX. Acceptance of Gifts and Grants – all accepted by Trustees

- A. \$50 from Marlene Jones in memory of Virginia Eshoo
- B. \$100 from Timothy Healey; Melinda Fields in memory of Virginia Eshoo
- C. \$50 from Esther C Bremer; Linda V Hewitt in memory of Virginia Eshoo
- D. \$50 from Gail Ring in memory of Virginia Eshoo
- E. \$100 from Sarah M Hamill in memory of Virginia Eshoo
- F. \$100 from Mary Jo Carpenter in memory of Virginia Eshoo
- G. \$25 from Charles G. Bickford in memory of Virginia Eshoo
- H. \$150 from Amy Ryan in memory of Virginia Eshoo
- I. \$50 from Rosalind Grant in memory of Virginia Eshoo
- J. \$100 from Thomas and Stephanie Lewry in memory of Virginia Eshoo
- K. \$50 from Lynnelle Jones in memory of Virginia Eshoo
- L. \$50 from Rodney & Lee Roberts in memory of Virginia Eshoo
- M. \$50 from Caroline Standley in memory of Virginia Eshoo
- N. \$200 from Anne O Smith in memory of Virginia Eshoo
- O. \$25 from Charlotte PH Phelps in memory of Virginia Eshoo
- P. \$200 from Geoffrey & Koreen Ryan & Lydia Robertson (née Ryan) & Gerry in memory of Virginia Eshoo
- Q. \$75 from Anne Shepard Bullis in memory of Virginia Eshoo
- R. \$40 from Louise Hirshber in memory of Virginia Eshoo
- S. \$100 from Liz Lamson in memory of Virginia Eshoo
- T. \$100 from Janine Bempechat in memory of Virginia Eshoo
- U. \$25 from Darby R Johnson in memory of Virginia Eshoo
- V. \$50 from Sarah & Patrick Carroll in memory of Virginia Eshoo
- W. \$100 from Irene Walborsky in memory of Virginia Eshoo
- X. \$30 from Helen & Stephen Moore in memory of Virginia Eshoo
- Y. \$50 from Patricia Baum in memory of Virginia Eshoo
- Z. \$100 from Hope Berg in memory of Virginia Eshoo
- AA. \$150 from Margaret Stephens & Ann Margaret Boland in memory of Virginia Eshoo
- BB. \$50 from Ellen Ronka in memory of Virginia Eshoo

X. Adjournment @ 7:50 PM

Next Regular Full Board Meeting: September 16, 2020

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.