

Minutes
Portsmouth Public Library Trustees Meeting
September 21, 2005

PRESENT: Raimond Bowles, Amy Brnger, Ed Del Valle (arr. 7:15), Phyllis, Suzanne Foley, Theresa Garabedian, Kevin Lafond (arr. 7:40), Dana Levenson, Mary Ann List, Sue McCann, Maria Sillari, Barbara Ward.

I. Call to Order.

Following an informal reception in honor of outgoing Chairman Phyllis Eldridge, the meeting was called to order by Vice-Chairman Dana Levenson at 7:04.

II. Presentation of Gift.

Levenson presented Eldridge with a gift from the trustees to thank her for her many years of service to the Library. Eldridge will continue to serve on the New Library Building Committee and will be active in raising funds for the new building. After the presentation Eldridge said farewell to the committee and departed.

III. Secretary's Report.

The minutes of the unofficial August meeting were emailed to the Trustees prior to the meeting. Since many members had not yet had a chance to see those, and they do not need to be officially approved, that action was held over until the next meeting. Ward distributed hard copies of these minutes as well as of the July minutes which were distributed via email in August.

Bowles moved to approve the July minutes, Brnger seconded. The July minutes were approved.

IV. Financial Report.

McCann reported that the Trustees have \$3,056 in the checking account and \$116,604 in our various investment accounts.

Final summary sheet for fiscal year 2004-05 (dated 6/30/05). The Library expended 98.66 percent of its budget. We made more money in fines and fees than anticipated, but trust income was less than expected. List took care to make conservative projections, and came in just slightly under budget.

Summary sheet YTD August 31, 2005. We are on target, having spent 12.78 percent of the budget 16.67 percent of the way through the year. List observed that salaries and materials are the items that drive the library's budget.

Sillari moved to accept the Financial Report. Foley seconded the motion. The report was accepted.

V. Election of Officers.

Ward asked how many of the current members are eligible to be renewed on the Board. List said that she had checked with the City, and that all are eligible for renewal. All except Garabedian indicated that they will seek to renew. Garabedian may not, but will remain actively involved in raising money for the new Library. Our one new member, Kevin Lafond, was due to be present at this meeting, but had been detained and expected to arrive late.

Levenson thanked everyone for their service and especially Foley for her willingness to take on the leadership of the trustees. He noted that we will all support her and do whatever she needs us to do. List will contact the City about the reappointment of the Trustees.

Officers for FY 2005-2006 are as follows:

Suzanne Foley, Chair
Dana Levenson, Vice-Chair
Barbara Ward, Secretary
Amy Brnger, Treasurer

VI. Director's Report.

A. ~~A.~~ New Library Building.

After the concrete work on the foundation is completed, the insulation will go in and then there will be about three weeks of backfilling before they dig the trenches for the underground utilities. After the trenches are ready, the electrical contractor will put conduit in the trenches. The steel frame will begin to go up at the end of November and should be completed by February. This is later than expected, but it was necessary because the contractor chosen, Novel Iron ~~Works, was not available until November.~~ Works, was not available until November. Right now the steel contractor is working on shop drawings of the frame. Pictures of the building's progress are posted regularly on the Library's website, New Library page.

B. ~~B.~~ Staff News.

List will be meeting with the City Manager to hire two new library assistants. Two people moved up into higher Library Assistant II positions, and so their jobs are now open.

C. ~~C.~~ Policy Review.

As an ongoing effort to keep library policies current, several policies from The Policy Handbook was distributed to Trustees ~~several~~ a few months ago. Everyone who did not have a copy was given a new copy for reference during the discussion. Most of the questions centered around the issues of privacy and the regulations imposed by the Patriot Act and

how it intersects with state laws governing privacy. List noted that the NH law demonstrates a very good understanding of the importance of protecting the privacy of the state's citizens. The Portsmouth Public Library Privacy Policy makes it possible to establish procedures for staff to use when library records are requested.

The USA Patriot Act contains a gag rule that makes it illegal for anyone to reveal whether or not records had been requested from a Library or other public agency. We therefore have no way of knowing how often, or if, library records were requested from any library in the country under that law. New versions of the Patriot Act currently being considered by the Senate include changes. The Senate version of the bill would Sunset the requirement that libraries and bookstores release their records in five years, and makes it more difficult for law enforcement agencies to prove the necessity of requesting these records.

Ward said that it was her understanding that we do not keep records on patrons. List said that was correct, that we do not keep circulation history on patrons. The only records the Library would have are records of books that are currently checked out. Once the books are returned, the record is erased.

There was ~~also some~~ discussion over the cost of Library cards to non-residents. The rates have been raised to \$75 for a full year and \$40 for a half year. We will continue to review the possibility of allowing students at colleges with campuses in Portsmouth to use the Library free of charge.

~~There was also discussion~~ Discussion also was held over access to non-print sources. Earlier versions of the policy for use of electronic resources did not allow email access, but now that some research websites require email addresses, email is allowed. The new policy prohibits hacking and harassment. Lafond asked if we have filters on the computers. List said that it is our policy that it is a parents responsibility to monitor their children's internet use. The Children's area is very open and young children are required to be accompanied by a parent or other caregiver. It would not be possible for anyone to access inappropriate sites without the staff and/or other patrons being aware of it. Lafond asked whether the City has investigated a Cyber Insurance policy. We do not have an age limit for computer use, but no computers in the Children's Room can be used by adults who are not accompanied by children.

Foley moved to adopt the revised Policies.. Brnger seconded the

motion. Motion carried with eight in favor and one abstention. LaFond wished to explain that he abstained because he did not have a chance to look at the policies prior to tonight's meeting.

D. Demonstration of New Website.

Sue McCann has been working on the new integrated library computer system for two years. The first year she concentrated on the internal workings of the Library. This year has been devoted to making the web-based catalog more accessible to patrons. Everyone was very impressed with the presentation by List, and commended McCann for an outstanding job.

E. Preservation Plan.

The Library received a "Moose Plate" grant for conservation and this year will use the money to conserve several books of watercolors by Sarah Foster. Lafond noted that when the watercolors (which are glued into the books) are removed, care should be taken to retain the original order, as Foster pasted the watercolors into the books herself, as she traveled, and that as such the books retain information about her itinerary which should not be lost to future scholars. List thanked Lafond for this information.

F. Trustee Activities.

Garabedian received a call from the statewide Friends of Libraries. They are having a meeting at the Society for the Preservation of New Hampshire Forests in Concord, ~~at 1:00 (date? Maybe just note that they are having a meeting. I did pass the flyer on to the Friends when it came in).~~ She asked List to let our Friends group know about the meeting.

VII. Old Business.

 There was no old business.

VIII. New Business.

Bowles wished to let everyone know that former Deputy Fire Chief and former member of the Library Trustees, George Pierce, was injured in bicycle accident while racing in Pennsylvania. He is now at home, but is unable to talk on the phone with callers. The Board asked the secretary to send Pierce a card expressing our get-well wishes.

VIII. Adjournment.

Sillari moved to adjourn the meeting. Lafond seconded the motion. The meeting adjourned at 8:45 p.m. The next meeting will take place on Wednesday October 19 at 7:00 pm.

Respectfully Submitted,
Barbara M. Ward
secretary