

Meeting Minutes

Portsmouth Public Library Board of Trustees

Date: March 16, 2022

Time: **6:30 p.m.**

Place: **Hilton Garden Room**

- I. Call to Order: 6:35pm
- II. Attendance: Christine Friese, Marsha Fillion, Kelly Delekta, Ann Walker, Latonya Wallace, Janaki Fonseka, Maria Peppas
- III. Secretary's Report: February 16, 2022 minutes approved.
- IV. Financial Report
 - A. Income-Expenditure Report for FY22 – As of 3/16/22, 69.2% of budget spent.
- V. Director Report
 - A. Administrative News
 - i. Building updates
 - a. Re-examining Courtyard renovation scope to potentially reduce immediate expense and/or extend timeline.
 - b. Plumbing challenges.
 - c. Missing signage.
 - ii. Human resources update
 - a. Assistant Director position posted internally.
 - iii. Technology update
 - a. New laptops for meeting rooms and for each department.
 - b. Priority for the coming year is the creation of a technology plan.
 - B. Library Programs & Services
 - i. New service – Westlaw provided by state library
 - C. About the Library - Newsletter and communications a priority this year
 - D. General Comments - Tent for outdoor programming being shared with recreation department
April 15-October 15
- VI. Trustees Activities / Reports / Discussions
- VII. New Business
 - A. Embarking on strategic planning this year with surveys, forums, community presence/conversations, etc. Will inform technology plan as well.
 - B. Fee structure question around discounting for military and veteran users.
- VIII. Acceptance of Gifts and Grants
 - A. Houghton Mifflin (Heinemann) check for \$1000 - Approved
 - B. Sarah MacAvoy check for \$100 - Approved
- IX. Old Business
 - A. Resolution to restrict \$1,100 in recent gifts given in memory of Richard Winslow to support the P400th book to be produced: A Portsmouth NH History of 101 Objects.
- X. Adjournment

Next Regular Full Board Meeting: **April 20, 2022**

Please email Christine Friese at ccfriese@cityofportsmouth.com or call Christine at 766-1703 if you are not able to attend.