

# Meeting Minutes

## Portsmouth Public Library Board of Trustees

Date: March 15, 2023

Time: 6:30 pm

Place: Hilton Garden Room

- I. Call to Order – 6:33pm
- II. Attendance – Marsha Filion, Kelly Delekta, Jeff Stern, Katinka deRuiter, Ann Walker, Janaki Fonseka, Latonya Wallace, Richard Katz, Maria Peppas. Excused: Laura Horwood-Benton
- III. Secretary's Report. January 18, 2023 minutes approved.
- IV. Financial Report
  - A. Union that represents majority of Library employees secured significant pay raises (13%) for many staff. Budget reflects redistribution of some Library funds to account for the increases. Proposed budget for next fiscal year integrates this increase.
  - B. City Capital Improvement Plan passed last week; \$75,000 for courtyard project must be approved within the budget for next year and would be received July 1. May be able to issue RFP for the scope so contractor is ready to go once funds are secured.
  - C. Fees Committee took recommendations to the Council. As of July 1, will add three-month Library card option. Also added a \$15 fee for out of state Inter library Loan services.
- V. Director Report
  - A. Programs – Concluded the BHT tea talks this past weekend (capacity becoming an issue but want to continue the partnership if feasible); partnering with World Affairs Council on seminars on genocide (end of March).
  - B. Strategic Planning – Next two meetings will be focused on securing external consultants to lead focus groups, survey, forums.
  - C. Staffing – New part-time employee in Youth Services started and new Page starts next week. One ten-hour position still open.
- VI. Trustees Activities / Reports / Discussions
- VII. New Business
  - A. Review of Meeting Room Policy and recent inquiries from corporate businesses for use of the space. General feedback from the board was that opening meeting space to businesses may limit availability for others. Make decisions to allow room usage based on nature of the event.
  - B. Return to the policy next meeting to clarify language and vote on approval.
- VIII. Trustees voted to accept Gifts or Grants from:
  - A. Lipping Zhu for \$300
  - B. Stephen Wineberg for \$200
  - C. In memory of former library employee Pam Keene for \$50
- IX. Old Business
- X. Adjournment – 7:29pm

Next Regular Full Board Meeting: April 19, 2023

Please email Christine Friese at [ccfriese@cityofportsmouth.com](mailto:ccfriese@cityofportsmouth.com) or call Christine at 766-1703 if you are not able to attend.

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