

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Tuesday, September 15<sup>th</sup>, 2020**  
**Virtual and In-Person Meeting, 6:00 P.M.**  
**Biography Room**  
**MINUTES**

1. Meeting Call to Order at 6:12 PM:  
Nick Bellows, Ward 1  
Steve Maimes, Ward 2  
Candy Bailey, Ward 3  
Bruce Jolin, Ward 6  
Nat Goodspeed, City Manager's designee  
Marie Lejeune, Interim Director.
2. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c), Personnel  
Not needed
3. Acceptance of the Minutes of the August 25<sup>th</sup> 2020 Regular Meeting: NB1, SM2  
Nick Bellows, Ward 1: yes  
Steve Maimes, Ward 2: yes  
Candy Bailey, Ward 3: yes  
Bruce Jolin, Ward 6: yes  
Nat Goodspeed, City Manager's designee: yes
4. Treasurer's Report: BJ1, NB2  
Moved \$2000 from Software Licenses to Electronic Services because Cybrarian software is incompatible with newer computers, so will drop that license.  
Transferred \$1,186 from Full-time salaries to Other Equipment due to City mandate to purchase an ergonomic desk for Tech Services, which was funded from Full-time salaries due to Brian's absence. Trustees asked about the origin of the directive, since the Trustees are charged with managing and expending Library funds. This is an unprecedented situation.  
Nick Bellows, Ward 1: yes  
Steve Maimes, Ward 2: yes  
Candy Bailey, Ward 3: yes  
Bruce Jolin, Ward 6: yes  
Nat Goodspeed, City Manager's designee: yes  
Accepted the report.
5. Friends of the Library Report  
No meeting until probably next spring sometime – nothing to report.
6. Communications from the Interim Library Director
  - a. Re-Opening Plan: Updates on phases 2-4.2  
Yesterday was the first Monday evening open, which went well. It was busier than Wednesdays, which we could have anticipated given traffic patterns from before the shutdown. Last appointment is at 5:00PM – 5:45PM, but we may change in the future. Getting some pressure from the City Manager to open Saturdays, with corresponding shaving of hours Thursday afternoons, which is quietest time. Looking at starting October 17<sup>th</sup>, the first Saturday after Columbus Day.

## 7. Committee Reports:

### a. Hiring committee

NB and SM met. Goal is to write a new Director job description, updating the one from 2001. Looked at several such job descriptions from NH: Dover, Concord, Wolfeboro, Salem, Hudson. Steve put together a comparison document. We haven't yet written a draft because we're giving the staff 2 weeks to review, along with HR and IT. Marie sent email yesterday to the staff, giving access to the document, inviting comments.

ML: In my experience trying to fill library positions, advertising during the holidays is a waste of time. People get busy.

NG: Do we want to restart the hiring process without the subcommittee having had a chance to nail down the process document?

ML: Starting in January gives more time to put that together too.

NB: The library that hired Brian did a traditional job search and didn't get candidates they wanted, so they hired a firm to do a nationwide search. Even then it took 9 months.

ML: Staff are very interested, and very pleased to be invited to comment.

ML: San Mateo posted a job description that was really well packaged.

## 8. Old Business

### a. Pandemic Policy review: no proposed edits

### b. Discussion of the role of the Trustees

NB: Don't forget the role the trustees should be playing in developing the budget, specifically the role in getting more funding for the library. Grant writing? Relying on fines is a little off.

SM: The City has a grant writer.

SM: What the Friends do is wonderful, but on a small scale. We need bigger fundraising.

NB: Fundraising is its own skill set.

CB: We've tried the Oliver Twist method.

NB: Can we persuade more people to write the Library into their wills? Fraternal organizations? e.g. Elks may or may not give us money, but they know how to do it.

CB: Also JC's. Rochester Reads is starting up again. Need to get some group to adopt us for the year.

## 9. New Business

### a. When to start Saturday hours discussed earlier, see above

## 10. Other

### a. Holiday closures: Saturdays after Christmas and New Year's

Both Christmas and New Year's are on Fridays this year. In the past the Trustees have closed the Library on the Saturday after holidays without pay so staff could have a long weekend.

Motion to close on December 26<sup>th</sup> and January 2<sup>nd</sup>: BJ1, SM2

Nick Bellows, Ward 1: yes

Steve Maimes, Ward 2: yes

Candy Bailey, Ward 3: yes

Bruce Jolin, Ward 6: yes

Nat Goodspeed, City Manager's designee: yes

### b. Deputy Library Director

Portsmouth has an Assistant Director. Brian used to go to one of the four Librarian II people and ask them to cover vacations and such.

ML: That would usually be me. Any financial work needs two signatures: one the Director, the other Patty, and nothing can be done without both people present.

Assistant/Deputy would have signature authority in the Director's place. Also would do consistent scheduling for the whole staff, vs. delegating scheduling per department.

Assistant takes care of day-to-day Library operations. Even before I took the Interim Director position, I already thought Brian needed an assistant. I've been working up a job description. I can bring it to the next meeting.

NG: If you complete it before next meeting, please circulate to the subcommittee.

11. Adjourn: NB1, SM2

Nick Bellows, Ward 1: yes

Steve Maimes, Ward 2: yes

Candy Bailey, Ward 3: yes

Bruce Jolin, Ward 6: yes

Nat Goodspeed, City Manager's designee: yes

Adjourned at 7:30 PM.

Next meeting will be October 20<sup>th</sup>, 2020 at 6:00 PM.