

Board of Library Trustees
Minutes of Public Meeting January 16, 2019
Provincetown Public Library

Members Present: Stephen Desroches, Stephen Borkowski, Joan Prugh, and Barbara Klipper (via telephone).

Others Present: Amy Raff (Library Director).

1. Call to Order: Stephen Desroches called the meeting to order at 6:03 P.M.

2. Approval of Agenda: Stephen Desroches stated that the agenda would be followed in the order published.

3. Approval of Minutes: Joan Prugh made a motion to approve the December 19, 2018 minutes. Barbara Klipper seconded the motion, and it was so voted, 4-0.

4. Public Statements: None.

5. Director's Report: Director Amy Raff reviewed the highlights of the Director's Report:

a. Operational/Financial:

- Collected and deposited \$8,021 into the Library Gift Fund since December 19, 2018 including \$6,751 from the Annual Appeal, \$2 in postcard sales, and \$246 in book/dvd sales.
- A Budget expenditure to date: \$137,124 (49% of total allowance).
- B Budget expenditure to date: \$38,487 (39% of total allowance).
- Total number of items added to the collection in December: 206
- Total number of items withdrawn from the collection in December: 162
- Instagram followers increased from 935 to 972.
- Programming highlights since the December Board Meeting included Drag Story Time with Roxy Pops during First Light, and the start of the 2019 Reading Challenge.

b. Updates from Staff:

- The Library hosted a customer service training for staff with a consultant from MLS, Kristi Chadwick. Kristi and Amy Raff also discussed the strategic planning process.

- Amy attended the Moby Dick Marathon in New Bedford to see how other places organize the event. It was enlightening and since it is their 23rd year, it runs like a well-oiled machine.
 - Amy attended a Legislative Luncheon in Mashpee with over 80 other librarians, supporters, and state representatives from the Cape and Islands.
 - Amy Raff mentioned that Provincetown Public Library is no longer the only library on the Cape that is open 7 days a week year-round, but rather one of two, with Osterville Public Library being the other.
 - Assistant Director Brittany Taylor attended a MARC for Everyone Workshop at CLAMS in December and plans to attend the MARC Beyond the Basics Workshop in March to better her understanding of this cataloging format.
 - Brittany will continue the Library's Space Use Study in February 2019. She has worked to compile and analyze, with help from a MBLC consultant, statistics from previous installments of the study.
 - Lead Librarian Nan Cinnater submitted a grant proposal for \$1,000 to the State Historical Records Advisory Board to get a processing fellow's help and instruction with processing donations.
 - In consultation with library staff, Nan generated suggested title lists in categories required for the Reading Challenge, such as "un-put-down-able," "juicy memoir," and "a book set somewhere you would like to visit." These will appear on the Books Blog on the Library website.
- c. Gift Fund Request:** Director Amy Raff requested that the Board approve the expenditure of \$776.56 from the Library Gift Fund to pay Sir Speedy for the cost of Annual Appeal printing, prepping, and mailing. Joan Prugh made a motion to approve this expenditure from the Library Gift Fund. Stephen Borkowski seconded the motion, and it was so voted, 4-0.
- d. Proposal from Improvincetown:** Amy Raff met with Ian Edwards, producer of *Improvincetown*, about using the Library as a venue for their performances. These events would require an after-hours space rental of the Library as the group charges a fee for their tickets. As a rental fee, *Improvincetown* would provide the Library with 10% of their profits from ticket sales.

The Board discussed their hesitation with setting a precedent for other types of performances and shows which might use the Library as an ongoing

venue. The Board also discussed the potential issues of having both Library programs and ticketed performances that charge a fee. In addition, the Board wanted to make sure that the Library and the community would benefit from such performances in one way or another, and not unduly burden Library staff, the building, and budgetary considerations. After mentioning their trepidations and caveats, the Board stated that they supported Director Amy Raff's decision on the matter with its considerations in mind.

6. Old Business

- a. **Annual Appeal:** The Annual Appeal has brought in \$7,051. Next year, Amy hopes to prepare and send the Library's Annual Appeal using volunteer efforts, rather than Sir Speedy.
- b. **Strategic Planning Process Update:** Amy provided the Board with a timeline for the 5 year strategic plan process, as well as a summary of the MLS Three Meeting Model for developing the strategic plan. Amy reported that the first step in this process, which she hopes to complete by early March, is creating the Strategic Planning Committee and generating the survey. The Board fully supported Amy's timeline and intended process, and decided that Trustee Barbara Klipper would be the Board's representative on the Strategic Planning Committee. Amy also requested that the Board make suggestions for potential committee members.
- c. **FY20 Budget Update:** On Tuesday, January 15, Amy brought the Library's Fiscal Year 2020 budget before the Select Board and it was approved in full by the Select Board. Amy also mentioned that two Select Board members voiced support for removing the burden of the Library's renovation debt from the Board of the Library Trustees.

7. New Business

- a. **Bulletin Board Policy:** The Board reviewed the Public Bulletin Board Policy presented by Amy Raff. Joan Prugh made a motion to approve the Public Bulletin Board Policy as amended. Barbara Klipper seconded the motion, and it was so voted, 4-0.
- b. **Request to Change February Meeting Date:** Amy presented the Board with 2019 Calendar for the Library that included closure dates, scheduled

Board meetings, and dates for notable Library events. Amy requested that the February Board of Library Trustees be scheduled for Wednesday, February 27 and that the August meeting be scheduled for Wednesday, August 28. The Board agreed to this scheduling.

- c. **Other:** Barbara Klipper informed the rest of the Board that she would be attending the ALA Mid-Winter Session the following week and that she would be participating in a trustee workshop.

Stephen Borkowski requested that the Library's online store be updated to include all available Library merchandise.

Amy and the Board discussed development of the Library's relationship with the Friends group.

Finally, the Board discussed the Library's options for its use of the Library's historic staircase and options for the illumination of the Library's exterior.

8. Adjournment: Joan Prugh moved to adjourn the meeting. Barbara Klipper seconded the motion. The meeting was adjourned at 7:40 P.M.

Respectfully submitted,
Brittany Taylor