

**Board of Library Trustees**  
**Minutes of Public Meeting August 14, 2019**  
**Provincetown Public Library**

**Members Present:** Stephen Desroches, Barbara Klipper, Joan Prugh and Paul Richardson.

**Others Present:** Amy Raff (Library Director).

**Members Absent:** Stephen Borkowski

**1. Call to Order:** Stephen Desroches called the meeting to order at 6:05 P.M.

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

**3. Approval of Minutes:** Barbara Klipper made a motion to approve the July 17, 2019 minutes. Paul Richardson seconded the motion, and it was so voted, 4-0.

**4. Public Statements:** None.

**5. Director's Report:** Director Amy Raff submitted her August Director's Report to the Board prior to the meeting via email as requested. Amy wanted to highlight the incredible volume of people the Library saw during Family Week and the September 3 launch date for the Crop Swap fridge. See full Director's Report at the end of the minutes.

Amy requested \$1200 from the gift fund to pay Book Festival advertising. The Library will receive \$1700 in form of a VSB grant specifically for marketing to cover this cost. Paul Richardson moved to approve this request. Joan Prugh seconded the motion and it was so voted, 4-0.

## **6. Old Business**

- a. Strategic Plan Update:** Amy intends to disseminate the survey for the Strategic Plan in late August. She is also planning to hold "mini-visioning" sessions within the community in September.
- b. Archives Policy:** Amy has sent the current draft of Library archival policies to Library volunteer and archivist Stephen Nonack for professional review. She is waiting to hear Mr. Nonack's feedback.

- c. **Other:** Stephen Desroches reported that he has emailed the Chrysler Art Museum about the use of the poster for the exhibit of Andy Warhol’s “Exploding Plastic Inevitable” and that he intends to follow up with his contact there by the end of the month.

After some discussion, the Board agreed that Amy will contact Romolo Del Deo about casting a medal to be presented to future Rose Dorothea Award recipients.

## 7. New Business

- a. **“Library of Things”:** Amy is working to develop a Library of Things to add to the Library’s collection. Many items have been ordered for this endeavor, including wireless hot spots and device charging packs.

**8. Adjournment:** Paul Richardson moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 6:41 P.M.

Respectfully submitted,  
Brittany Taylor

## Directors Report August 14, 2019

### **Operational/Financial** as of 8.12.19

Books & DVDs: \$652

Postcards: \$16

Book Fest Tee-Shirts & Totes: \$150

Collected & Deposited \$1,140 into the Library Gift Fund since June 16, 2019

A Budget expenditure FY19: \$260,567 – 94%

B Budget expenditure FY19: \$92,938 – 97%

Total number of items added to the collection in July: info not available from CLAMS at time of report

Total number of items withdrawn from the collection in July: 397

### **Online**

Instagram increased followers from 1,102 to 1,126; 7 Mailchimp Releases; Provincetown Photo & a Poem; Provincetown History in Photos; New York Times Best Seller List; Facebook Posts for Events

**Meetings & Events**

Weekly Town Staff Meeting, Weekly Library Full-timers meeting; Community Services Visioning (7/22); Crop Swap meetings (7/18 & 8/7); Monthly Library Staff Meeting (8/6); CLAMS Board Retreat (7/25)

**Programming Report 7/16-8/12**

Coffee Hours: 45
Free Movie Nights: 20
Celebration of Honey Bees:11
Reading Challenge Discussion Group:5
Seashore Point Book Group:11
Ranger Time: 15
Storytime on the Lawn: 22
Andrew Lawler: 26
Art on the Lawn:: 245
PIE Story Theater: 128
Feasting From Literature:17
Mary Martin – Hello Dolly:17
Salaam Family Week:20
Roxy Pops:175
Gathering of People w/ Disabilities:15
Letter Writing on Lawn:50
Big Ryan:88
Miss Richfield 1981:175
Animal World Experience:150
Astrology & Family:10
Racial Identity with Bill Fletcher, Jr.: 18
Memoir Writing Workshop: 10

**Gift Fund Report as of the end of July 2019:**

	<b>Total balance</b>	<b>\$200,354.71</b>
General gift fund gifts		\$76,931.05
Restricted: Flores, McNabb, Hersch		\$113,098
Restricted Expendable: Flores, McNabb, Hersch		\$10,325.66

**Staff Updates**

### **Updates from Brittany Taylor**

- Circulation statistics from FY2019 were collected to help analyze collection strengths and weaknesses. Taking into consideration collection subset size and circulation, DVDs, Juvenile graphic novels, binge boxes, and blu-rays perform the best, while juvenile non-fiction and parenting have some of the lowest numbers. Nan and Brittany are working to address these findings through acquisitions and weeding.
- Family Week at the Library was very successful and very busy. Not only did the Library welcome over 6,000 people through its doors during the week, but it also hosted 9 programs during the week with a grand total of 925 attendees. Highlights included the two Drag Storytimes with Roxy Pops and Miss Richfield 1981, Art on the Lawn, and Animal World Experience.
- Brittany will attend a "Stop the Bleed" training session this week. The Library was one of many town departments/locations to receive the first round of "Stop the Bleed" kits.

### **Updates from Nan Cinnater**

- 60 intrepid Reading Challengers are partaking on Facebook and by email in the discussion of reading choices and their progress on the challenge. Four of us met in person on Friday, August 2, for a great hour of coffee and book talk. A summary of the discussion, with book recommendations, is shared via Facebook and email with all the Challengers.
- We have officially received a grant from SHRAB, (State Historical Records Advisory Board) for an intern to help us with processing donations to the Archives, plus \$300 for archival supplies. More will be revealed.
- Gorgeous Provincetown Book Festival posters and brochures are in-house and out in the world, specifically at the VSB, Chamber of Commerce, Town Hall, and all town bookstores.

### **Updates from Amy Raff**

- The Provincetown Public Library was recently listed as one of the top ten libraries to visit in the US. <https://www.lonelyplanet.com/news/2019/08/06/book-lovers-day-us-libraries/>
- The official launch of the "Crop Swap" is scheduled for September 3<sup>rd</sup> at 4pm.
- This month has been busy with Family Week and completing the ARIS report for the Commonwealth.

**Gift Fund Request:** Requesting \$1200 from the gift fund to pay Book Festival advertising. The Library will receive \$1700 in form of a VSB grant specifically for marketing to cover this cost.

