

**Board of Library Trustees
Minutes of Public Meeting October 16, 2019
Provincetown Public Library**

Members Present: Stephen Desroches, Barbara Klipper, Stephen Borkowski, and Joan Prugh.

Others Present: Amy Raff (Library Director).

Members Absent: Paul Richardson.

1. Call to Order: Stephen Desroches called the meeting to order at 6:00 P.M.

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

3. Approval of Minutes: Stephen Borkowski made a motion to approve the September 18, 2019 minutes as amended. Barbara Klipper seconded the motion, and it was so voted, 4-0.

4. Public Statements: None.

5. Director's Report: Director Amy Raff submitted her October Director's Report to the Board prior to the meeting via email as requested. Amy also distributed a new Provincetown Public Library mortgage debt schedule generated by Town Treasurer Alex Williams. The Board discussed its options for repaying this debt. See full Director's Report at the end of the minutes.

6. Old Business: None.

7. New Business

a. Annual Appeal Letter: The Board discussed the focus for and logistics of this year's Annual Appeal Letter. The Board intends to approve this letter at the next Board meeting and send it out sometime after Thanksgiving.

b. Suggestions for Moby Readers: The Board discussed potential opening readers for the 2020 Moby-Dick Marathon. The Board also expressed its desire to highlight the whaling connections between New Bedford, Provincetown, and possibly Nantucket during Moby Week.

- c. **Other:** Stephen Borkowski suggested that the Board develop a short list for next year's Rose Dorothea Award recipient. The Board began to discuss potential candidates and hopes to select a recipient within the next few months.

The Board discussed its plans and aspirations for this year's Heritage Day.

Board members provided their suggestions for the future of Family Week, as well as Carnival, at the Library.

The Board congratulated Susan Rand Brown on her initiative to establish a "Little Free Library" in Provincetown's East End.

8. Adjournment: Joan Prugh moved to adjourn the meeting. Barbara Klipper seconded the motion. The meeting was adjourned at 7:12 P.M.

Respectfully submitted,
Brittany Taylor

Directors Report October 16, 2019

Operational/Financial as of 10.10.19

Books & DVDs: \$221

Postcards: \$6

Book Fest Tee-Shirts & Totes (3rd annual): \$130

Collected & Deposited \$1482 into the Library Gift Fund since September 18, 2019

As of 10.10.19

A Budget expenditure FY20: \$70,262 – 23.7%

B Budget expenditure FY20: \$22,516 – 26.9%

Total number of items added to the collection in September: 118

Total number of items withdrawn from the collection in September: 19

Online

Instagram increased followers from 1,158 to 1,175; 10 Mailchimp Releases; Provincetown Photo & a Poem; Provincetown History in Photos; New York Times Best Seller List; Facebook Posts for Events & Reading Challenge Facebook posts; 203 followers of Crop Swap FB page since 9/4

Meetings & Events

Weekly Town Staff Meeting, Weekly Library Full-timers meeting; Community Services Visioning (10/10); Monthly Library Staff Meeting (10/8); CLAMS Board Mtg (10/9); Outer Cape Youth Services Librarians (9/27)

Programming Report 8/13-9/15

Coffee Hours: 36
Free Movie Nights: 39
Sitting: Upright & Easy w/ Constance Clare: 10
Reading Challenge Discussion Group: 10
Seashore Point Book Group:11
Amy Whorf McGuiggan – Finding Emma: 12
Raptors are the Solution: 20
Letter Writing in the Foyer: 10
My Townie Heart: 10
Provincetown Independent Newsroom: 7
Tech Time: 10
Astrology & Family:5

Staff Updates

From Brittany

Brittany attended a Program Planners Roundtable on Wednesday, September 25. This new CLAMS group is to recommend programmers, discuss different programming considerations, and foster more collaboration and support between Cape libraries.

Brittany has relabeled all of the YA and Juvenile Graphic Novels in an effort to improve browsing, shelving, and locating materials within this section.

Brittany has continued to serve as the Library's primary cataloger and ILL/Comcat representative during Tom's extended vacation.

From Nan

We just received word that we are being awarded two grants, one from the Visitor's Service Board, and the other from the Massachusetts Cultural Council.

We hope to have another round of "Reading Buddies" up and running by the end of the month.

As part of debriefing about the Festival, Nan is working on a short survey on Survey Monkey, where all will be invited to tell us what they thought.

From Amy

The State Aid to Public Libraries Financial Report Application and Compliance Form has been submitted to Massachusetts Board of Library Commissioners. Like last year, the Library will not have to submit a waiver petition for certification as the Library has fulfilled the necessary state requirements to receive state aid.

The Library was listed as one of the top 5 places to visit in Provincetown in a recent New York Times article: <https://www.nytimes.com/2019/09/27/travel/five-places-to-visit-in-provincetown-mass-john-derian.html> (I know I already sent this, but wanted it to be part of the record)

The Library will be participating in the Recreation Department's Greet n' Treat on Halloween.

September 2019 GIFT FUND Report: \$4,000 still to be paid in FY20 for debt service. At this point, the gift fund will not have enough for FY21 debt service of \$47,295.

Total Balance	\$159,647
General gift fund gifts	\$36,050
	(-\$4,000 debt service FY20)
Restricted: Flores, McNabb, Hersch	\$113,098
Restricted Expendable: Flores, McNabb, Hersch	\$10,499