

Board of Library Trustees
Minutes of Public Meeting November 20, 2019
Provincetown Public Library

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

Others Present: Amy Raff (Library Director).

Members Absent: Stephen Borkowski.

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: Paul Richardson made a motion to approve the October 16, 2019 minutes. Joan Prugh seconded the motion, and it was so voted, 4-0.

4. Public Statements: None.

5. Director's Report: Director Amy Raff submitted her November Director's Report to the Board prior to the meeting via email as requested. The Board discussed the library trend of being fine free, and voiced its support of this initiative. See full Director's Report at the end of the minutes.

a. FY21 Budget: Amy Raff highlighted the FY2021 proposed budget she submitted to the Town's Finance Director. This budget includes a 2.6% increase designed to move the Library's circulation staff to a paygrade that better reflects the rates of other Cape circulation staffs.

b. Survey Results: Amy shared the results from the 2019 Strategic Planning survey with the Board. The survey suggests that parking remains a huge issue for library access, that patrons would like more operating hours on weekend mornings, and that patrons appreciate library "quiet space." The Board discussed other trends within the survey responses.

6. Old Business:

a. Annual Appeal Letter: The Board discussed and modified the Annual Appeal Letter draft.

7. New Business: Amy announced that the Library's Sparkle Season party will be on Friday, December 20th at Harbor Lounge.

8. Adjournment: Joan Prugh moved to adjourn the meeting. Barbara Klipper seconded the motion. The meeting was adjourned at 7:41 P.M.

Respectfully submitted,
Brittany Taylor

Directors Report November 20, 2019

Operational/Financial as of 11.18.19

Books & DVDs: \$140

Postcards: \$6

Collected & Deposited \$3,095 into the Library Gift Fund since October 16, 2019

As of 11.18.19

A Budget (personnel) expenditure FY20: \$101,862 – 34%

B Budget (operating) expenditure FY20: \$34,338 – 32%

Total number of items added to the collection in October: N/A

Total number of items withdrawn from the collection in October: 225

Online

Instagram increased followers from 1,175 to 1,207; 10 Mailchimp Releases; Provincetown Photo & a Poem; Provincetown History in Photos; New York Times Best Seller List; 1872 PPL FB followers: 219 followers of Crop Swap FB page

Meetings & Events

Weekly Town Staff Meeting, Weekly Library Full-timers meeting; Community Services Visioning (10/28); Monthly Library Staff Meeting (11/5); BibCom Mtg (11/5); Bidding Basics @ Town Hall (11/7); CLAMS Board Mtg, Membership Meeting, Bylaws Committee (11/13)

Programming Report 10/16-11/18

Coffee Hours: 36
Free Movie Nights (x5): 44
Women's Week-Bold Strokes Books Events: 897

Reading Challenge Discussion Group:8
Seashore Point Book Group:11
Oct. Writer's Voice: 41
Nov. Writer's Voice: 13
Provincetown Independent Newsroom: 7
Letter Writing in the Foyer:10
Reading Buddies: 24
Tech Time: 10
Trunk & Treat: 65
Jenny Slate & Ben Shattuck:45
Jamie Anderson Author Appearance: 15
Joshua Kent Bookman Author Appearance: 9
Out Late with Diana Di Gioia: 26
New Mayflower Compact Unveiling: 35
Turkey Time Thursday w/ Deb: 4

Staff Updates

From Brittany

- Brittany undertook a shifting project on the Library's Mezzanine Level. Now, adult graphic novels have their own section to make browsing easier and more intuitive.
- Subsequently, Brittany plans to relabel the sections of the Mezzanine Level collection (and the Library as a whole) to better reflect the materials within each section in an effort to further improve browsing and locating materials.
- Brittany wrote a small book blurb that will appear in an upcoming edition of the new Provincetown Independent's recurring local library "Book Pick" feature.

From Amy

-Beginning in November CLAMS libraries have instituted automatic renewals. Three days before items are due, the system will check your account for eligible (not ILLs, not "Express" copies, nothing with a hold) items and renew them. The loan periods will extend from the original due dates. Eligible items can be renewed up to three times. This is kind of a circuitous way to reduce fines since, sadly, eliminating fines system wide seems unlikely any time soon.

-The Library now offers due date slips that show how much money the patron saved by checking-out the items, as opposed to, purchasing them. This is a librarian dream come true. It's important to show how much money the library can save residents.

-I'll be out of Town from 11/25 thru 11/29. The schedule is covered and all staff members know how to reach me.

October 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	\$161,715
General gift fund gifts	\$38,040 (-\$4,000 debt service FY20)
Restricted: Flores, McNabb, Hersch	\$113,098
Restricted Expendable: Flores, McNabb, Hersch	\$10,577