

**Board of Library Trustees  
Minutes of Public Meeting May 20, 2015**

**Provincetown Public Library**

**Members Present:** James Johnson, Donna Vaillancourt, Stephen Desroches, Laura Shabott and Bruce de Ste. Croix.

**Members Absent:** None.

**Others Present:** Matt Clark (Library Director) and Ellen C. Battaglini (Recording Secretary).

**Call to Order:** The meeting was called to order by Mr. Johnson at 6:05 P.M.

1. **Introduction of New Trustees:** Mr. Johnson introduced the newly elected Trustees, Laura Shabott and Bruce de Ste. Croix and thanked them for volunteering to serve on the Board.

2. **Vote to Elect New Board Officers:** Pursuant to the Town of Provincetown Charter in regard to the annual election of officers, Mr. Johnson stated that both he and Ms. Vaillancourt, as Chair and Vice-Chair respectively, would be stepping down from those positions. He then called for nominations to fill those positions.

*Mr. Desroches moved to nominate James Johnson as the Chair of the Board of Library Trustees, Ms. Shabott seconded and it was so voted unanimously.*

*Mr. Desroches moved to nominate Donna Vaillancourt as Vice Chair of the Board of Library Trustees, Mr. de Ste. Croix seconded and it was so voted unanimously.*

3. **Public Statements:** Stephen Borkowski said he would like to continue to work with the Board as a volunteer.

4. **Agenda Order:** Mr. Johnson stated that the agenda would be followed in the order written.

5. **Approval of Minutes:** *Mr. Desroches made a motion to approve the April 15, 2015 minutes as written, Mr. Johnson seconded the motion, which was approved, 3-0-2 (Mr. de Ste. Croix and Ms. Shabott abstaining).*

6. **Director's Report:** Mr. Clark reviewed the highlights of the Director's Report:

- He worked with Heather Reed and Amy Davies of PTV to create a new YouTube channel focused on Library programming and news. PTV has released all archived event footage to the Library and the Library is free to distribute it as it sees fit.
- He met with Wellfleet Library Director Jennifer Wertkin on Friday, May 8<sup>th</sup> to begin discussing ways that the two Libraries could collaborate.
- He worked with Tom Ruane to plan a reconfiguration of the Mezzanine shelving in order to house the Library's collection of art and over-sized books. The Library will be ordering new extended shelving to accommodate the size of the books.

- The total budget expenditure to date is \$201,931.86, which is 65.4% of the total allotment.
- The Library has collected and deposited \$1,099.70 into the Library Gift Fund since April 15<sup>th</sup>. This money was generated through book sales, sending out donated material to Better World Books, selling DVDs and collecting copy/print/fax fees.
- He will be taking site visits to FAWC and PAAM this month to discuss collaborative programming opportunities
- He will meet with the Provincetown Film Society next week to discuss forming an advisory DVD purchase committee and a collaborative film screening series to be held at the Library.
- The Library will host the candidates for the position of Town Manager at a reception on June 9<sup>th</sup>.
- Caligula and the 3 Daggers: A World Premiere Benefit Event was a benefit for the AIDS Memorial and had 48 attendees.
- The Children's Story Hour is running well.
- There is now a Family Reading Night program at the Provincetown School.
- The Heritage Day Celebration with David Dunlap will take place on Monday, June 15th at 1:00 P.M. at the Library.

7. **Discussion of Moby Dick Festival Date:** As the Tourism Board had suggested the last weekend in April, the event will be scheduled to run from April 29<sup>th</sup> through May 1st. Mr. Clark explained how the 3-day reading event would take place.

8. **Approval of Tote Bag Order:** Mr. Clark met with Rachel Harrington about the tote bags. There will initially be four designs, all of a nautical nature. The Board discussed the designs. The Board agreed that the Library logo should be placed on one side of the bag. He suggested that the Library initially order 60 black and white tote bags, price them at \$10 apiece, and sell them on a cash-only basis. If the black and white bags sell successfully, the Board could explore adding colors.

*Ms. Shabott moved to approve the tote bag order at a maximum of \$650, Mr. Desroches seconded and it was so voted unanimously.*

9. **Discussion of 'Love on the Lawn':** Mr. Clark explained that Terry Catalano would like to return this August and host the event again. He would like it to run from 12:00 P.M. to 7:00 P.M. on Tuesday, August 18<sup>th</sup> and 12:00 P.M. to 4:00 P.M. on August 19<sup>th</sup>. Last year, it was the biggest event of the summer for the Library, with 400 in attendance each day. There was also a full-page feature article in The Boston Globe. He explained several changes to the event this year. He added that Chuck White will be producing some promotional shorts and shooting a documentary of the event. The Board discussed the sponsorship signs for the event.

Mr. Johnson recognized Lyn Kratz for her 9 years of service on the Board and thanked her for all the dedication and hard work that she gave in service to the Library. He would like to write a letter to The Banner on behalf of the Board thanking her for her service. Ms. Vaillancourt mentioned Mick Rudd and all the work he did in service to the Library as well as his participation on the Board and asked if his service had been similarly

recognized. She thought the Board had intended to recognize Mr. Rudd but she didn't remember if it had or not. She thought it would behoove the Board to look into it in order to avoid any hurt feelings. Mr. Johnson said that he would look into it. The Board thanked Mr. Borkowski for his service on the Board over the past year.

10. **Other Business:** Mr. Clark said that he had a request from Town Hall to display a 'Solarize Mass.' Banner on the front lawn through June 15<sup>th</sup>. He was looking for the Board to support that request. The Board had no issue with the request.

Mr. Johnson raised the issue of the condition of the front lawn. He mentioned that there was a Library maintenance fund with about \$22,000 in it. He thought the Board might be able to draw on this account in order to beautify the front lawn. The Board discussed the issue and would like to see the original plan for the lawn. It was suggested that DPW first be asked if it would work on making the lawn more presentable. If the request was refused, the Board could then use the money from the maintenance account to hire someone to perform the work. DPW could then be asked if it would maintain the lawn once it had been refurbished.

Ms. Vaillancourt asked about getting some sort of resolution in the stolen mural case. She asked if the Board had ever gotten any kind of report from the police. Mr. Desroches said that he thought the Board had received an email saying that the police thought someone had taken the murals in order to protect them and that the word was out that if they were returned, no questions would be asked. The Board was looking for an answer as to what happened to the murals and was not looking to prosecute anyone. If they were returned, it would be a bonus. Mr. Borkowski said that it was larceny and thought that the Board needed a resolution. Ms. Vaillancourt suggested asking the police for a report. Mr. Clark will send a letter to the police asking, on behalf of the Board, for the status of the case or for an official finding. Mr. Johnson said that the response could then be released to The Banner and the Board could then announce that both it and the police had pursued the issue to the extent that they could and that both had come to the conclusion that nothing more could be done at this time.

Ms. Vaillancourt suggested that now that the Director had been hired, the long-term strategic planning process should be revived. The process had been on hold. She recommended putting the topic on an agenda. The Board needed to discuss it and decide whether a consultant should be hired. Mr. Johnson suggested that it be put on the next agenda. She also said that she has never seen a collection plan or strategy, which the Library should have. Ms. Shabott suggested that a collections committee be formed to include writers and librarians in Town. Mr. Johnson said that there was a fund available for the Library's collection. He said that money from the fund had not been spent in the last several years. There was about \$19,000 in the fund. Half of the fund was to purchase books for children under 18 years of age and half was to purchase adult books. The Board will discuss the subject at the next meeting.

Mr. Johnson said that he would like the Library to put on as many events as possible to generate money. All summer there will be great programs held at the Library. He

suggested putting a volunteer out front in July and August to get more people into the Library. Mr. Clark said that he has ordered a sandwich board to be placed outside.

Ms. Shabott suggested that a group photo of all the Library staff, including the volunteers and the Board, be taken on the lawn. She said that Marian Roth had done this for other groups. She said that the Boat Slip had a photo of their staff taken and it attracted a lot of attention. She volunteered to approach Ms. Roth and coordinate a shoot if she agreed.

The next meeting was scheduled for Wednesday, June 17, 2015.

**Motion to Adjourn:** Ms. Vaillancourt made a motion to adjourn the meeting at 7:30 P.M.

Respectfully submitted,

Ellen C. Battaglini