

**Board of Library Trustees  
Minutes of Public Meeting August 19, 2015**

**Provincetown Public Library**

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

**Members Absent:** Donna Vaillancourt (via telephone).

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

**Call to Order:** Mr. Johnson called the meeting to order at 6:00 P.M.

1. **Public Statements:** None.

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

3. **Approval of Minutes:** *Ms. Shabott made a motion to approve the July 15, 2015 minutes as written. Mr. De Ste. Croix seconded the motion, which was so voted by roll call:*

*Mr. Desroches: Yes*

*Ms. Shabott: Yes*

*Mr. De Ste. Croix: Yes*

*Ms. Vaillancourt: Abstain*

*Mr. Johnson: Yes*

*4-0-1.*

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

- 49 tote bags, 23 t-shirts and 55 postcards, the latter of which have only been available since July 1<sup>st</sup>, have been sold to date. With revenue from book sales, scanning and copying, a total of \$3,207 has been added to the Gift Fund since the last report on July 15th. The Gift Fund total is \$10,598 since tracking began on January 22<sup>nd</sup>. Mr. Johnson said that he had gotten a higher figure on the total from Connie Boulos, the Town Treasurer. Mr. Clark said that she might have had figures for donations, which he had not included. His number was just for the retail operations of the Library. Mr. Johnson will follow up and get a current number from Ms. Boulos.

- The advertisement for the lead librarian position posted on July 24<sup>th</sup> has generated six applications. He predicted that the position would be filled by mid-September.

- The Edie Windsor and Roberta Kaplan appearance on July 28<sup>th</sup> broke the previous indoor attendance record, with a total of 216 people in attendance.

- Artist Robert Bierbeck's collaborative exhibit, which illustrates the authors on the Modern Library's '100 Greatest Novels' list will be on display from August 1<sup>st</sup> through September 12<sup>th</sup>.

- The new shelving has not yet been installed in the Mezzanine Area, although it was scheduled to have been installed by now, as the installer was injured and the

installation has been re-scheduled for August 24<sup>th</sup>. The shelving is 11” deep and the oversized art books will be moved to that location.

- The Tourism Office is testing out a new touch-screen kiosk on the first floor in the Library.

Mr. Johnson said he has gotten great feedback on the Windsor/Kaplan event. He thought it helped that the Boston Globe covered the event, however was disappointed that The Banner had not. Mr. Desroches commented that the crowd was pleased with the way the event was handled. Mr. Clark thought the number of people was handled better than with past events when people have complained about not being able to see or hear speakers. The use of a live feed by PTV worked very well. The practices that were employed for this event will be used for future events when large crowds are expected to attend. Mr. Clark suggested the options of setting a limit on attendance and/or charging a fee. The Board briefly discussed the issue.

5. **Rose Dorothea Award Update:** Mr. Johnson said that Michael Cunningham would be the inaugural honoree and that the event was tentatively scheduled for September 19<sup>th</sup>. He had checked with the Tourism Office to find out if that date conflicted with any other event. The consignment auction for the benefit of the Provincetown Art Association and Museum will be held on that date. Mr. Johnson reviewed the details of the event. The Board discussed the event, including attendance expectations, expenses and advertising. Ms. Vaillancourt suggested setting up a budget for the event. She will send budget information that she had used for last year’s fundraiser to Mr. Clark. The Board discussed advertising. Mr. Johnson will contact The Banner about the cost of advertising in the Cape Cod newspapers owned by its parent company. The date of the event will be September 19<sup>th</sup>.

6. **Discussion of Merchandise Restock:** Mr. Clark requested a reorder of 30 man of war and a cutter bags and 30 ship bags in the same size. He predicted that the restock order would last through the holidays. He would also like to reorder 10 large-sized ship t-shirts and to order 10 large-sized man of war and a cutter t-shirts, as that was the most popular tote bag image. He said that there had been a request to move the Library logo from the lower right to the middle center. The total order would be \$840. The Board discussed the pricing of the merchandise and whether it could be sold on the Library’s website. The sense of the Board was that the merchandise should continue to be ordered from B-xclusive and that in order to be able to sell online an accept credit cards, a separate bank account from the Town was needed and that would be problematic.

*Ms. Shabott made a motion to approve the \$840 request to restock tote bags and t-shirts. Mr. Desroches seconded the motion, which was so voted by roll call:*

*Mr. Desroches: Yes*

*Ms. Shabott: Yes*

*Mr. De Ste. Croix: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0.*

7. **Programming Fee Payments:** Mr. Clark explained that there have been complaints from summer children performers, authors and Susan Packard who does the children's story hour readings, that payments from the Friends and Supporters for services rendered have not been made in a timely manner. He would like a Trustee to contact Robin Reid, the President of the Supporters, to remind her to pay invoices more promptly. Ms. Vaillancourt will make sure that Ms. Reid was receiving the invoices and that she pays them in a timelier manner.

8. **Geof Karlson Fee Payment:** Mr. Clark explained that as part of the Library's Food for Kids program, Project Bread sent the Library a grant of \$1300 to help bolster summer programming. He would like to pay Geof Karlson's for the bi-weekly Summer Wellness sessions that he has been running for two and a half months. His pay for those sessions would equal \$1296. The Project Bread check was deposited in the Gift Fund, so he asked the Trustees to release \$1300 to Mr. Karlson. He added that Mr. Karlson's sessions were popular, averaging 15 people per session, with a high of 22 at one session.

*Ms. Shabott made a motion to approve the \$1300 for Mr. Karlson. Mr. Desroches seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Ms. Shabott: Yes*

*Mr. De Ste. Croix: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0.*

9. **Selection of Closure Dates for Carpet Install:** Mr. Clark said that the Department of Public Works has requested possible closure dates from the Library in order to install new carpeting. The Trustees reviewed several carpet samples and discussed when the Library could be closed for the installation. The closure would be 4 to 5 days. Mr. Clark suggested closing some time after Women's Week. The week before Thanksgiving, starting on November 16<sup>th</sup>, was suggested. Mr. Clark will convey that information to DPW. Mr. Johnson noted that the DPW had already committed to cleaning the carpet before the September 19<sup>th</sup> event. The Board discussed the samples and agreed to recommend the blue color with the stripes.

10. **Other Business:** Mr. Clark said that Licensing would waive any local fees for liquor and just charge \$25 for processing.

Mr. Clark said that the closures during last winter's series of storms will hurt the Library's previous year's top national ranking. Circulation was down in January, February and March, but the programming numbers remained strong. The Library had 80 hours of closure.

The next meeting is scheduled for Wednesday, September 16, 2015.

**Motion to Adjourn:** *Mr. Desroches made a motion to adjourn the meeting at 7:00 P.M. which was so voted by roll call:*

*Mr. Desroches: Yes*  
*Ms. Shabott: Yes*  
*Mr. De Ste. Croix: Yes*  
*Ms. Vaillancourt: Yes*  
*Mr. Johnson: Yes*  
*5-0.*

Respectfully submitted,

Ellen C. Battaglini