

**Board of Library Trustees
Minutes of Public Meeting July 15, 2015**

Provincetown Public Library

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

Members Absent: Donna Vaillancourt.

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

Call to Order: Mr. Johnson called the meeting to order at 6:02 P.M.

1. **Public Statements:** Stephen Borkowski commended the staff and Trustees for the retail initiative involving the sale of Library tote bags and t-shirts. He thought that the Board was moving forward in a positive direction and he hoped to continue to support its efforts.

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

3. **Approval of Minutes:** *Mr. Johnson made a motion to approve the May 20, 2015 minutes as written. Ms. Shabott seconded the motion, which was approved, 4-0.*

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

- 60 tote bags and 40 t-shirts arrived from B-Xclusive on July 3rd and, to date, the Library has sold 15 tote bags and 7 t-shirts, a quarter of the inventory, on 10 days of sales;
- On June 5th, a redesigned website focused on better handling the upcoming YouTube video integration was launched. There are currently 15 videos on the Library's YouTube channel, including videos of recent programming;
- The total B budget expenditure for the fiscal year was \$81,155.04, which is 99.9% of the total allotment. The surplus was \$55;
- The Library has collected and deposited \$971.71, with the Town Treasurer, into the Library Gift Fund since May 20th. There is another \$1100 ready for deposit. The average amount of money collected has been over \$1000 per month;
- The Universalist Unitarian Meetinghouse and the Provincetown Schools collaborative Diversity Project banners were installed on the main level of the Library on Monday June 29th. The banners will be on display until August 1st;
- The Library will be collaborating with Vermont artist Robert Bierbeck to present a six-week exhibit featuring his hand-drawn sketches of writers comprising the Modern Library Association's 100 best novel list. Twelve authors' sketches will be displayed each week along with their corresponding works. A page on the website and a significant portion of the newsletter will be dedicated to informing the public of the authors being displayed;

- Edie Windsor will visit the Library on July 28th with author and attorney Roberta Kaplan. They will co-host a presentation of Ms. Kaplan's upcoming book, Then Comes Marriage; and
- Local artist Justine Ives will present an exhibit on the Library lawn on August 28th to commemorate the tenth anniversary of Hurricane Katrina.

Mr. Clark called the Board's attention to a Programming Report, with numbers in attendance for each event, in the packets.

He next reviewed the job description and list of qualifications for a Lead Librarian that will be published soon. Rebecca Levin will be leaving the Library staff to return to school in September. The Board questioned Mr. Clark about the position and reviewed the job description and qualifications. Ms. Shabott voiced a concern about the loss of Ms. Levin's valuable tech support services. Mr. Clark said he would be back next month with a job description for a tech services position that will be created. Mr. Clark reassured the Board that there would be no interruption in those services, as Rebecca has been training Brittany to help people who need support until someone is hired. The Board discussed the position. Ms. Shabott suggested that the word "may" be stricken from the sentence, "Position is 30 hours per week and may include weekends where needed" in the paragraph entitled 'Other Information'. Mr. Clark agreed to remove the word "may".

Mr. Clark mentioned that he would be attending the Outer Cape CLAMS Director breakfast on Friday. Jenny Wiley, the Director of the Cotuit Library, will be visiting the Library on July 23rd. She has been impressed with some of the policies and programs at the Library and is looking to replicate them at her library, as well as encourage other libraries in the CLAMS network to adopt them.

Mr. Clark has been asked to get approval to hold a jewelry sale on August 16th in front of the Library by the Friends and the Supporters of the Library.

Mr. Clark asked for a Board vote to pay the B-Xclusive invoice for the tote bags and t-shirts. ***Mr. Desroches made a motion to approve the B-Xclusive invoice. Ms. Shabott seconded the motion, which was approved, 4-0.***

5. Discussion of CLAMS membership fee for non-MA residents:

Mr. Clark explained that the \$25 fee for CLAMS membership for non-Massachusetts residents had been dropped two years ago to increase circulation numbers in an effort to improve the Library's chances at being named the 'best small library' and its Library Journal ranking. Many non-MA residents signed up for library cards that year and since then the Library Journal ranking has improved. However, upon re-evaluation of that policy, staff is of the opinion that the fee should be reinstated because the money generated is needed, as well as the fact that state aid is based on membership numbers. In addition, he thought it might help deter the theft of DVDs from the Library. He said that the Town was not aware that the fee had been waived. The Board discussed the issue. Mr. Clark said that the idea to reinstate the fee came from Tom Ruane and he supports it. ***Ms.***

Shabott made a motion to reinstitute the CLAMS membership fee of \$25 for non-Massachusetts resident. Mr. Desroches seconded the motion, which was approved, 4-0.

6. Discussion of Fall Event Date/Annual Fundraiser:

The Tourism Office recommended that the Board choose either the weekend of the 12th or the 19th of September to hold a Library event. The Board discussed the dates and decided the weekend of September 19th would work best. The Board discussed ideas for the Annual Fundraiser. Ms. Shabott suggested an event to be called ‘Paint the Library’, wherein artists would create paintings of the Library that would be auctioned off at a silent auction. The Board discussed the idea. The Board liked the idea, but decided that there would not be enough time to organize such an event and may want to revisit the idea when more time is available. The Board discussed incorporating the idea into a Heritage Day celebration.

Mr. Johnson suggested instituting an annual writing award, to be called the Provincetown Public Library Rose Dorothea award. The Board discussed the idea and the possibility of bestowing the award this year. Mr. Johnson asked the Board to bring suggestions for recipients to the next meeting. Mary Oliver and Michael Cunningham were suggested as nominees. The Board discussed the nominations and decided to approach Ms. Oliver about receiving the inaugural award. Mr. Clark will compose a letter asking if she would like to receive the award, to be sent as soon as possible. He will send a copy of the letter via email to each individual Board member for review.

Mr. Johnson mentioned that he had tried to get a letter published in The Banner thanking Lyn Kratz for her many years of service on the Board. He did run into Lyn and made her aware of his attempt.

7. Discussion of Police Report regarding Murals:

Mr. Clark forwarded the police report to all Board members via email. The Board discussed whether the report should be shared with The Banner. The Board decided to send the information to The Banner, which could then publish it or pursue the subject as a story. If The Banner did not pursue the topic, the Board would like the information published so the public is aware of the outcome of the incident and that the Board had done its due diligence in regard it. Mr. Clark will send the information contained in the police report to The Banner.

8. Collection Development Committee/Suggestions:

Mr. Johnson said that a Collection Development Committee is being formed. There are several staff members that are interested in serving on the Committee, including Khristine, Mary Alice and Nan. Stephen Borkowski has also expressed interest and he stated that he would be honored to serve on the Committee. Mr. Clark will coordinate the staff members and Mr. Borkowski.

9. Other Business:

Mr. Johnson raised the issue of the John Flores Fund and why the Board was not aware of the bequest. The Fund was set up in 1981 and, to date, no money generated by the Fund

has been spent by the Board. The Fund was set up to be expended on children's books and on general Library books in equal amounts, and only the interest from the bequest could be spent. The expendable amount of money was currently \$18,387.41. He said that the Board should make a request to Connie Boulos, the Town Treasurer, to withdraw the money and deposit it in the Gift Fund. Money can only be taken out once a year. The Board briefly discussed the issue.

Mr. Desroches would like a regularly scheduled agenda item about the lawn. And he would also like to pursue Mr. Borkowski's idea about engraving the Library steps with historical facts about the building. He suggested that the engraved steps could be unveiled on Heritage Day and the idea was a good way to preserve a part of Provincetown's heritage.

Ms. Shabott would like an agenda item to discuss the Provincetown Public Press at the next meeting. She will prepare a statement.

Mr. Clark would like Board support for having a light frosting applied the porthole windows of his office. The Board agreed with the idea.

The next meeting is scheduled for Wednesday, August 19, 2015.

Motion to Adjourn: Mr. Desroches made a motion to adjourn the meeting at 7:23 P.M.

Respectfully submitted,

Ellen C. Battaglini