

**Board of Library Trustees
Minutes of Public Meeting September 23, 2015**

Provincetown Public Library

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

Members Absent: Donna Vaillancourt.

Others Present: David Panagore (Town Manager), 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:** Mr. Panagore introduced himself to the Board and explained how important libraries are to him and to the activities and discussions in a town. He was very involved with the library and its civic mission in Hartford, Connecticut.

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 August 19, 2015 minutes as written. Mr. De Ste. Croix seconded the motion, which was so voted unanimously.*

4. **Director's Report:**

- Mr. Clark announced that new tote bags have arrived;
- The Family Equality Council will be sending representatives to meet with Mr. Clark, and any Board member who would like to attend, on October 6th. The Council was very impressed with the Library's activities during Family Week this summer and its collaboration with the Boston Children's Museum. The representatives would like to talk about the possibility of making the Library its center of operations for Family Week. The Children's Museum has invited Mr. Clark to attend the grand Boston opening of the art exhibit for children featuring photographs of a family with a transgender grandmother that was held at the Library during Family Week;
 - Rebecca Levin has submitted her resignation and her last day will be on September 25th. Staff will have a cake at a small get-together for her at noon on that day.
 - Nan Cinnater has been hired as the Lead Librarian. Her first day will be on October 5th;
 - Brittany Taylor will be gradually transitioned into the tech help position that Ms. Levin previously held. She will run the tech help hour on Thursday mornings and will eventually offer four one-on-one sessions per week;
 - In August, the sum of \$4,354.60 was deposited, the largest sum so far collected from book and DVD sales, the sale of materials to Better World Books, copy/print/scan/fax fees and tote bag and t-shirt sales;
 - The new shelving on the mezzanine was installed on September 1st. It is 11" deep and holds art, photography and over-sized books;

Mr. Clark called the Board's attention to the Programming Report and noted that Marilyn Colburn will present her book *Maudie and Sophie* tomorrow night. He also mentioned that there is a robust author schedule in October, on most Tuesdays and Thursdays, including Matt Null, literary fellow at FAWC, who will be doing a reading of his new novel on October 29th.

Mr. Johnson asked Mr. Clark for an update on the carpet installation. Mr. Clark said the date for the installation was confirmed, but he was waiting for Eric Larsen, the Deputy Director of the Department of Public Works, to let him know how many days the Library would need to close during the installation. The Board was concerned about the series of delays that have occurred in regard to the installation. Mr. Johnson asked Mr. Clark to get a commitment in writing from DPW.

5. **Rose Dorothea Award Update:** Mr. Clark reviewed the income v. expense sheet that was handed out to the Board. The event generated a total of \$2,173.48 for the Library. The Board discussed the event and all agreed that it was a success and will only grow in popularity now that it has been established.

6. **Reimbursement of Matt Clark for Rose Dorothea Award Purchases:** Mr. Clark spoke with David Gardner about reimbursing event expenses from the Gift Fund. There were three expenses. The first expense was from Angel Foods for food, beverages and service at the event for a total of \$650.

Laura Shabott moved to approve the reimbursement of \$650 for food, beverages and service at the event from Angel Foods, Bruce de Ste. Croix seconded and it was so voted unanimously.

The second expense was for a bartender at \$50.

Stephen Desroches moved to approve the reimbursement of \$50 for bartender services, Laura Shabott seconded and it was so voted unanimously.

The final expense was for the award itself, from Things Remembered, for \$181.83.

Bruce de Ste. Croix moved to approve the reimbursement of \$181.83 for the Rose Dorothea award, Stephen Desroches seconded and it was so voted unanimously.

7. **Catherine Russo Heritage Day Proposal:** Ms. Russo has contacted Mr. de Ste. Croix about a proposal for Heritage Day that would honor George Bryant. She would like to hold the event on the Library lawn in June, perhaps starting on Heritage Day. The Board discussed the idea. Mr. de Ste. Croix will ask her to attend the next Board meeting for further discussion of the project.

8. **Other Business:** Mr. Johnson raised several issues about Trustee Donna Vaillancourt. He alleged that she has missed several meetings and did not respond to emails from him or Mr. Clark. He was also concerned that she had not attended the Rose Dorothea Award event. The Board discussed the issue and expressed an interest in finding out if she intended to finish out her term. Mr. Johnson will send her an email tomorrow.

Mr. Johnson also expressed concern about the lack of communications with the Supporters of the Provincetown Public Library and the Friends of the Provincetown Public Library. Mr. Clark said that he had a meeting with someone from the Friends scheduled for tomorrow. He noted that the Board had requested financial information from the Friends last November and this information has not yet been received. He stated that in order to move forward he would like to request that one or more representatives from the Friends and Supporters meet with the Library Director at the Library each month to provide bank account information in ledger form, including the balance, deposits and withdrawals and provide a list of active members and their contact information for each group. Ms. Shabott asked for a report on the “Dead Silence” event. ***Laura Shabott moved to request that a member of the Friends attend next month’s Board meeting, Stephen Desroaches seconded and it was so voted unanimously.***

The next meeting is scheduled for Wednesday, October 21, 2015.

Motion to Adjourn: Ms. Shabott made a motion to adjourn the meeting at 6:50 P.M.

Respectfully submitted,

Ellen C. Battaglini