

**Board of Library Trustees  
Minutes of Public Meeting January 27, 2016**

**Provincetown Public Library**

**Members Present:** James Johnson, Stephen Desroches, Laura Shabott and Steve Borkowski.

**Members Absent:** None.

**Others Present:** Matt Clark (Library Director), Ellen C. Battaglini (Recording Secretary), Grace Ryder-O'Malley (Friends and Supporters of the Provincetown Public Library).

**Call to Order:** Mr. Johnson called the meeting to order at 6:03 P.M.

1. **Public Statements:** Grace Ryder-O'Malley reported that the Friends are excited about the Moby-Dick Marathon Reading event and want to support it by donating non-alcoholic beverages. They have agreed to continue to support outreach to the elder population in Town through the Council on Aging and Seashore Point, by expanding such services as assisted trips to the Library or delivery of books to seniors who are homebound. They have discussed writing a public letter, possibly for publication in the Banner, to clarify the proceeds from "Dead Silence" if the Board so requests.
2. **Agenda Order:** Mr. Johnson stated that the agenda would be followed in the order published.
3. **Approval of Minutes:** *Mr. Desroches made a motion to approve the November 18, 2015 minutes as written. Laura Shabott seconded the motion, and it was so voted, 3-0-1 (Steve Borkowski abstaining).*
4. **Director's Report:** Mr. Clark reviewed the highlights of the Report:
  - Basch Subscriptions, Inc. will be managing the Library's periodicals from now on and the agreement was finalized on January 11<sup>th</sup>. The Library will be able to get more, higher quality magazines and pay \$500 less than what EBSCO, the previous vendor, charged;
  - Brittany Taylor and Jennifer Moller were interviewed for the Library Tech and Member Services position on Monday, January 25<sup>th</sup>. Mr. Desroches was present at the interviews. A recommendation to the Town Manager will be made by the end of the week;
  - Between November 18<sup>th</sup> and January 12<sup>th</sup>, \$4,065.32 has been collected and deposited into the Library Gift Fund. An additional \$258 has been deposited since January 12<sup>th</sup>;
  - The Library's proposed FY17 budget was approved by the Board of Selectmen on January 12<sup>th</sup>;
  - Nan Cinnater has been working on the Library catalog, subsequent to the MBLC course that she and Mr. Clark attended. 297 outdated items were removed in December of 2015; and

- As of January 13<sup>th</sup>, the Library Annual Appeal has received \$2000 in checks, \$50 in credit card payments and \$25 in matching gifts. An additional \$500 has been received since then. A gift of \$5500 in Time Warner Cable stock has also been received. Mr. Clark will speak with Town Treasurer Connie Boulos about liquidating the stock. The Board briefly discussed into which Library fund to deposit the money.

Mr. Clark pointed out some of the more popular events on the Programming Report:

- Tai Chi by the Ship continued to attract participants in December and January;
- The Writer's Voice Café has also continued to draw strong numbers; and
- The O'Neill 100, which started last week, drew 28 individuals on its first night;

Mr. Clark said that the schedule for February was robust, with 35 programs planned, including outreach events at the COA, Seashore Point and the School, the start of the Americorps Winter Speaker Series and the Writer's Voice Café Workshop Series, the March edition of which will be led by Allison Davies, a fellow at the Fine Arts Work Center. 100 individuals attended the January Family Night at the School.

Mr. Johnson noted that Tony Brackett sent a letter to Town Manager David Panagore congratulating Mr. Clark for the Library's programming efforts at the School. Mr. Johnson said that the Board appreciated his initiative in this regard.

The Board briefly discussed the Annual Appeal numbers and how to increase opportunities for the public to contribute to the Library. Ideas included promoting and offering individual sponsorships of subscriptions. Also discussed was the importance of donor follow-up, such as sending a postcard listing Library programs and accomplishments, intermittently during the year. A suggestion was made to solicit contributions and hold fundraisers during the summer months when more people are in Town.

Mr. Johnson inquired about book orders financed by the Flores Fund. Mr. Clark said that Ms. Cinnater would be ordering about 3,000 books from Ingram per month from January through March. He will return to the Board to authorize the purchases. Mr. Johnson added that each book purchased was required to have a bookplate identifying the Flores Fund.

Mr. Johnson informed the Board that the Library was left a bequest by Andrew Aull, a former Library volunteer, of close to \$100,000. He has been in touch with a local attorney handling the estate who informed him that an out of town firm would be taking over. The Board discussed how to distribute the funds and how to publicize the gift, possibly in the context of a larger Library donor recognition statement. Mr. Johnson will call the local attorney who handled the estate for an update.

5. **Appointment of New Trustee:** Mr. Johnson said that Mr. Borkowski is the new Trustee taking over for Bruce de Ste. Croix. He was confirmed by the BOS on Monday and sworn in on Tuesday of this week. He noted that there was still a vacant seat on the

Board. The Board discussed whether to temporarily appoint a Trustee or wait until the election in May. The Board decided to continue to conduct business with four Board members until the May election.

6. **Strategic Plan Review:** Ms. Shabott reviewed the third draft of the Library's proposed strategic plan. She noted the goals for the Building in Year One. Mr. Clark said that the Board could send comments and suggestions to him and he will update the plan. Ms. Shabott wanted to add to the plan a survey of Library patrons that is done twice a year, once in January and once in July. Mr. Clark said that it was in the proposed Year Two section, but he would move it to Year One. He would like a vote of the Board next month to ratify the plan. Mr. Johnson encouraged Board members to submit comments to Mr. Clark right up until the week of the next meeting when the revised plan will be reviewed.

7. **Library Online Store Proposal and Review:** Mr. Clark reviewed the proposal. The store had a soft launch on December 15<sup>th</sup>. It was linked to a Provincetown checking account. Money is deposited into the account by the Square store and cannot be withdrawn without approval by both the Treasurer and Finance Director. There are no vendor, membership, inactivity or refund fees. No money is paid if no sales are made. The processing fee is 2.75% of each sale. The site provides real time inventory tracking. Mr. Clark and Ms. Taylor took pictures of the merchandise. He said a shipping fee would still need to be set and, based upon his experience, he recommended a \$10 flat fee. The Board agreed to the recommendation. Mr. Borkowski recommended including in the store the remaining copies of The Wild West of the East by Norman Mailer, and the Edward Hopper postcard images that the Library has been selling. He also mentioned a website called Zazzle that has, amongst other products, copyright-free images, including whales, which could have product potential for the Moby-Dick Marathon. Mr. Clark will email the Board the whale image suggested by Mr. Borkowski.

***Mr. Borkowski made a motion to approve the launch of the Library's online store, Ms. Shabott seconded and it was so voted, 4-0.***

8. **Moby-Dick Marathon Update:** Mr. Clark reviewed topics related to the Moby-Dick Marathon Reading:

- There are 72 registered readers to date, including Library Trustees and staff, however based upon input from Philip Hoare and Dennis Minsky, he has decided to increase that number. Each reader would read 5 pages, in which case a total of 116 readers would be needed;
- The artwork by Justine Ives has arrived on January 14<sup>th</sup>;
- Performance components will be inserted into the Marathon to break up the monotony of the reading and Mr. Clark will meet with the Provincetown Theater to discuss ideas on February 2<sup>nd</sup>;
- Stuard Derrick will organize a group-reading segment with 5 or 6 people;
- He will be meeting with Berta Walker regarding an opening reception at her gallery and a Moby-Dick-themed exhibit. 25% of the sales from the exhibit will be donated to the Library; and

- Cape Air will feature the event in Bird's Eye View magazine, which is available on all of their airplanes, and a photo shoot for the article is scheduled for February 3<sup>rd</sup>. In addition, Cape Air is donating a minimum of \$500 to the event.

Mr. Clark reviewed the existing event expenses and asked the Board what expenses it would agree to incur, as he would like to investigate those expenses and report back to the Board at its next meeting. He reviewed some potential expenses, such as merchandising, banners for display inside and outside the Library, print material, the purchase of a backdrop of Ms. Ives' artwork to place behind readers and food and drink options. The Board discussed the expenses. Mr. Clark will get a price on the expenses he had listed on the handout. The Board decided it was not necessary to serve alcoholic beverages. Mr. Desroches suggested a projection of an image of some sort on the Library building the night of the reading or for the entire weekend. Mr. Clark will look into the idea. He noted the attachment of two forms to the event handout for the Board's solicitation of sponsors for the event. The Board discussed ideas for the Moby-Dick Marathon logo. Ms. Shabott volunteered to be the Board's liaison for the Berta Walker Gallery event.

**9. 2016 Event Scheduling and Planning (Heritage Day, Rose Dorothea Award Ceremony):** Mr. Clark asked the Board for suggested dates for Heritage Day in June. Wednesday, June 15<sup>th</sup> was mentioned. Mr. Borkowski proposed a theme related to the celebration of the summer of 1916 in Provincetown, a period written about by the painter Marsden Hartley in a short literary piece entitled, "The Great Provincetown Summer". The essay appeared as part of his autobiography and described a summer when there was a confluence of theater, art and literary activity in Provincetown that mirrored similar intellectual and creative activity in Europe at that time. He added that the Pilgrim Monument would be mounting a show celebrating the summer of 1916 and he suggested a tie-in with Heritage Day. The Board discussed the idea. Mr. Clark will check the date for conflicts with Tony Fuccillo of the Tourism Office. Mr. Borkowski will give Mr. Clark the names of potential speakers for the event.

The Board discussed a date and a recipient for the Rose Dorothea Award. Mr. Clark will check the dates of September 10, 17 and 24 with Mr. Fuccillo. The Board briefly discussed potential recipients. Board members were encouraged to think about suggestions for the next meeting.

**10. Payment of Sir Speedy Invoice:** Mr. Clark said that there was an outstanding invoice from Sir Speedy for \$545.02.

***Ms. Shabott made a motion to approve the payment of \$545.02 to Sir Speedy, Mr. Desroches seconded and it was so voted, 4-0.***

**11. Other Business:** Mr. Clark said that he spent \$19.83 for food for Stuard Derrick's event.

***Ms. Shabott made a motion to approve the reimbursement of \$19.83 to Mr. Clark for food for Stuard Derrick's event, Mr. Desroches seconded and it was so voted, 4-0.***

Mr. Clark mentioned that Frontiers Media magazine had rated the Library as the third coolest in the world.

Mr. Clark is looking for a Trustee to sit in on interviews for one circulation employee for 16 hours per week and one on-call circulation employee. Mr. Borkowski volunteered.

Ms. Shabott called attention to the handout regarding the donation of books to the College of Fine Arts at the University of Baghdad, which lost its collection to fire by looters in the 2003 bombing of Baghdad.

***Mr. Borkowski made a motion to donate books to the College of Fine Arts at the University of Baghdad, at Mr. Clark's discretion, with a maximum cash expenditure of \$50 if necessary to purchase a new book in addition to what will be sent from the Library's cart, Mr. Desroches seconded and it was so voted, 4-0.***

The next meeting will be on Wednesday, February 17, 2016.

**Motion to Adjourn:** Ms. Shabott made a motion to adjourn the meeting at 7:45 P.M.

Respectfully submitted,

Ellen C. Battaglini