

**Board of Library Trustees  
Minutes of Public Meeting March 16, 2016**

**Provincetown Public Library**

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

**Members Absent:** Stephen Desroches (excused).

**Others Present:** Matt Clark (Library Director), Ellen C. Battaglini (Recording Secretary) and Robin B. Reid and Maggie Gheary (Friends and Supporters of the Provincetown Public Library).

**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 February 17, 2016 minutes as amended. Mr. Borkowski seconded the motion, and it was so voted, 3-0.*
4. **Director's Report:** Mr. Clark reviewed the highlights of the Director's Report:
  - Deb Karacoizian and Clayton Nottleman started work as library circulation aide and on-call circulation aide on March 1<sup>st</sup>. Prior to their first shift they both trained with Khristine Hopkins and Brittany Taylor;
  - The total B Budget expenditure for the current fiscal year is \$53,779.45, which is 52.9% of the total allotment;
  - The Library has spent \$6392.38, out of an available \$9000, of the Flores Fund on book purchases, which resulted in only \$700 of the B budget being spent in the last month;
  - The Library has donated over 800 books to the Wellfleet and Hyannis book drops since January 1, 2016. Mr. Clark will be meeting with Nan Cinnater and Susan Packard to update the Library's donation acceptance policy. He said the volume and quality of the donated books has become unmanageable. Mr. Johnson ask Mr. Clark to put this issue on next month's agenda for the Board's review;
  - The book Building Provincetown was added to the Library's online store on February 26<sup>th</sup>. To date, 9 copies have been sold, of which between \$4.50 and \$5.00 per transaction, depending on the location of the purchase, goes to the Library;
  - The Tourism Department was notified that the Library will host the second annual Rose Dorothea Award at 6:00 P.M. on Friday, September 16<sup>th</sup>;
  - The Library will be collaborating with the Provincetown Schools to produce two new spring programs, including "Reading Buddies", led by Ms. Cinnater and "Introduction to Coding", led by Mr. Clark;

- Ruth Campbell, from Food for Kids, will be coming to the Library on Thursday, March 17<sup>th</sup> to discuss and finalize the Library's participation as a distribution center in the summer of 2016; and
- The O'Neill 100 series is doing well, with 35 people in attendance in March and lots of good feedback from the public;

The Board questioned Mr. Clark about several items in the Director's Report, including the rental of the Marc Jacobs Room by Liz McMullen, the reservation of the lower level program room by Simmons Communications, the fees of which go the Gift Fund, the replacement of artwork by the Art Commission and the borrowing, by Chris Busa, of more artwork for a show at the Monument, the collection of \$704 for the Gift Fund since February 17<sup>th</sup>, and the grants from the MBLC totaling \$1400.

Ms. Shabott asked about the replacement of the carpet. Mr. Clark said that it was scheduled for the first week in April. He said that a bid had been accepted.

5. **Gift Works Fee Discussion:** Mr. Clark received a letter from FrontStream, the company who created the GiftWorks software currently used by the Library, informing him that it would cost just over \$1700 per year for the subscription. There are currently no Trustees working with the database as there had been in the past. The Library spent \$500 on the annual appeal letter this year. He suggested that it was not economically feasible to keep the subscription based upon how much money was spent and received in the process. He thought that running an Excel spreadsheet would make more sense. The Board discussed the issue. *Ms. Shabott made a motion to discontinue the GiftWorks subscription and contact FrontStream as soon as the names are transferred into an Excel spreadsheet. Mr. Borkowski seconded the motion, and it was so voted, 3-0.*

6. **View Scan Fee Discussion:** Mr. Clark said that the company that the Library purchased the new microfilm reader from was now asking the Library to sign a maintenance contract costing \$1000 per year. He spoke with an MIS employee who advised that the Library sign a contract for maintenance of the equipment. The Board discussed the issue. *Ms. Shabott made a motion to renew the Scan View contract. Mr. Borkowski seconded the motion, and it was so voted, 3-0.*

7. **Mailer Society Update:** Mr. Borkowski made a correction to this Agenda item. He informed the Board that the Library was not dealing with the Mailer Society, but with the Mailer Writer's Colony. Ms. Shabott briefed the Board about the meeting. She said that the Library offered the downstairs space as had been discussed at the last meeting, but not to pay for housing, for which the group had asked. Lawrence Schiller and Matthew Mailer proposed establishing a writer's section and to recreate Mailer's Brooklyn studio in the Library. Ms. Shabott said that nothing was promised and she has not heard from the group since the meeting. The Board discussed the issue and decided to take no further action.

8. **Moby Dick Marathon Update:** Mr. Clark updated the Board about preparations for the event. The Library has received a silver level donation from the Friends and

Supporters and a gold level donation, including two tickets, from Cape Air. As was announced at the last meeting, 40 each of t-shirts, totes and posters have been ordered. Banners for behind the reader and the front doors have been ordered as well. He said that things are running smoothly except that the Provincetown Theater has pulled out of its performance commitment. Readers are still needed. There will still be performance pieces by Stuard Derrick's group. Mr. Clark will publish a call for readers on the Library's Facebook page. The Board discussed the event. Mr. Clark said that the total expenses to date for the event are \$1325. This amount will be reduced based upon confirmed discounts from vendors. Mr. Clark said he had a request from Philip Hoare for transportation costs from Boston to Provincetown. The Board agreed to his use of a donated Cape Air ticket. The Provincetown Center for Coastal Studies will be holding a panel discussion the night before the event. The Globe will run an article about the event on April 3<sup>rd</sup>. The Cape Air magazine has been published with an article about the event. Mr. Clark met with Liz Lovati about concessions for the event, which she agreed to provide for all 3 days of the event and split the profits with the Library. No alcohol will be served. The Board discussed a staging the event with the "Rose Dorothea" as a backdrop. Mr. Clark will be meeting with the Department of Public Works at the beginning of April to discuss the Library's needs for the event. Ms. Shabott reviewed the Berta Walker event on opening night. Mr. Johnson reminded the Board to continue soliciting sponsors for the event

9. **Heritage Day/Rose Dorothea Discussion:** Mr. Johnson stated that the Board had discussed honoring the Sal and Josephine Del Deo on Heritage Day. He suggested that instead, they be the honorees for the Rose Dorothea Award. The Board discussed the issue and decided to honor Josephine with the award. It was suggested that Sam Tager and Bill Evaul be consulted in regard to Heritage Day and to possibly tie the event in with the Provincetown Monument's celebration of the Provincetown summer of 1916.

10. **Any Other Business:** Ms. Shabott heard from a woman who wants to propose an 'incubator' downstairs to include people who work alone during the winter. It would be a chance for people to come together to work. She mentioned that there used to be a space in Town run by the Lower Cape Economic Development group that served that purpose. She will bring it up again at next month's meeting.

Mr. Borkowski suggested that the stairwell where the books are stored be carpeted and cleaned up. He added that an issue discussed at a Collections Committee meeting was to bring in two wooden cabinets, which were outside Mr. Clark's office, into the room where the Board meeting is held. He would like to see a cell phone policy enforced in the Library, as they are very disruptive to patrons. The Board briefly discussed the issue. Mr. Johnson suggested a couple of signs at the entrances in regard to cell phones.

The next meeting will be on Wednesday, April 20, 2016. Mr. Johnson will not be attending the meeting. Ms. Shabott will run the meeting.

**Motion to Adjourn:** Ms. Shabott moved to adjourn the meeting at 7:15 P.M.

Respectfully submitted,

Ellen C. Battaglini