

**Board of Library Trustees  
Minutes of Public Meeting May 18, 2016**

**Provincetown Public Library**

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

**Members Absent:** None.

**Others Present:** Matt Clark (Library Director), Ellen C. Battaglini (Recording Secretary) and Donna Vaillancourt (Friends and Supporters of the Provincetown Public Library).

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

1. **Public Statements:** Ms. Vaillancourt introduced herself as a new member of the Friends and Supporters of the Provincetown Public Library. She said that Michael Soldier has also joined the group.

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

3. **New Trustees:** Mr. Johnson said that a new year had begun for the Board after the election of new Trustees and he officially welcomed Stephen Borkowski and Laura Shabott to the Board. He said that at the first meeting of the new term, officers are customarily elected. He stated that he was stepping down from the position of Chair and he thanked the Board for entrusting him with the chairmanship for two years and that he had enjoyed sharing the experience. He asked for nominations for Chair and Vice Chair. Mr. Desroches suggested that he and Ms. Shabott share the duties of Chair and Vice Chair throughout the year

*Mr. Desroches made a motion to nominate Ms. Shabott as Chair. Mr. Borkowski seconded the motion, and it was so voted, 4-0.*

*Mr. Johnson made a motion to nominate Mr. Desroches as Vice Chair. Ms. Shabott seconded the motion, and it was so voted, 4-0.*

Ms. Shabott, as the new Chair, conducted the remainder of the meeting.

4. **Approval of Minutes:** *Mr. Desroches made a motion to approve the April 20, 2016 minutes as amended. Mr. Johnson seconded the motion, and it was so voted, 4-0.*

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

- Buoyed by Moby-Dick sales, the Library collected and deposited \$2,399 with the Town Treasurer into the Library Gift Fund since April 20<sup>th</sup>, bringing the total deposited into the Gift Fund in FY16 to \$27,713.39. This does not include money coming into the online store;

- Thanks to Susan Mitchell, the Library received a materials refund of \$2,300 from W.B. Mason for excess book shelves that were shipped last fall;

- The Beautification Committee has completed phases two and three of its proposed work on the Library lawn. The redbud trees will be delivered between now and next week;
- Mr. Clark attended the MBLC Cataloging Skills course in Kingston, MA on April 27<sup>th</sup> and 28<sup>th</sup>;
- A total of 28 “thank you” letters were sent out on May 2<sup>nd</sup> to all donors who contributed to the 2015 Annual Appeal;
- The Library has switched to Blackstone Audio, a distributor for audio books that charges approximately one-third that of the previous vendor, for its audio collection;
- The carpet installation was completed on April 29<sup>th</sup>. Mr. Clark said that the carpet installation for the foyer and the Marc Jacobs Reading Room and bathroom repairs are still on the schedule;
- New black trim was added to the bottom of the Rose Dorothea on May 2<sup>nd</sup>; and
- The bookkeeping office on the Library’s second level was used as a satellite location for the Navigator program sponsored by the Provincetown Health Department and Outer Cape Health Services on May 9<sup>th</sup>.

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**In the Programming Report:**

- The Writer’s Voice Café had attendance of 29 in April;
- The O’Neill 100 had attendance of 31 in May;
- Tai Chai had attendance of 45 in April;
- The whaling panel discussion with the Center for Coastal Studies had a total attendance of 100; and
- The Moby-Dick Marathon Reading, over its three days, attracted 400 people.

6. **Moby-Dick Review:** Mr. Clark reviewed the financial report for the event. There is still merchandise on hand for sale, so the final number will increase. The actual expenses were \$2,893.07, which includes Justine Ives’ fee, and a profit of \$1,255.29 was made, which includes art sales from the Berta Walker Gallery. The Board briefly discussed the numbers. Mr. Clark said that there were items left over and expenses should decrease at next year’s event. The Board agreed that the event was a success. The Board discussed getting next year’s event on the Visitors’ Services Board calendar early and an intention to apply for a VSB grant for promotional material.

Mr. Johnson suggested that as the new Chair, Ms. Shabott introduce herself to the new Town Treasurer and ask to receive quarterly reports for the Library accounts. He also said that she should make the Clerk’s Office aware of the change in officers of the Board.

7. **Heritage Day Agenda:** Mr. Clark said that Sam Tager and Bill Evaul had been confirmed for the event. Bill will speak on white line woodcut printing and the founding of the Beachcomber’s club and Sam will be highlighting the Monument exhibit entitled “The Great Provincetown Summer – 1916”. Mr. Clark said that flyer’s for the event were ordered today. The Board discussed the event.

**8. Building Maintenance Updates:** Mr. Clark said that he reviewed these issues in the Director's Report.

Ms. Shabott mentioned that the neighbor to the east continues to mention that the Library lights are on frequently and he wanted to know if that could be addressed. The Board briefly discussed the issue.

Mr. Johnson said that he got a letter from the Massachusetts Board of Library Commissioners regarding the availability of public funding for general construction projects. The Board briefly discussed ideas, including the repair of the crumbling east wall on the property.

Mr. Borkowski mentioned acquiring new wooden chairs to replace the damaged ones that were taken to the Community Center. He suggested acquiring a couple of chairs similar to the nice wooden ones in the Reading Room. He emailed the company whose label was on the underside of one of them to find out if they were still being manufactured. Ms. Shabott brought up putting labels on the backs of chairs as a fundraising initiative. She would like to discuss other fundraising initiatives at the next meeting.

Mr. Desroches asked about the status of the outbuilding and Mr. Clark replied that it was set to be demolished in FY2018.

**9. Discussion of Appointed Trustee:** Ms. Shabott said that there is still a vacancy for a Trustee on the Board. Mr. Johnson said that Ms. Shabott would have to contact the Board of Selectmen about a joint appointment process that should to be done within a month of the election. He asked the Board to think about possible candidates.

**10. Friends of the Library Summer Update:** Mr. Desroches reviewed the Friends meetings that he had attended recently. He said the group is coalescing and that they had discussed the summer programming list and are slated to take a vote at its next meeting on funding the list. He said the group was leaning towards funding the entire list of programs and part of the Tai Chi program. The group is also considering funding "Dead Silence" again in the fall. Donna Vaillancourt said that the group had also discussed a possible funding proposal for an electronic device that would help handicapped people read, however there was no interest from the Council on Aging because of the more widespread use of newer technology. Chris Hottle, Director of the COA, suggested that the Library might have contact with people in the community that could be helped by the service. Mr. Desroches said that if there is a program or technology that the Library needs in terms of accessibility issues with reading, the Friends would fundraise specifically for it. Ms. Vaillancourt said that the group's next meeting is June 8<sup>th</sup> and a report would be given to the Board about the funded programs. Mr. Johnson said that the Board would like to discuss the planning of the Rose Dorothea Award event with the group.

**11. Programming Fees:** Mr. Clark stated that he has worked a system out with the Town Treasurer that would allow the Friends or the Trustees to be able to deposit a lump sum in a separate account in order to cut checks for events without having to go to the

Board of Selectmen or the Town Treasurer to ask for a check to pay for them. It is a part of the 'B' Budget. This will streamline the payment process.

**12. Other Business:** Mr. Clark said that the MBLC provides free Library space and interior design consultants. A woman will be visiting the Library to tour the building on June 8<sup>th</sup>.

Mr. Borkowski brought up the Windsor chairs that were under the stairwell in the Library. A custodian at Town Hall asked if the Library had any extra chairs that could be used there. The subject of acquiring new furniture would be discussed at a meeting in the fall.

Ms. Shabott said that she would like to invite Stuard Derrick to a Board meeting to discuss his ideas and that his personal vision is consistent with the mission statement of the Library. The Board discussed the issue of use of Library space.

The next meeting is on Wednesday, June 15, 2016.

**Motion to Adjourn:** Ms. Shabott moved to adjourn the meeting at 7:10 P.M.

Respectfully submitted,

Ellen C. Battaglini