

**Board of Library Trustees
Minutes of Public Meeting August 17, 2016**

Provincetown Public Library

Members Present: Laura Shabott, James Johnson, Stephen Desroches, and Stephen Borkowski (via telephone)

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

Call to Order: Vice Chair Stephen Desroches, acting on behalf of Laura Shabott, who was unable to lead the meeting as a result of laryngitis, called the meeting to order at 6:00 P.M.

1. **Public Statements:** Ms. Ryder-O'Malley announced that the Friends of the Provincetown Public Library's jewelry sale that took place on Saturday, August 13 grossed more than \$1,000.00. The Friends group plans on running more jewelry sales, dependent on jewelry donations, in conjunction with town-wide weekend sales during the fall and spring to continue their fundraising efforts. Ms. Ryder-O'Malley also stated that planning for the Dead Silence event, occurring on weekends during October, is underway.

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

3. **Approval of Minutes:** *Laura Shabott made a motion to approve the July 20, 2016 minutes as amended. James Johnson seconded the motion, and it was so voted, 4-0.*

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

- Collected and deposited \$2511 into the Library Gift Fund since July 20, 2016
- Total online shop sales for July 2016: \$150
- Total A Budget expenditure to date: \$13,593.27 (5.6% of total allowance)
- Total B Budget expenditure to date: \$14,681.86 (18% of total allowance)
- ARIS Report was submitted to the Massachusetts Board of Library Commissioners on Friday, August 12. Programming numbers hit an all time high with over 5,000 in attendance, while the Library experienced slight drops in public computer usage and site visits.
- Using direction provided by the MBLC, the Library started our first of two 30 day space use studies on August 1. This current study will last until August 31 and the next version of the study will begin on January 2. The study will analyze the Library, patrons, programs, and building usage during two very different times of

the year in town and help to better understand which recommendations from the MBLC are best for Provincetown.

- Library Tech and Member Services Coordinator, Brittany Taylor, has been continuing to work to make sure that our new Art on the Lawn kids' program operates smoothly. This includes making sure there are enough materials for kids to use each week, setting up and cleaning up after each session, and promoting the program to the community.

Program Report:

- Jay Mankita in Concert at the VMCC: **Total Attendance – 85**
- Family Week Art on the Lawn at the Provincetown Library: **Total Attendance – 140**
- Animal World Experience: **Total Attendance (3 sessions) – 80**
- Big Ryan's Tall Tales: **Total Attendance – 80**
- August O'Neill 100: **Total Attendance - 62**

5. Rose Dorothea Award Planning:

Director Matt Clark informed the Board that the Rose Dorothea Award press release was sent out, the tickets and posters for the event have been printed, and the award itself has been ordered. He also indicated that promotion for the event would begin after Carnival week. In addition, Matt Clark mentioned that an announcement about the Rose Dorothea Event was made at The O'Neill 100 event on August 16. Laura Shabott has been in close contact with the Del Deo family, who approve of the event and request that the event be held to honor Josephine Del Deo, regardless of her state of health or her ability to attend the event. In addition, Matt Clark informed the Board that the Del Deo family had requested that the Library hold a memorial or wake for Josephine Del Deo upon her passing. Based on recommendations from the Health Department, the Town Manager, and other town officials, the Library will be honored to hold a memorial for Mrs. Del Deo when the time comes. Laura Shabott related that she has passed this decision along to the Del Deo family as well. Matt Clark also indicated that Angel Foods would be catering the event and he discussed the menu with the Board. James Johnson indicated that the menu should be scaled down from last year's event and suggested that more appetizer options be chosen. Matt Clark indicated that he would forward the menu to the Board for approval approximately three weeks prior to the event.

6. Provincetown Book Festival:

Matt Clark informed the Board that the press release for the first annual Provincetown Book Festival, headed by Lead Librarian Nan Cinnater, was sent out during the past

week. Ms. Cinnater has confirmed six featured authors for the program and has begun to work on the “book fair” portion of the Festival. Matt Clark indicated that a small tent may be purchased for the event with an expected cost of between \$300 and \$450. He also related to the Board that the Library’s B budget funding would be used to cover Book Festival expenses, estimated to be between \$750 and \$1,000.

7. Trustee Vacancies:

James Johnson and Matt Clark mentioned that there were no prospective applicants for the current trustee vacancy. The Board discussed potential factors that may dissuade potential candidates. The board mentioned that concerns with the responsibility of fundraising, along with public opinion and criticism all might serve as deterrents. The Board all agreed to continue the search and continue to promote the vacancy, but James Johnson also indicated that the Board could still remain operative and successful with four members and a quorum of three.

8. Any Other Business:

Matt Clark followed up on Laura Shabott’s previous request that he speak to the Police Department about its policy on street performers. The police responded that street performers are a protected class under the First Amendment and that the Library could not do anything to monitor or regulate street performers around the Library.

The next meeting will be on Wednesday, September 21, 2016.

Motion to Adjourn: Stephen Desroches moved to adjourn the meeting. James Johnson seconded the motion. The meeting was adjourned at 7:15 P.M.

Respectfully submitted,
Brittany Taylor