

**Board of Library Trustees
Minutes of Public Meeting October 19, 2016**

Provincetown Public Library

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

Others Present: Matt Clark (Library Director), Brittany Taylor (Recording Secretary), Clayton Nottleman, Donna Vaillancourt (Friends and Supporters of the Provincetown Public Library), Joan Prue, Eric Larsen (Deputy Director of Department of Public Works), Bill Docker (Beautification Committee), and Michael Goodearl

Call to Order: Chair Laura Shabott called the meeting to order at 6:00 P.M.

1. Public Statements:

Donna Vaillancourt reported that the Friends and Supporters of the Provincetown Public Library's fundraising event "Dead Silence" is in its second week and has experienced a lot of success, especially during their discount period. There are two more weekends, with a total of nine performances, left and the Friends expect to receive even more attendees during these last two weeks.

2. Agenda Order: Laura Shabott stated that the agenda would be followed in the order published.

3. Approval of Minutes: *Stephen Desroches made a motion to approve the September 21, 2016 minutes as amended. Laura Shabott seconded the motion, and it was so voted, 4-0.*

4. DPW Review of Front Lawn Planning

Director Matt Clark informed the Board that he met with the Town Manager, Finance Director, and representatives from DPW on September 28 to review the Library's CIP request of \$20,000 for the reconstruction/re-engineering of the Library Front Lawn. They discussed replacing the Lawn's slope with a retaining wall and shared a few different design ideas for the project. Eric Larsen also discussed the CIP request and the planned improvements to the Library. Mr. Larsen advised the Board to focus on determining a vision of use or an intended functionality for the space to begin. Matt Clark related a prior assessment of the Lawn from local contractors Ethan Poulin and Jared Colley. Both suggested a flat lawn with a wall where the current slope is as the basis from which all designs could stem.

Bill Docker of the Beautification Committee added discussions that this Committee has had regarding the Library's Front Lawn. He focused on the Lawn's slope and its issues, caused by foot traffic, run off and drainage issues, and difficulties

with mowing and maintenance. Mr. Docker shared potential solutions that would alleviate this issue without having to do any major construction work. These ideas included adding additional planters to the top of the stairs in order to deter people from walking up and down the slope, and planting Pachysandra on the slope. He indicated that either of these options could provide positive, less expensive solutions for the Lawn.

After multiple dialogues, the Board determined that the next step in the planning process would be to establish potential uses and create quick sketches for the next Board meeting on November 16th. Once the plan is further focused, the Board plans to enlist Billy Rogers to survey for one or two of the proposed ideas. After this process and further discussions with the DPW, the Beautification Committee, the Historic Committee, the Board intends to have a finalized plan ready by mid-February 2017 that will be presented at Town Meeting in April 2017. If the plan is approved at Town Meeting, the funds will be transferred in July 2017 and construction would begin in Fall 2017.

The Board also discussed the need for the abutter wall separating the Library from the 358 Commercial Street property to be repaired. While this project may be secondary to the Front Lawn planning, it may also be included as a Lawn improvement.

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

- Collected and deposited \$4,493.95 into the Library Gift Fund since September 21, 2016
- The Massachusetts Library System Financial Report and Materials Appropriation Report was submitted on October 5. Municipal Appropriation Waiver Requirement is due November 10.
- Matt attended the MLS Reference Techniques class in Springfield, MA on September 20 and 22. He now must complete one more course, Administration, before 2020 in order to receive certification as a Massachusetts Library Director.
- Bold Strokes Books has reserved the Marc Jacobs Room for their 2017 Women's Week and paid a rental/reservation fee of \$1075
- Matt will meet with representatives from the Family Equality Council on October 26 to finalize event planning for First Light 2017 weekend. The Town's Manager's office has requested the Library offer programming during the event weekend
- Lead Librarian Nan Cinnater and Tech and Member Services Coordinator Brittany Taylor oversaw library programs, operations, and errands while Matt was away on paternity leave

- Nan Cinnater completed an application for the “Roving Archivist” from the Massachusetts State Historical Records Advisory Board, to assess our local history collection and provide expert advice.

Program Report:

- September Free Movie Nights (4 sessions): **Total attendance – 82**
- Women’s Week Bold Strokes Books programs (9 events): **Total attendance – 353**
- Women’s Week Bywater Books programs (3 events): **Total attendance – 113**
- Women’s Week Film Screening: *Female*: **Total attendance – 18**
- PTV will be holding courses at the Library. PTV Camera Basics will occur on Thursday, November 3 and PTV – Basic Editing in FCPX will occur on November 10.

6. Other Business:

Laura Shabott and Stephen Borkowski met with John O’Buck of the Finance Department to discuss the Library’s trust accounts. They intend to find the original paperwork, outlining the intention of the donor, for each account made in trust in an attempt to combine and utilize some of the Library’s smaller accounts.

Looking toward the Library’s spring calendar, Laura Shabott discussed adding a section to the Library’s website that would inform interested parties that the Library is currently accepting proposals for programs for the Moby Dick Marathon slated for April 2017. While the Board members agree that they wish to focus on developing the Library’s own, scheduled programs, they would also accept proposals for additional events that would complement the event. Furthermore, the Board unanimously expressed their intention to further involve the Tourism Office in its promotion of this year’s marathon reading.

A painting from Nancy Ellen Craig’s estate was chosen by the Art Commission for the Library. The Board suggests that the 9’x5’ piece of art be hung in the Children’s Area on the Second Level.

Laura Shabott expressed her intention to establish a Strategic Planning Committee for the Library and is looking for members to join this committee.

Finally, Ms. Shabott introduced Joan Prue as a potential candidate for the current Board member opening.

The next meeting will be on Wednesday, November 16, 2016.

Motion to Adjourn: Stephen Desroches moved to adjourn the meeting. James Johnson seconded the motion. The meeting was adjourned at 7:10 P.M.

Respectfully submitted,
Brittany Taylor