

**Board of Library Trustees
Minutes of Public Meeting December 21, 2016**

Provincetown Public Library

Members Present: Laura Shabott, Stephen Desroches, and Joan Prugh.

Others Present: Matt Clark (Library Director)

Call to Order: Chair Laura Shabott called the meeting to order at 6:07 P.M.

1. Public Statements: None.

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 November 16, 2016 minutes as amended. Joan Prugh seconded the motion, and it was so voted, 3-0.*

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

- Matt attended a budget request review with David Gardner and David Panagore on Tuesday, November 29. The budget was approved as submitted and will now be reviewed by the Finance Committee and the Board of Selectmen in January.
- Matt has continued to work with Beth Singer, Superintendent of Schools, and Morgan Clark, Health Director, to plan and initiate the Winter Wednesdays series, which will begin on February 1 at the Provincetown High School building. The Library is contributing workshop leaders/instructors and funding to the program, as well as assisting with the weekly management of the building.
- Planning for the First Light 2017 weekend with the Family Equality Council is complete and the Library will host events in the building on December 30, December 31, and January 1 as part of the town-wide initiative. The Family Equality Council, Provincetown Business Guild, and Library will all work together to promote the events.
- The Provincetown Public Library launched a new website on December 14 including automatically activated video backgrounds featuring Provincetown scenery as well as an updated user interface designed to more seamlessly connect visitors with Library services and materials.

Program Report:

- The O'Neill 100 (series finale): **Total attendance – 36**

5. Matt Clark Reimbursements:

Matt Clark requested a motion that he be reimbursed for a total of \$1559.46. This outstanding amount includes \$800 for the purchase of food for the Rose Dorothea Award Ceremony, \$200 for the purchase of food for the Library's Staff Holiday Party, and \$559.46 for the purchase of services from Sir Speedy for the printing, sorting, and mailing of the 2016 annual appeal letter. Stephen Desroches made the motion to reimburse Matt in full for these purchases. Laura Shabott seconded the motion, and it was so voted 3-0.

Laura Shabott also requested a \$267 reimbursement for her purchase of libations for the Library's Staff Holiday Party. Stephen Desroches moved to approve this motion. Joan Prugh seconded the motion, and it was so voted 3-0.

6. End of the Year Updates:

Laura Shabott indicated that planning for the Moby Dick Marathon Reading in April 2017 is going smoothly and that she is in contact with Mike Glasfeld about his role as the event's presenting sponsor.

Stephen Desroches mentioned his meeting with Nan Cinnater regarding the Josephine Del Deo Archives. He indicated Nan's intention to create an Archives Advisory Committee, which would make decisions regarding the collection and the accession and de-accession of materials. Ultimately, the Board expressed its belief in the need for the Library to improve upon its archival procedures and expressed its support in Nan's initiative for this improvement.

Finally, Laura Shabott indicated that Joan Prugh would head the collection and revision of Rose Dorothea materials with the goal of eventually producing a book or pamphlet for the Library.

7. Other Business:

The next meeting will be on Wednesday, January 18, 2017.

Motion to Adjourn: Stephen Desroches moved to adjourn the meeting. Laura Shabott seconded the motion. The meeting was adjourned at 6:30 P.M.

Respectfully submitted,
Brittany Taylor