

**Board of Library Trustees
Minutes of Public Meeting April 19, 2017
Provincetown Public Library**

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

Others Present: Matt Clark (Library Director) and Clayton Nottleman.

Call to Order: Chair Laura Shabott called the meeting to order at 6:03 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 February 15, 2017 minutes as amended.* Joan Prugh *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 \$3,240.50 into the Library Gift Fund since March 15, 2017.
- Total A Budget expenditure to date: \$16,3017 (75.37% of total allowance).
- Total B Budget expenditure to date: \$52,752 (64.7% of total allowance).
- The Provincetown Public Library 2016 received a \$900 refund on our CLAMS Membership fee. That money was returned to the Library's B-Budget via the Treasurer's Office on April 4, 2017.
- The Library and Health Department's collaborative Winter Wednesdays program came to a close on March 29. Over 350 community members attended the walk-in courses located at the Provincetown School Building over an eight week period. Initial feedback has been overwhelmingly positive to date.
- Tech and Member Services Coordinator, Brittany Taylor, spoke with additional local organizations and individuals such as The Provincetown Pet Resort, Doggie Styles Grooming, and Nancy Bishop to secure more collaborators for the Provincetown Public Library Dog Event that will take place on July 1, 2017.
- The Massachusetts State Historical Records Advisory Board awarded PPL a grant to help us improve the Josephine Del Deo Archives. Archivist and Simmons College faculty member Rachel Onuf, MLIS, will be consulting onsite at the Library in May.
- Lead Librarian, Nan Cinnater reports that PPL's after-school program "Reading Buddies," co-sponsored with the Provincetown Schools, will reboot for the Spring semester starting April 11. Five new students (from first grade to 8th grade) have signed up. Meanwhile, ELL teacher Kim Brown is creating a Spanish-language version of the Reading Buddies flyer for her students' families.

Program Report:

- Provincetown Playwrights' Lab: Total Attendance - 25
- Provincetown World Storytelling Day: Total Attendance - 45

5. Heritage Day Planning Update:

Director Matt Clark announced that Alice Brock has been confirmed as the speaker for Heritage Day. Matt Clark, working with the Provincetown Museum, hopes to find another speaker to contribute to the event as well. Trustee Stephen Desroches will serve as the host for the event.

6. Strategic Planning Committee Update:

Laura Shabott, as a member of the Strategic Planning Committee, provided an update on committee details and progress. The Strategic Planning Committee is made up of Laura Shabott, Joan Prugh, Lee Ciliberto, Lisa Giuffre and David Kaplan, with Chip Capelli serving as Committee Chair. In order to gain insight to the attitudes toward and objectives of the Library, the Committee intends to prepare a short survey geared toward the summer population, as well as interview key members of the community to determine their vision for the Library. The Committee aims to present their strategic plan for the Library to the Board of Trustees in the spring of 2018.

7. Moby Dick Marathon Expense Reimbursements:

At present, Matt Clark has a total of \$1,099.40 that he will submit to Town Hall for reimbursement following Board approval. This total includes the purchase of indoor banners, 20 Moby Dick Marathon prints, 100 Melville post cards, 40 Moby Dick Marathon tote bags, and 30 Moby Dick Marathon shirts. Laura Shabott moved to approve these expenses. Joan Prugh seconded the motion, and it was so voted 4-0.

Matt Clark informed the Board that the total expenditures for the event will be closer to \$1,200 as he still must purchase sponsorship banners and a backdrop banner for the event. This total is about \$2,000 less than the total expenditures for last year's Moby Dick Marathon event.

8: Thank You Letter for Anika Costa:

Laura Shabott stated that she will write thank you letter to express the Board's and the Library's gratitude toward Anika Costa for her help with this year's Moby Dick Marathon.

9. Payment of June Programming Fees:

The Board discussed the Library's summer programming fees, which would total approximately \$5,000. Of this total, \$1,000 would need to be designated toward June programming before the end of the fiscal year. Chair Laura Shabott moved to transfer this amount from the Gift Fund to the B Budget to be used for June programming. Joan Prugh seconded this motion, and it was so voted 4-0. The Board will discuss the remainder of the Library's summer programming funding needs during the June or July Board of Trustees meeting.

10. Payment of Museum Pass Fees:

Library employee, Clayton Nettleman, developed an extensive list of approximately 25 museum passes and their details from which the Library and its patrons could benefit. The total cost of all recommended museum passes is \$4,795. Originally, the Friends of the Provincetown Public Library expressed interest in funding these passes. However, as the Friends group has not pursued this offer, the Board will consider taking on this cost or a portion of the cost. The Board will review the list developed by Mr. Nettleman and decide on a course of action in a subsequent meeting.

11. Payment of Microfilm Reader Maintenance Fee:

Laura Shabott made a motion to use funds from the Gift Fund to pay the \$899 microfilm reader maintenance fee. Joan Prugh seconded the motion, and it was so voted 4-0.

12. Other Business:

The Provincetown Museum has donated materials and museum passes to the Library for a gift bag that will be presented to Melville descendent, Peter Whittemore at the beginning of the Moby Dick Marathon. This donation is meant to promote both the Provincetown Museum and the Provincetown Public Library and encourage Mr. Whittemore to fully explore and engage with the Provincetown community. The Board also plans to assemble “thank you” bags for the Moby Dick Marathon sponsors once the event is complete.

Matt Clark spoke with the MIS Department about both the Library’s security camera system and tracking wireless usage. With the MIS Department’s help, the Library plans on addressing its security camera issues before tackling wireless usage.

The next meeting will be on Wednesday, May 17, 2017.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:07 P.M.

Respectfully submitted,
Brittany Taylor