

Board of Library Trustees
Minutes of Public Meeting July 19, 2017
Provincetown Public Library

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

Others Present: Matt Clark (Library Director), Brittany Taylor (Recording Secretary).

Call to Order: Chair Laura Shabott called the meeting to order at 6:00 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: *Joan Prugh made a motion to approve the June 21, 2017 minutes as amended. Stephen Desroches 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 \$2595 into the Library Gift Fund since June 21, 2017. Of this amount, \$1186 was from the book sale, \$60 was from t-shirts, \$75 was from Moby Dick totes, and \$12 was from postcards.
- Total A Budget expenditure FY17: \$228,187.89 (93.4% of total allowance).
- Total B Budget expenditure FY17: \$77,735.36 (95.4% of total allowance).
- The Library will once again partner with the Family Equality Council for Family week in Provincetown, July 28-August 4. The Library will host 10 events (9 on site, one at the Provincetown Recreation Department) during Family Week in addition to providing a meeting and organizational space for the Equality Council.
- The Library has been working with technicians from the MIS department to remedy spotty wifi services that has become an issue during the summer months. Comcast has informed Matt that the problem is that usage of the wifi network inside and outside of the building during peak season far exceeds the amount of active users the system was designed to support. MIS and Comcast are actively working to find ways to improve the strength of the network.
- Library Director Matt Clark has decided to resign. He informed staff and the Board of Library Trustees about his decision on July 11, 2017. His last day will be Friday, July 28. Matt, Brittany Taylor, Laura Shabott, and Stephen Borkowski met with Town Manager David Panagore and Assistant Town Manager David Gardner on Monday, July 17 to discuss the transition and plan for interim management.

- The Super Classy Dog show was the hit of the early summer programming lineup, with over 275 people in attendance, 40 dogs participating, and 5 local pet vendors/vets setting up informational booths.

5. Friends of the Library Update:

Stephen Desroches met with Grace Ryder-O'Malley on July 18 and explained that the majority of the Board wished to sever the Library's relationship with the Friends of the Library group. Grace will be reporting this news to the rest of the Friends group. After discussion, Joan Prugh moved to officially dissolve the relationship with the Friends of the Library group. Stephen Borkowski seconded the motion. The motion was approved with 2 in favor, 1 against, and 1 abstaining.

6. Rose Dorothea Award Update:

Laura Shabott informed the Board that the preliminary press release for the Rose Dorothea Award event has been posted. The Board intends to make another press release, focused on Sebastian Junger, on August 19th. It was suggested that the Rose Dorothea Award be a ticketed, free event with donations encouraged. The event will take place on the Library's second floor level.

7. Strategic Planning Committee Update:

Laura Shabott reported that, because of the change in leadership occurring in the Library, Chair Chip Cappelli is hesitant to continue with the strategic planning process until a new director is in place.

8. Other Business:

Laura Shabott summarized the meeting that she, Matt Clark, Stephen Borkowski, and Brittany Taylor had with Town Manager David Panagore and Assistant Town Manager David Gardner. She reported that Brittany Taylor will serve as Acting Director and that Brittany and Clayton Nottleman will both add 10 more hours to their work weeks. Laura also indicated that a search committee will be formed by David Panagore to assist in the search for a new Director.

Laura Shabott will be meeting with Reed Boland to discuss his role as a volunteer for the Board. Stephen Borkowski reported that a new display case has been painted and will be placed on the starboard side of the ship.

Matt Clark recommended increasing the fee for wedding rentals to better accommodate a custodian fee, along with other factors. The Board agreed and plans to explore the appropriate market value for a wedding venue.

After discussing the needs of the upcoming Provincetown Book Festival, Joan Prugh moved to approve the transfer of \$1000 from the Library Gift Fund to be used for Provincetown Book Festival expenses. Laura Shabott seconded this motion, and it was so voted 4-0.

Laura Shabott made a motion to approve the purchase of a cake from Angel Foods for Matt Clark's farewell party on July 28, 2017. Joan Prugh seconded this motion, and it was so voted 4-0.

The next meeting will be on Wednesday, August 23, 2017.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Stephen Desroches seconded the motion. The meeting was adjourned at 6:48 P.M.

Respectfully submitted,
Brittany Taylor