

Board of Library Trustees
Minutes of Public Meeting September 20, 2017
Provincetown Public Library

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

Others Present: Brittany Taylor (Interim Library Director and Recording Secretary) and Nan Cinnater (Lead Librarian).

Call to Order: Chair Laura Shabott called the meeting to order at 6:08 P.M.

1. Public Statements: None.

2. Agenda Order: Laura Shabott announced that the Rose Dorothea Award Review would be moved up from #5 to #3 on the Agenda.

3. Rose Dorothea Award Review:

Nan Cinnater reported that the second annual Provincetown Book Festival was a smashing success with more than 20 authors, 10 events, 14 volunteers, and over 550 participants in attendance. Of the Festival's author events, the "Julia Glass and Richard Russo in Conversation" program was a highlight with 106 attendees. Overall, the Provincetown Book Festival attracted attendees from across the Cape, stayed within budget with the help of numerous community sponsors, and promises to be a successful annual event for the Provincetown Public Library.

The Board agreed that the Rose Dorothea Award Reception was a superb event. Stephen Desroches mentioned that he appreciated Sebastian Junger's speech, as opposed to a reading, because it was warm, personal, engaging, and emphasized Junger's connection to the community. Nan Cinnater and the rest of the Board brought up the need to reevaluate the decision to offer the event free or charged before next year's award. Brittany Taylor also indicated that the reservation system for the event should be better considered moving forward as only about 50% of the people who reserved tickets to the event actually attended the event.

The 2018 Rose Dorothea Award is tentatively scheduled for September 14, 2018 and the 2018 Provincetown Book Festival for September 15th and 16th.

4. Approval of Minutes: Stephen Desroches made a motion to approve the July 19, 2017 minutes. Joan Prugh seconded the motion, and it was so voted, 4-0.

5. Director's Report: Ms. Taylor reviewed the highlights of the Director's Report:

- Collected and deposited \$6,469.58 into the Library Gift Fund since July 19, 2017. Of this

total, \$2,071.50 came from the Library's Book and DVD Sale, \$46 came from postcard purchases, and \$700 came from totes and shirt sales.

- A Budget expenditure to date: \$42,949 (17.2% of total allowance).
- B Budget expenditure to date: \$26,428 (32.43% of total allowance).
- Brittany completed the Annual Report Information Survey (ARIS), due August 18, and it was submitted to the MBLC on August 9th. This report is completed in compliance with Massachusetts General Law, Chapter 78 in order to receive State Aid to Public Libraries and to meet the minimum standards of public library service.
- Cape Cod Alarm will send a technician to the Library on Friday, September 19 to install a new digital video recorder and get the Library's surveillance system back to operating condition.
- Town Finance Director Josee Young has consolidated all of the Library's gift and trust accounts into the single Library Gift Fund. The current balance of this fund as of Tuesday, August 22 is \$97,092.84.
- Brittany is working with Charlene Donaghy and Jo Williams, Producing Director and Production Manager respectively of the Provincetown Tennessee Williams Theater Festival, to oversee rehearsals, accommodate the needs of the production team, and prepare the Library's second level for performances. The Provincetown Tennessee Williams Festival will be holding 5 performances of Shakespeare's "Pericles" on the Rose Dorothea Schooner from September 21 to September 24.
- Brittany has accepted the proposal from the company 118 Group for website maintenance and development as of September 19. The company will be in control of the Library's website management moving forward.

Program Report:

- Art on the Lawn (5 Sessions): **Total Attendance- 229**
- COLAGERs Unite: **Total Attendance- 43**
- Why Can't Grandma Remember My Name: **Total Attendance- 25**
- Keenan Family Music Performances: **Total Attendance- 35**
- Big Ryan's Tall Tales: **Total Attendance- 85**
- Transgender and Gender Nonconforming Gathering: **Total Attendance- 35**
- *Queer, There, and Everywhere*: **Total Attendance- 11**
- Animal World Experience: **Total Attendance- 82**
- Provincetown Book Festival: **Total Attendance- 569**

6. Approval of Additional Museum Passes:

The Board decided that they would address the topic of additional museum passes at next month's meeting, once the Board has reviewed the remaining passes and amounts requested.

7. Approval to Transfer Funds for the Renovation Bond Note:

Laura Shabott made a motion to transfer \$40,192.31, the principal of the Library's renovation bond note payment of 2017, to the Town of Provincetown. Joan Prugh seconded the motion, and it was so voted 4-0.

Laura Shabott made a motion to transfer \$14,434.86, the interest of the Library's renovation bond note payment of 2017, to the Town of Provincetown. Stephen Borkowski seconded the motion, and it was so voted 4-0.

8. Library Policies:

Brittany Taylor discussed the potential of developing a policy regarding the use of the Library's front lawn. She reported the Town's bylaws on street performers and provided a summary of the activities happening on the lawn, both Library-related and otherwise, over the summer months. The Board ultimately decided that the Library and Library staff would support the Town's bylaws regarding this topic and would request that the Library director and staff enforce these bylaws as stated.

Ms. Taylor also hoped to create a policy for the Library regarding the Library room reservations. She stressed the need for a policy that could be applied universally to all individuals and/or groups requesting exclusive use of any of the Library's meeting spaces and rooms. Stephen Borkowski requested that Ms. Taylor create a draft of room reservation policies for the next meeting for the Board to review, edit, and approve.

9. Rebinding Books Discussion:

Stephen Borkowski stated his belief that the Library should take advantage of bookbinding services to improve the condition of well-worn materials within the Library that cannot be replaced. The Board supported Mr. Borkowski's argument to take this step to enhance collection care.

10. Other Business:

Stephen Borkowski indicated that the Library furniture, particularly the upholstered chairs, could benefit from a professional cleaning. The Board requested that Brittany speak with the Town to determine whether this could be accomplished and whether there was a budget to replace furniture if necessary.

Stephen Desroches would like to discuss the painting of the Library's restrooms at the next Board of Library Trustees meeting.

Laura Shabott drafted three commendation letters to Nan Cinnater, Clayton Nottleman, and Lee Ciliberto for their work during the Provincetown Book Festival that were signed by the rest of the Trustees and by Brittany Taylor.

Laura Shabott made a motion to approve the payment of \$483.33 from the Library Gift Fund to Stop and Shop to cover the Rose Dorothea Award catering bill. Stephen Borkowski seconded the motion, and it was so voted, 4-0.

Laura Shabott requested that Reed Boland receive more support from the Trustees during his volunteer work for the Library.

Laura Shabott and the rest of the Board expressed the need to ensure that all videotaping of Library programming or individuals be preapproved and receive authorization from all involved.

Stephen Desroches discussed the possibility of adding holiday lights to the Library's exterior during a number of special occasions. He indicated that he would discuss it further with a light and sounds company responsible for the decoration of other Town buildings.

Brittany Taylor introduced the idea of introducing new merchandise to bolster Library fundraising initiatives. The Board was supportive was this proposal.

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

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 8:02 P.M.

Respectfully submitted,
Brittany Taylor