

Board of Library Trustees
Minutes of Public Meeting October 18, 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 Barbara Klipper (potential Trustee).

Call to Order: Chair Laura Shabott called the meeting to order at 6:04 P.M.

1. Public Statements: None.

2. Agenda Order: Brittany Taylor requested that #9 Library Lawn and Room Reservation Policies be combined with #6 Wedding/Special Event Contracts. Laura Shabott agreed and announced that the rest of the agenda would be followed in the order published.

3. Approval of Minutes: Joan Prugh made a motion to approve the September 20, 2017 minutes. Stephen Desroches seconded the motion, and it was so voted, 4-0.

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

- Collected and deposited \$2,775.63 into the Library Gift Fund since September 20, 2017.
- A Budget expenditure to date: \$50, 923 (20.43% of total allowance)
- B Budget expenditure to date: \$29,509(35.73% of total allowance)
- Interim Director Brittany Taylor submitted the Library's Financial Report to the MBLC on October 3, 2017. Brittany must also submit a Municipal Appropriation Requirement Waiver in order to be considered for state aid by November 10, 2017.
- Brittany is exploring the possibility of acquiring Kanopy to supplement the Library's collection of digital content. Kanopy offers more than 30,000 films featuring more than 1,000 producers including Criterion Collection, Great Courses, PBS, etc, and is utilized by over 3,000 libraries across the county. Ms. Taylor is reviewing the logistics of Kanopy, along with its pay per use model, in order to determine how Kanopy would fit into the Library's digital offerings.
- Brittany, with help from Clayton Nottleman and MIS's Tyler Keyes, is working to implement a Square credit card reader system in the Library so that patrons can make credit card purchases within the Library as well as on the online store.
- Brittany and Lead Librarian Nan Cinnater continue to work to improve the Josephine Del Deo Archives and make archival materials more accessible. They will meet with the Roving Archivist Rachel Onuf again in November to discuss further steps that should be taken.
- The Provincetown Public Library will continue its Food for Fines program on November 1. The program will enable patrons facing overdue book fines to get into the giving spirit

and directly benefit needy families in the community by donating food items in place of Library late fees.

Program Report:

- Bold Stroke Books Women's Week Events (9 programs): **Total Attendance-** 359
- Tennessee Williams Festival's Pericles: **Total Attendance-** 450
- Hitchcock Film Series (4 sessions): **Total Attendance-** 66
- Bywater Books Women's Week Events (9 programs): **Total Attendance-** 101
- Jeannette de Beauvoir Book Launch Party: **Total Attendance-** 25

5. Trustee Job Descriptions:

Laura Shabott sought to clarify the role of the Board of Library Trustees and provided each trustee with excerpts from the Massachusetts Public Library Trustees Handbook, developed by the Massachusetts Board of Library Commissioners. Brittany Taylor also provided the Board with the MBLC's Trusty Trustee Pocket Guide and the Town of Provincetown Board of Library Trustees Bylaws, approved on August 22, 2005. The Board discussed its role in planning and policy-making for the Library in particular, and Ms. Taylor stressed the importance of clear communication paths and procedures between the Board, the Library Director, and the Library Staff. Chair Laura Shabott will attend the Library's staff meeting on November 7th to clarify the Board's role in Library affairs.

6. Wedding/Special Event Contracts, Library Lawn, and Room Reservation Policies:

Brittany Taylor reported the Department of Public Works' concern with dogs on the Library's Lawn. After discussing the issue, the Board decided that the Library would install a pet waste bag dispenser on the sign post in front of the building in an effort to reduce the presence of animal waste on the Library's lawn. The Board will revisit the topic at a latter date if the problem persists.

As a follow up to last meeting's discussion on the need for reservation policies, Brittany Taylor presented the Board with the Special Event Policy: regulations for public use of the library space developed in September 2013 and amended in April 2017. The Board was unaware of these policies and will review them in preparation for next month's meeting.

7. Exterior Building Update:

After seeing activity in the exterior building neighboring the Library, the Board requested an update on the building's condition and future. Interim Director Brittany Taylor stated that she

would speak with the Department of Public Works to get a report on the building and its status, and would update the Board by email.

8. Approval of Additional Museum Passes:

The Board reviewed the list of additional museum passes requested by the Library to be made available to the Library's patrons. After discussion, the Board decided to approve the purchase of passes for the Cape Cod Museum of Art (\$100) in Dennis, Massachusetts and for the Cape Cod Museum of Natural History (\$200) in Brewster, Massachusetts. Joan Prugh made a motion to approve the \$300 purchase of the Cape Cod Museum of Art and the Cape Cod Museum of Natural History museum passes using the Library Gift Fund account. Stephen Desroches seconded the motion, and it was so voted 4-0.

The Board also requested information regarding museum passes for the Edward Gorey House in Yarmouth, Massachusetts and the Sandwich Glass and Heritage Museum.

9. Library Merchandise:

Brittany Taylor requested that \$500 be transferred from the Library Gift Fund to the Library's B Budget to cover the original purchase of Library merchandise from Out of Print Clothing Company on September 28, 2017 and for the cost of additional merchandise purchases from this company. Laura Shabott made a motion to approve this request for \$500 toward the purchase and reordering of merchandise. Joan Prugh seconded the motion, and it was so voted 4-0.

10. Bathroom Painting Discussion:

Stephen Desroches introduced the idea of having the Library's public restrooms repainted by an artist, rather than having them repainted white. The Board discussed the need for a public process to complete this idea, but appreciated the creative nature of this proposal. Brittany Taylor questioned whose purview the walls of the Library are under as the Art Commission dictates the art hanging within the Library. The Board decided to continue discussions on the subject and requested that Brittany Taylor determine who is ultimately responsible for the walls of the Library.

11. Other Business:

The Board discussed the need for a featured opening reader for the 2018 Moby Dick Reading Marathon. Laura Shabott made a motion to invite Dr. Charles "Stormy" Mayo, senior scientist and director of the Right Whale Ecology Program at the Center for Coastal Studies, as the

opening speaker for the event. Stephen Borkowski seconded this motion, and it was so voted 4-0.

The Board also discussed the need for improvements with the Library's overall maintenance and cleanliness. Brittany Taylor indicated that she would discuss the matter with the Department of Public Works in an attempt to address Board concerns.

Brittany reported that the Department of Public Works provided an estimate of \$2,000 for the cleaning of the Library's carpet and furniture. The Board indicated that they would reevaluate the need for this service during spring 2018.

Brittany Taylor briefly discussed the plans for the fiscal year 2019 budget proposal. The Board supported her intention to increase the budget for marketing materials, building and equipment repair and maintenance, and programming.

Barbara Klipper expressed her interest in becoming a Library Trustee. The Board provided Ms. Klipper with information regarding the trustee appointment process.

Finally, Stephen Desroches discussed the need for the Board to officially notify the Friends and Supporters of the Provincetown Public Library of the Board's decision to sever the relationship between the Library and the Friends group. The Board decided that Interim Director Brittany Taylor would send a letter to the Friends and Supporters of the Provincetown Public Library informing the group of the Board's decision.

The Board of Library Trustees will hold a special meeting on Tuesday, November 7, 2017 at 6pm.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:49 P.M.

Respectfully submitted,
Brittany Taylor