

**Board of Library Trustees  
Minutes of Public Meeting January 22, 2015**

**Provincetown Public Library**

**Members Present:** James Johnson, Stephen Borkowski and Stephen Desroches.

**Members Absent:** Lyn Kratz (via telephone) and Donna Vaillancourt (via telephone).

**Others Present:** Matt Clark (Acting Library Director) and Ellen C. Battaglini (Recording Secretary).

**Call to Order:** The meeting was called to order by Mr. Johnson at 6:03 P.M.

1. **Public Comments:** None.

2. **Agenda Order:** Mr. Johnson stated that the agenda would be followed in the order written.

3. **Approval of Minutes:**

*Mr. Desroches made a motion to approve the November 19, 2014 minutes as written.*

*Mr. Borkowski seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

4. **Statement from Dan Hoort:** Mr. Hoort was not able to attend the meeting and Mr. Johnson summarized his statement. Mr. Hoort was scheduled to present the Town's position on the status of the Friends of the Provincetown Public Library. That position is that there can be no financial intermingling between the Library and the Friends until the latter achieves legal status. The Friends cannot collect money from book sales or out of the Library's printers and copiers. As far as the Town is concerned, printers and copiers are on Town property and therefore owned by the Town, albeit purchased by the Friends, and the Friends cannot collect any money generated by the use of that equipment.

Mr. Clark said that since November when the Board ruled that the Friends had to cease collecting money from the book sales, \$1233 had been collected. Mr. Johnson would like to get an accounting of the funds that the Friends currently hold. Jan Kelly brought in \$157, which was collected from the copier and printer and that she had at her home. Mr. Johnson said that the money was brought to Town Hall and given to the Treasurer who deposited the money in the Library Gift Fund. From now on, the Board would like a periodic report on the amount of money in that account. Mr. Johnson will report to the Board with that information.

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

- there was a presentation of the FY16 budget to the Board of Selectmen, which approved it 4-1, and the Finance Committee;
- the plan to shift staff to more uniform hours to improve customer service and desk coverage was in its first week and would help with the absence of Tom Ruane and Martha Hyams, both of whom will be away until March 15<sup>th</sup>;
- the EBSCO magazine subscriptions were updated and purchased for 2015;
- the Ingram Book and DVD orders through March have been submitted and processed. Mr. Clark and Ms. Levin will be able to input into the system as they are continuing to take CLAMS cataloging courses; and
- the Food for Fines has yielded about 100 lbs. of food for the Methodist Church pantry and should generate another 100 lbs. by the end of January.

There is another Director's Report with a few additional bullet points that Mr. Clark had submitted to the Board. He will send that information to Ms. Kratz and Ms. Vaillancourt.

6. **Financial Update:** Mr. Johnson said that the Annual Appeal has been successful up to this point. He thanked Ms. Kratz for her help in tracking the money and Rebecca Levin for inputting the information into the gift databases. And he thanked Mr. Desroches for the great letter that prompted the donations. He said \$10,000 has been returned so far. Ms. Kratz said that figure was better than last year's. Mr. Johnson will work with Ms. Levin on a thank-you letter to send out and he will write personal thank-you letters for the larger gifts. Ms. Kratz suggested a motion to approve a payment from the Library Gift Fund to Sir Speedy for \$680 for printing and mailing the Annual Appeal letter. The Board will submit the invoice to the Town Treasurer, Connie Boulos.

*Ms. Kratz moved to approve the payment of \$680 from the Library Gift Fund to Sir Speedy for the expense of printing and mailing the Annual Appeal letters. Mr. Desroches seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

Ms. Kratz said that she had received a year-end accounting from Mr. Hoort. She thought that they had merged the mezzanine fund with the general fund several years ago because the mezzanine was finished and the money had been spent. She said that, according to Mr. Hoort, there was still \$25,000 in the mezzanine account, which was good news. Mr. Johnson said the discussion of where the money should go would be put on the February Board agenda. Mr. Johnson said that when Mr. Clark presented the FY16 budget to a joint meeting of the BoS and FinCom, there was mention of the Library's intention of shifting the debt service payments back to the Town. He said that the Board had not discussed this subject in any detail and he didn't think the Board needed to at this point, as this fiscal year's debt service payments were covered. He said that the subject would be discussed later this year. Ms. Kratz said that it would be prudent for the Board to thoroughly research the facts and figures before any Board members started to talk to Town officials.

7. **Water Cooler Payment:** Mr. Johnson said that this was a payment that was ordinarily paid for by the Friends. Going forward, he suggested that the \$78 monthly expense be taken out of the Gift Fund and paid in that manner on an on-going basis. Ms. Vaillancourt raised the issue of whether the payment should be considered as an operating expense and become part of the budget or if it should be paid out of the Gift Fund. After some discussion, the Board decided to take it from the Gift Fund for now, as it had not been part of the current or proposed budget, until it can become part of a future budget.

*Mr. Borkowski moved that the monthly charge for the water cooler come out of the Gift Fund for the remainder of this fiscal year. Mr. Desroches seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

8. **Reinstatement of Children's Story Hour:** Mr. Clark reported that this was a year-round program and, as with the water cooler, the money for the program used to be paid by the Friends. However, the program was discontinued because the Friends decided not to pay for it and interest in the program had waned. Recently, there have been several families that frequent the Library asking if the program could be reinstated if they agreed to support the program by their attendance. Mr. Clark said that he would consult the Board and suggested that the program be scheduled twice a month. Previously the storyteller was paid a fee of \$50. He said that he would be looking for a storyteller and pay the fee out of Gift Fund. The Board again discussed the same issue as arose in regard to the discussion of the water cooler payment; whether it rightly should be paid out of the Gift Fund. Ms. Vaillancourt commented that the payment used to be collected by a volunteer group which status is in limbo. She asked if all programs that were previously supported by the Friends would now be funded out of the Gift Fund. Whereas volunteers used to raise the money to pay for the program, now the process would be costing money because now that those volunteers are gone, the Board will have to manage the program. She was concerned that operational resources were being used to manage programs and tasks that used to be managed by volunteers. The Board discussed the issue. Mr. Clark said that little staff time was actually spent performing the tasks previously performed by the Friends, who basically used to just collect the money. No volunteers managed the book sales in the recent past, but staff stocked and managed the book carts and handled the sales.

Lyn Kratz asked if someone on staff could be a storyteller or a volunteer. Mr. Clark will look into that. Mr. Borkowski suggested that the program be revived as soon as possible and be revisited and revised later. He said that given the time of year and the size of the community, bringing the program back would be a gesture of good will towards the community and it was important for the Board to be seen as broadening the Library's service to the community. And as the Library did have funds coming in, he suggested

running the program at least for February and March. He said that later on the Board could weigh the cost of the program against the money that was being collected on a monthly basis and determine if the expense was too great and, if so, it could look for alternate sources of income to support it. Ms. Vaillancourt brought up the Supporters of the Provincetown Public Library. The Board decided to approach Robin Reid, President of the Supporters, and ask if they would like to underwrite the program on an interim basis. If the Supporters chose to fund the program, that fact should be noted in order to make it clear to the public that even though the Friends' status was in limbo, the Library still had a non-profit group to which funds could be donated. Mr. Clark will contact Ms. Reid and start the process of finding a storyteller.

9. **Sally Brophy Invoice:** Ms. Kratz reported that she had been in contact with the Town Treasurer, Ms. Boulos, and Ms. Brophy. The invoice was submitted to the Town for payment, but Ms. Brophy never received the payment. Ms. Boulos will re-issue the check.

*Mr. Desroches moved to approve the payment of Sally Brophy's invoice in reference to a Mooncusser's event. Mr. Borkowski seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

10. **Payment of Party Invoice (Angel Foods):** This refers to a \$150 invoice for food for the annual Library staff party. According to Mr. Johnson, the Friends would have covered this payment. He said that he had instructed Mr. Clark to arrange for the food, the cost of which was not to exceed \$150, and the Board would figure out how to pay for it afterwards, so as not to deny the staff their annual party. Mr. Clark paid \$150 out of his own pocket and the Board needed to vote to reimburse him.

*Mr. Desroches moved to reimburse Mr. Clark for the sum of \$150 for the cost of food for the annual Library staff party. Mr. Johnson seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

11. **Approval of Dana Kling Wedding on November 21, 2015:** The wedding will be held in the Library on Saturday, November 21, 2015. Mr. Clark explained that this would be an afternoon wedding on the mezzanine level and would last for a period of three hours. A fee of \$75 per hour was quoted. The request was for the ceremony only to be held in the Library and it would occur after regular Library hours.

*Mr. Borkowski moved to approve the request for the wedding of Dana Kling on November 21, 2015 as stated in item #11 on the agenda. Mr. Desroches seconded the motion, which was voted:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

**12. Other Business and Correspondence:** Mr. Borkowski reported that he had met with the Town Clerk and learned that the Provincetown History Project, which is staffed by senior volunteers, was running out of material to scan for the website. It was his understanding the Library maintained files on history and artists, etc. He proposed that the Library supply those to the Town Clerk so the scanning process could continue.

He suggested that the Library restore its History Day, which used to take place in June.

He spoke to an author who was involved in the Moby Dick marathon in New Bedford. He also spoke to the director of the Pilgrim Monument and Provincetown Museum about the Library and the Monument co-sponsoring a Moby Dick reading in Provincetown. The Board was enthusiastic about the idea.

As a member of the Historical Commission, he would like to focus on creating a brochure on the history of the Library building, including its former use as the home of the Provincetown Abolitionist's Society. He proposed the idea of engraving the granite steps, with each referring to a different historical phase of the building. Mr. Johnson suggested the Board discuss the topics at its February meeting.

Ms. Kratz said that the deadline for the Director's search was February 4<sup>th</sup>. She e-mailed David Gardner as to whether there would be active recruiting occurring. She asked if he would he consider contacting Library Directors on the Cape to find out if they have any qualified staff that would like to apply for the job. He suggested that she could undertake that task if the Board approved. It was the sense of the Board that it was a good idea.

Ms. Vaillancourt asked what the status of the window issue was. Mr. Johnson said that he had not heard anything from the Department of Public Works up to this point. Mr. Clark said that he had contacted Coastal Engineering and they said they had nothing to do with the windows. Mr. Clark will contact DPW again.

Mr. Borkowski thanked staff for acquiring some key new books that he had recommended for the Library's historical collection.

**13. Purchase of Microfilm Machine:** Mr. Johnson said that the money collected from the Annual Appeal would more than cover its cost. Mr. Kratz said that the machine could

also be used to promote the Library and its resources. It would also help staff to archive material that was not being digitized. The money will come out of the Gift Fund.

*Mr. Borkowski moved to authorize the purchase of a new microfilm machine. Ms.*

*Kratz seconded the motion, which was voted by roll call:*

*Mr. Desroches: Yes*

*Mr. Borkowski: Yes*

*Ms. Kratz: Yes*

*Ms. Vaillancourt: Yes*

*Mr. Johnson: Yes*

*5-0-0.*

The next meeting is scheduled for Wednesday, February 18, 2015.

**Motion to Adjourn:** Mr. Desroches made a motion to adjourn the meeting at 7:20 P.M.

Respectfully submitted,

Ellen C. Battaglini