

**Board of Library Trustees
Minutes of Public Meeting November 19, 2014**

Provincetown Public Library

Members Present: James Johnson, EveLyn Kratz, Stephen Borkowski and Stephen Desroches.

Members Absent: Donna Vaillancourt (excused).

Others Present: Matt Clark (Acting Library Director), Rebecca Levin (Member and Public Services Coordinator) and Ellen C. Battaglini (Recording Secretary).

Call to Order: The meeting was called to order by Mr. Johnson at 6:00 P.M.

1. **Public Comments:** None.

2. **Agenda Order:** Mr. Johnson stated that at the request of Jan Kelly, who was in attendance at the meeting, agenda item #8, Friends of Library Status Update, would be discussed after agenda item #4, Director's Report.

3. **Approval of Minutes:** Mr. Borkowski requested a correction in the October 22, 2014 minutes. Ms. Kratz asked if a 'No Trespassing' sign had been posted on the out-building by the Department of Public Works. Mr. Johnson didn't know, but thought that the answer might be included in the Director's Report. Ms. Kratz also asked if the Board wanted to move forward with a grant proposal to the Community Preservation Committee, as the deadline was December 4th. Mr. Johnson replied that the Board would be discussing that issue later in the meeting.

Mr. Borkowski made a motion to approve the October 22, 2014 minutes as amended. Mr. Desroches seconded the motion, which was approved, 4-0-0.

4. **Director's Report:** Mr. Clark summarized the Director's Report, an outline of which had been handed out to the Board. A Program Report was also submitted to the Board for its information.

- The Library had been ranked first among all U.S. libraries with a budget of between \$400,000 and \$999,999. The Library was in fifth place last year.
- A draft FY16 budget was submitted to Dan Hoort on November 12th. A review session with Mr. Hoort, Acting Town Manager David Gardner and Elisabeth Verde, the Administrative Assistant to the Town Manager, was scheduled for December 3rd.
- The Massachusetts Board of Library Commissioners has confirmed the financial report had been received.
- Mr. Clark has been working to set uniform shift hours and re-position staff members during peak business hours. This will facilitate the reporting of staff hours to Mr. Gardner in order to keep track of which employee locations. It will also help the new Director, when hired, to know which employees were doing what.

- The Ingram Book and DVD orders through the New Year have been submitted and processed.
- A new volunteer has been added and Mr. Clark is looking to add 2 or 3 more volunteers to help with circulation.
- The annual appeal letter has been submitted for printing and mailing to Sir Speedy and will be sent out pending the Board's approval. If approved, the letters will be sent out by Thanksgiving.
- Mr. Clark met with Mel Cote and Jan Kelly to outline new policies regarding the relationship between the Friends and the Library in regard to book sales.

Ms. Kratz asked about the grant funding for the joint programs with the Provincetown Theater. Mr. Clark will follow up with Sunie Pope about that matter. Grace Ryder-O'Malley, Chair of the Cultural Council, who was in attendance, said that the grant funding was through the Council. Mr. Clark said that he had heard from a member of the Council that a grant had been given to the African Dance and Drum group to do an event at the Library this summer.

Ms. Levin reviewed the Public and Member Services Coordinator's Report:

- She ran a beginner's course on technology at the Council on Aging. There will be another course offered in February and she has discussed with Chris Hottle, COA Director, about bringing her Tech Help hour to the COA as well.
- The One-on-One Tech Help has become very popular. With the change in seasons, the walk-ins have gone down and the calls for appointments have risen.
- The E-Reader and Tech Basics class continues to run each Thursday.
- She got to help order books for the general collection development and the rental fiction collection. She has gotten good feedback on the choices.
- The Foundation Center's Funding Information Network is in place. There is a database version and a print collection. It provides a means for non-profit organizations and individual artists, writers, students, etc. to search for grant opportunities. She attended a webinar about the database and intends to increase her knowledge and ability to help patrons via further web instruction. The database is available within the Library or on any computer that is brought into the Library, but it is not available remotely.
- Ms. Levin has been working on preparing the Library staff to better serve patrons by preparing a series of guides for various Library Document Station functions. These will be handed out at monthly staff meetings. The goal is to create a large binder of guides with answers to common questions that patrons ask staff.
- All the general updates have occurred on both Facebook and the public computers.
- She concluded by expressing her delight in being able to design the Food for Fines box.

Mr. Borkowski asked about the criteria for the U.S. library rankings. Mr. Clark said that it included information submitted to the MBLC, circulation, program attendance and total amount of people coming through the doors of the Library

8. **Friends of Library Status Update:** Ms. Kelly and Ms. Ryder-O'Malley were present to discuss this matter. Mr. Clark met with Mr. Cote and Ms. Kelly to discuss the status of the group. A summary of the November 13th meeting was given to the Board. Mr. Johnson said that the Board had a concern about the status of the group and its inability to complete the process of becoming a 501(c)(3) organization, especially since funds were being handled by the group. Until non-profit status is achieved, Mr. Johnson continued, certain actions have to be halted, such as Ms. Kelly collecting money from the sale of the Library's books without any kind of accounting. He inquired about the status of obtaining the 501(c)(3) designation. Ms. Kelly explained that the group was in the process of obtaining it. Ms. Ryder-O'Malley stated that she had been in touch with the Attorney General and the IRS about the process. The group was also working on obtaining a charity license, which allows the Commonwealth to track money collected by a charitable organization. Mr. Gardner has been helping them with the process. Ms. Kelly explained that the process had been difficult and the group had had three different attorneys working on it, all of whom became frustrated with the length and complexity of the process. Ms. Kelly said that when the status had been obtained, she would e-mail Mr. Johnson. He said that the Board will meet with Ms. Kelly to set up a transparent system for the Friends account, including monthly reports on revenue, deposits and withdrawals, after the 501(c)(3) status had been achieved. In addition, he said, the Friends will need to establish a clear process and set of guidelines for collecting funds as well as dispensing funds to Library initiatives. The Board agreed that it should be working in concert with the Friends and keeping lines of communication open. In the meantime, Mr. Johnson said that the circulation staff would take over the book cart maintenance and sales transactions.

5. **Update on Annual Appeal:** The Board reviewed the annual appeal letter which was written by Mr. Desroches. The Board discussed the letter. An insert for the letters will be provided by the Library. The cost for the mailing will be \$680. Mr. Clark said that the letters were ready to be sent out by Sir Speedy pending the Board's approval. It was the consensus of the Board that the letter as reviewed should be sent out.

6. **Financial Update:** Ms. Kratz said that she and Mr. Johnson had met with Mr. Gardner and Mr. Hoort and informed them that the Library would soon be unable to pay the debt service on its building loan. The FY16 payment could be made, but not the FY17. Mr. Gardener informed them that he would consult with Town Counsel regarding how the Town could forgive the Board for the remainder of the debt. It would entail submitting an article to Town Meeting for approval. Mr. Gardner suggested that the Board lobby the Board of Selectmen and the Finance Committee for approval of a Town Meeting article. Ms. Kratz said that that strategy had worked well in the past to get support for the Library and to help pass Town Meeting articles related to the Library. The remainder of the debt is close to \$500,000. If the Town undertook the remainder of the debt service, the Board would be free to use the money it raised for programming, purchasing equipment and other uses. Mr. Hoort suggested that the Board make a list of programs or other items that it would spend money on if the debt service were to be forgiven. The Board discussed the matter. Ms. Kratz said that the Board should not begin its lobbying effort yet because the submission of the Library's FY17 budget to the BOS

would not take place until December of 2015, after which it would be presented to the public for its approval at Town Meeting in April of 2016. The Board reviewed the FY16 budget, which will be presented to Mr. Gardner, Mr. Hoort and Ms. Verde on December 3rd. The Board agreed that a Trustee should be in the audience when the budget was presented to the BOS and FinCom.

7. **Director's Search Update:** Mr. Johnson said that the Search Committee was scheduled to reconvene in January. He thought the process would most likely extend into the spring.

9. **Discussion of Provincetown Anniversary Celebration:** Mr. Desroches said that he attended a meeting regarding the 2020 commemoration of the landing of the Mayflower 400 years ago, with Cheryl Andrews presiding. She, on behalf of the BOS, encouraged all institutions in Town to plan their own celebrations and said that she and Selectman Raphael Richter would act as a clearinghouse for those activities. The next meeting will be in January. He said that the city of Plymouth had already received grant money for its celebrations. The BOS would like there to be as much public participation in the celebrations as possible. Mr. Clark suggested that the Library might want to collaborate with the Tourism Office, which has already started planning for its celebration. Mr. Desroches will continue to attend meetings and keep the Board updated. He invited other Board members to join him if they chose to do so. The Board briefly discussed some ideas.

10. **Other Business and Correspondence:** Ms. Kratz inquired about the Board's intention in regard to the CPA grant. Mr. Clark said that he had been in touch with Sherry Prada, of the Department of Public Works, and has had no luck in terms of the subject of boarding up the out-building. Mr. Johnson had been in touch with Eric Larsen about the windows and Mr. Larsen said that the DPW was very busy, but that he would try to get the Board an estimate for the windows. Mr. Borkowski suggested contacting McGinley Kalsow & Associates who did the restoration work and let them know there was an issue with some of the windows. Ms. Kratz thought that the original installer of the windows was Coastal Engineering. She thought it might be too late to submit an application for the CPA grant money to pay for replacement windows and that the Board should plan on applying next year. Mr. Clark will look into the window issue and report back at the next meeting.

Mr. Johnson said that the next meeting will be on January 21, 2015.

Motion to Adjourn: Ms. Kratz made a motion to adjourn the meeting at 7:20 P.M., which was approved 4-0-0.

Respectfully submitted,

Ellen C. Battaglini