

**Board of Library Trustees
Minutes of Public Meeting February 18, 2015**

Provincetown Public Library

Members Present: James Johnson, Donna Vaillancourt, Stephen Borkowski and Stephen Desroches.

Members Absent: Lyn Kratz (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:** Robin Reid, appearing on behalf of the Friends of the Provincetown Library and the Supporters of the Provincetown Public Library, reported that the Friends had filed paperwork with the IRS and the Attorney General's office to become a public charity. She didn't know what the timeline was for the approval. She also expressed hope that moving forward there would be better communication between the Board and the two groups, which were comprised of volunteers who were eager to help the Library. She explained that the Supporters was a 501(c) (3) organization and there were technically three members of the group, although in reality she was the only member. The Friends were an unincorporated association and they intended to stay that way. The two groups have discussed merging and Ms. Reid said she thought that was the direction in which they were headed. She further clarified the role that each group played in helping the Library.

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

3. **Approval of Minutes:** *Ms. Kratz made a motion to approve the January 22, 2014 minutes as amended. Ms. Vaillancourt 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. **Director's Report:** Mr. Clark reviewed the highlights of the Director's Report:

- A new Library Circulation Aide position description was submitted to Town Hall. The interview and hiring process would now begin.
- Two new Library volunteers, Kristine Hopkins and Carlos Sendao, have begun working.
- Mr. Clark attended the CLAMS membership meeting in Hyannis on February 11th.

- The Library had received the scanner for the microfilm machine. The Library was expecting to receive the PC that it needed to run the microfilm machine, but it was delayed by weather. SI Imaging will be sending down a technician to set up the system and give instructional sessions to all who are interested. The price of the PC was \$961.98. Ms. Kratz asked who was paying for the PC. Mr. Clark said that the cost would be paid out of the Gift Fund. She noted that the Board had approved the expenditure for the microfilm machine, but not the PC and that the expenditure would have to be approved by the Board. Going forward, she recommended that the Board ask the Town to pay for any new equipment for the Library, as the Town would probably end up claiming ownership.

Ms. Kratz made a motion to approve the PC that is required to go with the microfilm machine Mr. Desroaches seconded the motion.

The Board discussed the motion. Ms. Vaillancourt was concerned about the expenditure being taken out of the Gift Fund. She suggested asking one of the volunteer groups to fund the equipment. She thought it prudent and more fiscally responsible to use the Gift Fund for paying the debt service, since the Library was still responsible for its payment, and to look for payment for such things as programs or equipment from other sources, such as the Supporters. She said that the Gift Fund was the Board's money and not the Library's operating account. The Board discussed the issue. Ms. Kratz amended her motion.

Ms. Kratz made a motion that the Board ask the Supporters to fund, fully or in part, the PC that is required to run the new microfilm machine. If the Supporters cannot or will not, the Board will assume the cost of what has not been covered and pay it out of the Gift Fund. Mr. Desroaches seconded the motion.

Mr. Borkowski noted that a significant amount, if not all, of the money to cover the computer would be coming from book sales and copy monies that were deposited in the Gift Fund. That expense should be credited to those sales.

The motion was voted by roll call:

Mr. Desroches: Yes

Mr. Borkowski: Yes

Ms. Kratz: Yes

Ms. Vaillancourt: Yes

Mr. Johnson: Yes

5-0-0.

- A total of \$306.50 in book cart proceeds had been collected since January 22nd. The money was deposited into the Gift Fund. Another \$68.00 collected upstairs would be deposited tomorrow.
- The water cooler rental/refill fee of \$30.57 was paid on February 10th.
- Susan Packard had agreed to be the storyteller for the Children's Story Hour and she will start next month. The program will be held on every other Thursday at 10:30 A.M. There are four families that have committed to attending the program.
- Mr. Clark will be putting together some information about the Moby Dick marathons in Mystic Seaport, New Bedford and New York.

Ms. Vaillancourt asked Mr. Clark if he had contacted the Supporters, per the request of the Board, about paying for the Children's Story Hour. He said that he had met with Ms. Reid, but had not specifically asked for money to support the Story Hour. Now that Ms. Packard had agreed to participate, he will contact Ms. Reid about financial support. Ms. Vaillancourt encouraged the Board not to assume that the Gift Fund account was to be used for Library operations. She suggested that the Board might want to find another place for the money.

Mr. Johnson made a motion that the Board request that the Town Treasurer's Office open an account for the money that comes from the copy machine and the book sales, which can be used as discretionary funding by the Board.

The Board discussed the motion. Ms. Vaillancourt said that it would not be a discretionary fund. The Board agreed that Mr. Hoort should be consulted about how to account for the money from the copier and the book sales. Mr. Clark will speak to him about the issue.

Mr. Borkowski asked about the books sent to Better World Books. Mr. Clark explained that when books are donated to the Library, staff decides whether to keep them for the book sale or not. The books that were not kept were sent to Better World Books, as were books whose popularity or condition didn't warrant their being kept in the Library's collection. Better World Books paid the Library for the books and the shipping was free.

5. Discussion of Mezzanine Fund: Ms. Kratz explained that she had gotten an e-mail from the Town Treasurer in regard to putting the \$25,000 from the Mezzanine Fund into the Building Fund. Ms. Kratz and Mr. Johnson had conveyed to David Gardner and Dan Hoort that the Board would be able to cover the debt service payments through FY16. There is one more payment of \$7,567 scheduled to come out of the FY15 budget. The FY16 payments would be \$47,752, plus an interest payment of \$6,854. The Building Fund currently has a total of \$37,608 and adding \$25,000 would bring that total to \$62,608. Adding the remaining debt service payment for FY15 to the two payments for FY16 would equal \$62,183. She explained that this would allow the Gift Fund to be left as is and payment for equipment and programs that the Board would like to supply to the Library could be covered. There is currently \$49,889 in the Gift Fund. The Board discussed the issue. The sense of the Board was that the \$25,000 should go into the Building Fund.

Ms. Kratz made a motion to move the \$25,000 in the Mezzanine Fund to the Building Fund and direct Dan Hoort to close the Mezzanine account. Ms. Vaillancourt seconded the motion.

The motion was voted by roll call:

Mr. Desroches: Yes

Mr. Borkowski: Yes

Ms. Kratz: Yes

Ms. Vaillancourt: Yes

Mr. Johnson: Yes

5-0-0.

Mr. Clark will convey the message to Mr. Hoort.

6. **Presentation of 1000 Museums Material/Pricing:** Mr. Borkowski briefly talked about the handout showing three images of the Library building. One was painted by Edward Hopper, one was painted by his wife, Josephine Hopper, and one was painted by Charles Demuth. He suggested that the Library order a minimum quantity of the two Hopper images to sell for fundraising purposes. They are small prints that come in plastic sleeves and can be used as postcards. The wholesale price is \$.99 apiece. They are also available as prints in a larger size. The Board briefly discussed the issue and decided to order 200 each of the Hopper images.

Mr. Borkowski made a motion to place a minimum order, not to exceed \$450, of each of the Edward and Josephine Hopper images of the Methodist Church tower.

The Board discussed the motion.

Mr. Desroches seconded the motion.

The motion was voted by roll call:

Mr. Desroches: Yes

Mr. Borkowski: Yes

Ms. Kratz: Yes

Ms. Vaillancourt: Yes

Mr. Johnson: Yes

5-0-0.

7. **Discussion of event celebrating David Dunlap's *Building Provincetown* release:**

Mr. Borkowski had spoken with Mr. Dunlap about celebrating the publication of his book on Heritage Day. Mr. Dunlap will not be in Town in June, however he offered to appear by Skype. The book will be sold through the Clerk's Office at Town Hall for \$20. Mr. Dunlap offered to do a book-signing at the Library when he was in Town during the summer. Mr. Borkowski said it would be a good opportunity to revive the Library's Heritage Day and celebrate the history of the Town. He said it would also be an opportune time to announce the Library's intention to hold a Moby Dick marathon event, which after consultation with Tourism Director Anthony Fuccillo, would tentatively be scheduled to take place in April of 2016. The Board discussed the issue.

8. **Other Business and Correspondence:** The Board discussed repairing the cracked and peeling paint on the wall at the head of the stairway outside Mr. Clark's office. Mr. Clark will contact DPW. Mr. Borkowski suggested that the coat hooks in the bathrooms be lowered. Ms. Vaillancourt mentioned that the Board still did not have information from DPW regarding the windows. Mr. Clark added that the Library was still waiting for the rug installation by DPW.

The Board discussed the trophy case behind the case holding the Lipton Trophy. Mr. Borkowski suggested that the Library reclaim the case that currently holds Schooner Regatta material and present exhibits that changed periodically. The original purpose of the case was for Library exhibits. He had spoken to Susan Avellar, who is one of the organizers of the Regatta, and suggested that they may want to purchase their own trophy case, which could be located closer to the Rose Dorothea model, or that the display could be exhibited around the time of the Regatta and then taken down. Mr. Borkowski will speak to Ms. Avellar.

Ms. Kratz updated the Board on the Library Director's search. The Search Committee had reviewed nine applications and intended on interviewing seven applicants. The interviews were scheduled for March 10th and 11th.

Mr. Johnson said he would be working on some fundraising ideas before the next meeting. He invited other Board members to contribute ideas.

Mr. Borkowski asked what potential naming opportunities the Library had left. Ms. Kratz will give the Board some ideas to review at the next meeting.

Ms. Kratz reminded the Board about the two seats that would become available on the Board. The deadline for submission of papers was March 17th.

Mr. Borkowski thanked Wired Puppy for providing coffee on Fridays at the Library. He said it was a great example of community outreach and that it made a big difference at this time of year.

The next meeting was scheduled for Wednesday, March 18, 2015.

Motion to Adjourn: Mr. Desroches made a motion to adjourn the meeting at 7:26 P.M.

Respectfully submitted,

Ellen C. Battaglini