

**Board of Library Trustees
Minutes of Public Meeting October 28, 2015**

Provincetown Public Library

Members Present: James Johnson, Stephen Desroches, Donna Vaillancourt, Laura Shabott and Bruce de Ste. Croix.

Members Absent: None.

Others Present: Matt Clark (Library Director), Ellen C. Battaglini (Recording Secretary), Robin B. Reid, Jan Kelly, Grace Ryder-O'Malley, Maghi Geary (Friends and Supporters of the Provincetown Public Library), Kathy Barrett and Bill Docker (Beautification Committee).

Call to Order: Mr. Johnson called the meeting to order at 6:00 P.M.

1. **Public Statements:** None.
2. **Agenda Order:** Mr. Johnson stated that the agenda would be followed in the order published. Ms. Reid asked Mr. Johnson if the Friends and Supporters agenda item could be heard first. The Board had no objection to the request.
3. **Friends and Supporters of the Library:** Robin B. Reid, of the Friends and Supporters of the Library, explained that the two groups, the Supporters and the Friends, had merged and would like to improve communication and foster a more positive relationship with the Board moving forward. The Board agreed that it would like to do the same. Mr. Johnson said that the Board has been requesting transparency in terms of the finances and legal status of the group for almost a year now and has not received anything to date. Ms. Reid said that the group had never been unwilling to disclose that information, but that the group would not provide monthly bookkeeping information as requested by the Board.

She said that Rebecca Levin had been attending their meetings and copied on the minutes of their meetings before she left the Library and that those minutes could be sent to the Board if requested. The minutes indicate what the group is doing and how it's spending its money. She added that its finances are in order. Information regarding its legal status had been given to the Board last March, which was also when Ms. Levin started attending their meetings. Ms. Levin had been in on the preliminary planning for the show, "Dead Silence", about which the Board had requested information, and acted as the group's liaison to Library staff and the Board.

Ms. Reid said that there is no unwillingness on the part of the group to be transparent, but there was an unwillingness to engage in make-work projects. She said that group members felt that the Board treated their efforts with disrespect and suspicion, however they want to work with the Board to improve communications. Ms. Geary reminded the Board that the Supporters was set up as a non-profit, 501(c)(3) entity and were under no obligation to share information with the Board. Ms. Reid said that the group did not have

a good relationship or communication with Mr. Clark and would like its meetings to be staffed now that Ms. Levin was no longer working for the Library. Ms. Reid said that there had been more collaboration with Library staff in the past.

The Board discussed their concerns with the group. Mr. Desroches volunteered to attend the monthly meetings of the Friends and Supporters. The Board requested that a member of the Friends and Supporters attend the monthly Board meetings. Ms. Reid said that the group would not agree to meet with Mr. Clark, whom they claim has been disrespectful to them. In addition, an extra meeting would be difficult for members who have busy schedules. The discussion concluded with the Board requesting that a member of the Friends and Supporters come to the next three meetings of the Board, after which the policy will be reviewed. The Friends and Supporters agreed and will send their agenda and minutes to the Board and vice versa.

4. **Approval of Minutes:** *Mr. De Ste. Croix made a motion to approve the September 23, 2015 minutes as written. Ms. Shabott seconded the motion, which was so voted unanimously.*

5. **Director's Report:** Mr. Clark reviewed the highlights of the Director's Report.
- there was a mulch fire on the lawn of the Library this morning, probably sparked by a discarded cigarette;
 - tote bag sales have been strong, with 30 sold since September 23rd;
 - t-shirt sales have been slower, with 58 sold since September 23rd;
 - book cart and coffee revenue is strong, \$2,096.69 has been deposited into the Gift Fund since September 23rd;
 - a total profit of \$2,223.50 from the Rose Dorothea Award Reception was deposited into the Gift Fund;
 - Mr. Clark met with Emily McGranachan of the Family Equality Council on Tuesday, October 6th and saw her again at the Mimi's Family exhibit at the Children's Museum on October 16th. The Library will schedule and submit Family Week events to her organization by February in order to be added to the marketing materials;
 - the Library's state aid report was submitted to the Massachusetts Board of Library Commissioners on October 8th;
 - the Library has opened a business account with Staples by pairing with the Town's MIS Department's existing account. It will allow the Library to take advantage of rewards and special pricing on office supplies, which can also be ordered through an online portal. He anticipates a savings of between \$50 to \$100 per month;
 - Mr. Clark has been in touch with Molly Quinn, the director of the Moby Dick Marathon in New York City. She invited him to shadow the organizers of the event at the Whitney Museum on November 13th and 14th. She has agreed to act as a mentor to Mr. Clark for the Library's marathon on April 22nd; and
 - the Library has been added to a community services group under the direction of Town Manager David Panagore to assist the Recreation Department, the Health Department and the Council on Aging with promotion of their events and

initiatives. The Library has been named as the municipal department leader in marketing and communication techniques;

- Tai Chi was a program funded for two months this summer and has now become self-sustaining. The participants donate the fee for the instructor.

5. **Payment of Recording Secretary for FY2016:** *Ms. Shabott moved to approve the payment of the Recording Secretary for FY2016, Mr. Desroches seconded and it was so voted unanimously.*

6. **Payment of Gatehouse Media Advertising Invoice:** Mr. Johnson explained that this invoice was for the Rose Dorothea Award advertisement that ran in the Banner for two weeks. The ad was a decent size and cost \$721. *Ms. Shabott moved to pay the Banner advertising bill of \$721, Mr. de Ste. Croix seconded and it was so voted unanimously.*

7. **Visit with the Beautification Committee:** Bill Docker, Chair of the Beautification Committee, explained the work of the Committee. He and Mr. Clark met to discuss helping and advising the Library about landscaping. He asked if the Board had any questions for him on this topic. He had design suggestions that could be done for a reasonable amount of money to beautify the outside of the Library building and make the landscaping and the building look nicer. The annual planning meeting of the Beautification Committee was coming up and he would be bringing suggestions from the various Town buildings he has visited and organizations he has met with for funding.

He handed out a proposed schematic design for landscaping at the Library to the Board. He reviewed the plan and discussed it with the Board. The proposal included planting dahlias, which will be planted in conjunction with the Dahlia Society. The Society has volunteered to maintain the dahlias. However, he requested that the Library's custodian water the new plants for the first year until they get established. He suggested mirrored bushes next to the first set of steps leading down from the building, to soften the gradation. He suggested pinky winky hydrangeas on either side of the steps. Just below these would be forsythias to hide the trunk of the hydrangeas and then a knockout rose on either side of that, for blooming in three seasons. He also recommended knockout roses interspersed along the top of the slope. The lawn should remain as is. For the walkway between the steps, he proposed a 3' wide flowerbed for dahlias. Along the sidewalk the proposal would be allyssum to skirt the dahlias.

Mr. Docker suggested either a 3' tall urn with a large flower and something draping over the sides of the urn to be placed at the two faux doors on either side of the front door of the Library or a flower tower, which Mr. Docker described to the Board. The Board discussed the proposed landscaping plan with Mr. Docker. Mr. Clark said that the irrigation system had been shut off three years ago because it was not functioning correctly. Mr. Docker suggested that Mr. Clark call the irrigation system installer to come and adjust the system. He also suggested that the planting be performed in two steps, starting with the bushes and dahlias. The Board agreed that low impact urns would be the best solution for the two faux doors. Mr. Docker will contact Mr. Clark with the decision

of the Committee and how to move forward. If successfully funded, a working group formed by the Committee will be put in charge of the project.

8. **Other Business:** Mr. Johnson said that Mr. Clark had sent out a draft of a multi-year strategic plan that the Board will need to discuss. The Trustees, the Town Manager and Mr. Clark will also be involved in the process. Mr. Johnson said the issue will be on next month's agenda.

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

Motion to Adjourn: Ms. Shabott made a motion to adjourn the meeting at 7:50 P.M.

Respectfully submitted,

Ellen C. Battaglini