

**Board of Library Trustees  
Minutes of Public Meeting February 17, 2016**

**Provincetown Public Library**

**Members Present:** James Johnson, Stephen Desroches and Laura Shabott.

**Members Absent:** Stephen Borkowski (excused).

**Others Present:** Matt Clark (Library Director), Ellen C. Battaglini (Recording Secretary) and Robin B. Reid and Grace Ryder-O'Malley (Friends and Supporters of the Provincetown Public Library).

**Call to Order:** Mr. Johnson called the meeting to order at 5:58 P.M.

1. **Public Statements:** None.
2. **Agenda Order:** Mr. Johnson stated that the agenda would be followed in the order published.
3. **Approval of Minutes:** *Mr. Desroches made a motion to approve the January 27, 2016 minutes as written. Mr. Johnson seconded the motion, and it was so voted, 3-0.*
4. **Director's Report:** Mr. Clark reviewed the highlights of the Report:
  - Brittany Taylor was appointed the Library's Tech and Member Services Coordinator on February 3<sup>rd</sup> and will start in that position on March 1<sup>st</sup>;
  - Deb Karacozian, Clayton Nottleman and Matthew Hatch were interviewed for the positions of Library Circulation Aid and On-Call Circulation Aid on February 12<sup>th</sup>. Mr. Borkowski was in attendance at the interviews. Mr. Clark will send his recommendations to the Town Manager;
  - Contributions to the Gift Fund have totaled \$3,114.53 since January 20<sup>th</sup>;
  - Mr. Clark met with Dan Hoort, the Town's Finance Director, on February 1<sup>st</sup> about the Library's A Budget taking into account Brittany Taylor's new salary through the end of this fiscal year;
  - On February 17<sup>th</sup>, the Library received notification that its application for a waiver of the FY16 Municipal Appropriation Requirement had been approved and that the Library was in compliance with the Standards for Free Public Library Service;
  - The Library received three grants from the MBLC totaling \$1,492.29, which monies go to subsidize the B Budget;
  - The Library online shop was launched on February 5<sup>th</sup>, with seven items currently available for purchase;
  - Representatives from the Norman Mailer Center have been in touch with the Library and they will be visiting on February 21<sup>st</sup>. Some family members will attend;
  - Chris Busa, of the Provincetown Art Commission, informed Mr. Clark that the organization will produce and mount title cards for all of the artwork in the Library;

- Nan Cinnater has been working on signage for various subject areas in the Library to help patron navigation of the Library's collection;
- Mr. Clark contacted the Tourism Department regarding potential September dates for the Rose Dorothea Award. Tourism recommended September 17<sup>th</sup>, the same weekend as the Provincetown Art Association and Museum's annual auction. Mr. Johnson suggested a better date would be the Friday, the 16<sup>th</sup>, so as not to interfere with the PAAM's auction again. The Board briefly discussed and agreed to the date of September 16<sup>th</sup>; and
- The Sir Speedy invoice for the Annual Appeal letter was paid on February 12<sup>th</sup>.

Mr. Clark reviewed damage that the Library sustained as a result of the frigid temperatures last weekend. Some computer hardware was damaged, but it has been replaced by the Town's MIS Department. In addition, tiling in two bathrooms and the break room will need replacing and the Marc Jacob's Room will need some new sheetrock. The Board questioned Mr. Clark. He noted that the Department of Public Works pointed out that there was no insulation on the Center Street side of the building. Insurance should cover the costs of the repairs. The walk-through for bidders of the carpet replacement is scheduled for February 25<sup>th</sup> and Mr. Clark is hoping that the date for that installation, which was originally set for the last week of March, could be moved up. Only three books were lost, in addition to a portable microphone system. The Board agreed that the Library servers should be moved from the basement beneath the damaged bathrooms. Mr. Clark said that the MIS Department would look into the relocation.

5. **Strategic Plan Review:** Mr. Clark said that there were only minor changes from the Board to the Strategic Plan. He said that the Town Manager would like to review the Plan after the Board's final approval. The Board discussed the Plan and decided to endorse just Year One.

*Mr. Desroches made a motion to approve Year One of the Strategic Plan, Ms. Shabott seconded the motion, and it was so voted, 3-0.*

6. **Moby-Dick Marathon Update:** Mr. Clark reviewed the options for merchandising items, including totes and t-shirts (from B-Xclusive), posters (from Staples), brochures, notepads and mugs. He is asking for Board input as to what and how much to order. The Board discussed quantities and prices of the items. The Board decided to approve funds for totes, t-shirts, posters and brochures.

*Ms. Shabott made a motion to approve a maximum retail expenditure of \$1500 for totes, t-shirts, posters and brochures for the Moby Dick Marathon, Mr. Desroches seconded the motion, and it was so voted, 3-0.*

Mr. Johnson mentioned that Berta Walker was considering gifting a Ross Moffet painting to the Library. Ms. Shabott explained that the gift had to go through the Art Commission and that Ms. Walker would most likely ask for a plaque stating that the gift was in memory of her grandparents. She is also requesting that the painting be displayed on the north wall of the Marc Jacobs Room. Ms. Shabott will write something up and send it to Board members for their review. Ms. Walker has agreed to have a reception on April 22<sup>nd</sup>, with a percentage of the profits from sales going to the Building Fund. She is

inviting any artist to submit a piece of work that is Moby Dick- or maritime-related by April 1<sup>st</sup>. Ms. Walker will supply beverages. Mr. Desroches will further investigate the idea of projecting an image related to the event on the Library building. Mr. Clark reported that Cape Air has donated \$250 plus two plane tickets for the event. Mr. Johnson reminded Board members to take forms to solicit sponsors for the event.

6. **Heritage Day/Rose Dorothea Discussion:** Mr. Johnson said that the date of September 16<sup>th</sup> has been chosen for the Rose Dorothea Award ceremony. He asked Board members to think of potential recipients in addition to John Waters, who was mentioned at the last meeting. Mr. Clark said that Ms. Cinnater might have suggestions.

As to Heritage Day, Mr. Clark said that he has sent Townsend Ludington, who was mentioned as a potential speaker at the last meeting, an email inquiring about his possible availability. The Board discussed potential candidates who fit the proposed Heritage Day theme, which is to celebrate a person who is of historical significance to Provincetown. Josephine and Sal Del Deo were proposed. The Board agreed to choose the Del Deos and ask them for ideas for the presentation. The Board discussed the idea. Mr. Clark, Mr. Johnson and Mr. Desroches will approach them about participating in the event. The date will be Tuesday, June 14<sup>th</sup>, between 2:00 P.M. and 4:00 P.M.

8. **Other Business:** Mr. Clark said that the Finance Committee and the Board of Selectmen had approved the Library budget. The budget is level-funded for the next fiscal year.

The Board discussed generating a press release for Andrew Aull's bequest to the Library. Mr. Clark will contact the new law firm for the estate to find out the status of the disposition of the bequest. He will work on a press release.

Ms. Shabott said that members of the Norman Mailer Center, along with some of the Mailer family, will be holding a meeting on Sunday at 11:00 A.M at the Library. She said they are looking for a space in the Library to hold a three-week poetry retreat in July. They are also asking for a semi-permanent display for Mailer's last book and his office. She suggested that the Board consider conditions for the use of Library space. The Board discussed the topic and agreed to listen to the proposals only at this point. Ms. Shabott and Mr. Desroches will attend the meeting and then report back to the Board.

The next meeting will be on Wednesday, March 16, 2016.

**Motion to Adjourn:** Mr. Desroches made a motion to adjourn the meeting at 7:30 P.M.

Respectfully submitted,

Ellen C. Battaglini