

**Board of Library Trustees
Minutes of Public Meeting April 20, 2016**

Provincetown Public Library

Members Present: Stephen Desroches Laura Shabott and Stephen Borkowski.

Members Absent: James Johnson (excused).

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

Call to Order: Acting Chair Laura Shabott called the meeting to order at 6:02 P.M.

1. **Public Statements:** None.
2. **Agenda Order:** Ms. Shabott stated that the agenda would be followed in the order published.
3. **Approval of Minutes:** *Mr. Borkowski made a motion to approve the March 16, 2016 minutes as amended. Ms. Shabott seconded the motion, and it was so voted, 3-0.*
4. **Director's Report:** Mr. Clark reviewed highlights of the Report:
 - A sum of \$1,855.92 has been collected and deposited in the Library Gift Fund since March 14th;
 - The Library has sold a total of 20 copies (12 online) of Building Provincetown during the month of March, with \$17.92 being made on shipping transactions;
 - Justine Ives' artwork has been applied to t-shirts and totes. In addition, 40 print posters for sale arrived on April 6th;
 - Mr. Clark met with Nan Cinnater, Tom Ruane and Susan Packard to review the Library's process for receiving book donations. Pending Board approval, it was decided to accept donations by appointment on Mondays and Fridays in order to better control the volume and quality of books accepted. He would like to announce the new policy on April 25th, with a start date of May 9th;
 - Simmons Communications, LLC of Baltimore has reserved the Lower Level Program Room for April 20th and 21st. A rental fee of \$350, \$175 of which has already been received, was charged;
 - Ms. Cinnater's program, Reading Buddies, held an orientation for adult volunteers for its new literacy program co-sponsored with Provincetown Schools. 6 readers, 8 dogs and 8 kids are interested in participating;
 - The Writer's Voice Café Shakespeare event attracted 54 people so far in April;
 - The O'Neill 100 event still has good momentum;
 - Jeannette de Beauvoir launched her latest book, Deadly Jewels, with 35 people in attendance; and
 - Author Steve Silberman presented his book, NeuroTribes, with 30 in attendance.

Mr. Clark said that the Library has spent less than three quarters of its B Budget total expenditure, with two months left in the fiscal year. He will have some recommendations on how to spend the remainder of the funds and discuss with staff about potential projects such as enhancements to the Marc Jacobs Room, purchasing new shelving or other additions or improvements to the Library. The Board discussed several projects.

5. **Book Donation Policy Update:** This issue was discussed during the previous review.

6. **Database Recommendations:** Mr. Clark said that the Library, pursuant to a vote by the Board last month, has cancelled its subscription to FrontStream, a donor management software system. He was concerned about losing the current data in that system, however he was able to obtain an Excel file from Staples after the last mailing of the annual appeal letter. He met with Ms. Cinnater and Brittany Taylor about the other Library database systems and discussed information regarding usage numbers versus cost. It was decided that the Library would not move forward with the Mango Languages or the Freegal music services. There are not enough users of these services to justify their cost. The Board briefly discussed the topic. Mr. Clark said that ProQuest, Ancestral Quest, the Gale Resource Library, NewsBank and other services would be kept. Out of a total of eleven databases, two will be discontinued. Mr. Borkowski suggested monitoring the remaining nine on a bi-annual basis and establishing some kind of a threshold for determining whether they should continue to be funded.

Ms. Shabott said that she would be working with Ms. Cinnater on the economic development resource center idea and briefly reviewed the New York Foundation, an information resource on grants and other opportunities for artists and those who support them. She said that the Board of Selectmen has also supported the idea.

7. **Moby-Dick Marathon Update:** Mr. Clark updated the Board in regard to the event. The Board questioned him and discussed the status of the various facets of the event. He showed the Board the banner that would hang behind the readers. Ms. Shabott requested that the driver of the Funk Bus receive payment of \$100 for his driving services on the Friday night of the Marathon weekend.

8. **Payment of Justine Ives:** Mr. Clark requested that the Board approve the expenditure of \$1000 for Ms. Ives' artwork.

Ms. Shabott made a motion to authorize the payment of Justin Ives' invoice for \$1000 for artwork related to the Moby-Dick Marathon, Mr. Desroches seconded the motion, and it was so voted, 3-0.

9. **Any Other Business:** *Mr. Borkowski made a motion to authorize the payment of \$100 to the driver of the Funk Bus for his services during the Moby-Dick Marathon.* The Board briefly discussed the motion.

Ms. Shabott seconded the motion, and it was so voted, 3-0.

Mr. Borkowski inquired about the carpet installation. Mr. Clark explained that the Department of Public Works proposed keeping the Library open while the carpet was

being replaced, however he thought that might be challenging when the first and second floor were being worked on. The work will begin on the uppermost floor and proceed downward. He thought the Library might have to close for a day or two. The Board briefly discussed the issue and several other needed repairs and cleaning projects around the Library. It was agreed that a walk-around to develop a punch list for DPW should take place after the Marathon.

Mr. Clark reported that he had a community services meeting with Town Manager David Panagore. At the last BOS meeting, Cheryl Andrews had asked questions related to the mortgage. Mr. Panagore requested an update on the issue by the end of the month. The Board discussed the issue of the mortgage and the payments that have been made by the Library. It was agreed that the Board's goal is to retire the debt and use that money for other purposes.

Ms. Shabott raised the issue of the Board giving a \$100 monthly stipend to the O'Neill workshop actors. The Board and Mr. Clark discussed the idea. The Board decided to table it until the next meeting.

Mr. Clark called the Board's attention to the sheet entitled, "Summer-Fall 2016 Program Funding Expenses" that was passed out at the beginning of the meeting. Mr. Johnson had requested the list in order that the Board could review it and then discuss and vote on the funding opportunities at the next meeting. The Board discussed the list and ideas on how to fund programs.

The next meeting is on Wednesday, May 18, 2016.

Motion to Adjourn: Ms. Shabott moved to adjourn the meeting at 7:10 P.M.

Respectfully submitted,

Ellen C. Battaglini