

**Board of Library Trustees  
Minutes of Public Meeting June 15, 2016  
Provincetown Public Library**

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

**Members Absent:** None.

**Others Present:** Matt Clark (Library Director), Michael Goodearl, Clayton Nottleman, Grace Ryder O'Malley.

**Call to Order:** Chair Laura Shabott called the meeting to order at 6:00 P.M.

**1. Public Statements:** Mr. Goodearl is a neighbor of the Library notified the Board that the Library's air conditioning unit is making a very loud, invasive noise and may need to be repaired. He has also noticed loose flashing on the side of the building. Mr. Clark acknowledged the noise and notified Mr. Goodearl that the Provincetown DPW has been notified and has put a repair plan in place. The Board members offered to help contact Town Hall regarding the issue too if needed. Grace Ryder O'Malley spoke on behalf of the Friends of the Library group and notified the Board that her group will make a donation to help support summer programming at the Library. She also said that the Friends would like to hold a jewelry sale on the Library lawn in August, and will be submitting a formal request to the Board for that event.

**2. Agenda Order:** Ms. Shabott stated that the agenda would be followed in the order published.

**3. Approval of Minutes:** *Mr. Desroches made a motion to approve the May 18, 2016 minutes. Mr. Johnson seconded the motion, and it was so voted, 4-0.*

**4. Director's Report:** Mr. Clark reviewed **highlights of the Report:**

- Collected and deposited \$1,337 with the Town Treasurer into the Library Gift Fund since May 18, 2016.
- A total of \$28,928.39 has been deposited into the Library Gift Fund in FY 2016.
- Foyer carpet installation was completed on Thursday, June 9.
- Repairs to the ceiling and walls of the Marc Jacobs Reading Room were completed on Friday, June 10.
- Circulated 2373 Provincetown items in the month of May 2016.
- Total items added to the Catalog in May 2016: 253
- Total items withdrawn from the Catalog in May 2016: 1266
- Total new borrowers registered in May 2016: 23
- Staff has worked together to remove, bill, or replace 8 years worth of items marked "Missing," a list of roughly 1300 items.

**Program Report:**

- 2016 Heritage Day Celebration: **Total Attendance- 62**
- June Writer's Voice Café: **Total Attendance- 33**
- May Tech Time at the Provincetown COA (4 Sessions): **Total Attendance- 6**
- May Tai Chi by the Ship (4 Sessions): **Total Attendance- 48**
- May Coffee/Bagel Hour (4 Sessions): **Total Attendance- 60**

#### **5. Heritage Day Review:**

The Trustees gave very positive about the Heritage Day program both in terms of quality of the presentation and attendance from the community. Both presenters, Bill Evaul and Sam Tager were given gift bags containing Provincetown Library merchandise.

#### **6. Rose Dorothea Award Update:**

The Rose Dorothea Award event will be held at 6:00 pm at the Provincetown Library on Friday, September 16. Trustee Steve Desroches will be writing a press release to announce the event. Trustees will seek out sponsors for the event and the Library will create a corresponding display for the month of September to help promote the award. Matt Clark will be in charge of promotional posters, fliers, etc.

#### **7. Building Maintenance Update:**

Matt Clark announced that the lawn is now being mowed on a regular basis by DPW personnel. The Board members remarked that the Beautification Committee has done excellent work on the Library lawn. Stephen Borkowski has replaced frames on artwork displayed in Library bathrooms. He also inquired about the status of the carpeting being applied to the Lower Level stair landing. Mr. Clark informed Mr. Borkowski that the carpeting materials have been delivered, but he is not sure of the plan for installation by the DPW. The Board also discussed the possibility of opening the Historic Steps to the public, and will begin exploring what is needed to make that happen.

#### **8. Summer Programming Fees Finalized:**

This agenda item was not discussed due to the donation from the Friends of the Library announced by Grace Ryder O'Malley during the Public Statements portion of the meeting. Matt Clark will follow up with the Friends of the Library to determine the most effective way for the money to be transferred into the Library B Budget.

#### **9. Reading Room Rental Request:**

The Barr Foundation of Boston, MA requested exclusive use of the Marc Jacobs Reading Room on Monday, August 29 for a fee of \$700. Mr. Clark informed the Board that there are no significant events being held in the room on that day and that periodicals would be moved outside of the room so that patrons would still be able to access them. The Board requested that Mr. Clark notifies the community in advance of the event. Mr. Clark agreed to do so.

*Mr. Borkowski made a motion to approve rental of the Marc Jacobs Reading Room on Monday, August 29. Mr. Johnson seconded the motion, and it was so voted, 4-0.*

#### **10. Other Business:**

Mr. Desroches mentioned that the Friends would like to use the Library as a collection center for donations toward their Jewelry Sale.

Mr. Desroches asked Mr. Clark about the Library's museum passes that are available to patrons. Mr. Clark reviewed a quick list of some of the more popular passes that the Library offers and agreed to send Mr. Desroches a full list of the museum pass collection. Mr. Desroches asked how the passes are funded, and Mr. Clark informed him that the Library budget purchases them.

Mr. Borkowski informed the Board that the Tourism Office will be designing and producing a promotional pamphlet for the Library that will be available to visitors to Provincetown.

