

**Board of Library Trustees
Minutes of Public Meeting July 20, 2016
Provincetown Public Library**

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

Members Absent: Stephen Desroches.

Others Present: Matt Clark (Library Director), Donna Vaillancourt, Jan Kelley.

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

1. Public Statements: None

2. Agenda Order: Ms. Shabott announced that the Friends of the Library Jewelry Sale request will be moved up from #7 to #3 on the Agenda.

3. Friends of the Library Jewelry Sale Request:

The Friends of the Library submitted a written request asking for permission to hold a Jewelry Sale on the outdoor brick sitting area on August 13, 2016. from 10:00 am to 2:00 pm. They would also like a rain date of August 20, 2016. The group would also like to set up a collection box in the Library. The Trustees agreed to help the Friends by letting them set up the donation box on a display table located on the Library's first level.

Mr. Johnson made a motion to approve the August 13, Friends Jewelry Sale. Mr. Borkowski seconded the motion, and it was so voted, 3-0

4. Approval of Minutes: *Mr. Johnson made a motion to approve the June 15, 2016 minutes. Mrs. Shabott seconded the motion, and it was so voted, 3-0.*

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

- Collected and deposited \$2,688.13 into the Library Gift Fund since June 15, 2016.
- A total of \$29,988.39 was deposited into the Library Gift Fund in FY 2016.
- Matt has been informed by the Treasurer's office that the Library finished the fiscal year under budget.
- Library has once again been asked to host the judges of the annual Carnival Parade on our lawn on August 18, 2016. We will plan to close early (1:00 pm) on that day for the parade.
- Completed staff performance evaluations on Friday, July 15. New form for reviews was provided by the Town Manager's office this year

Program Report:

- *Kissing A Fish- Memoirs of a Fisherman's Son* by Carol Malaquias: **Total Attendance- 50**
- June O'Neill 100: **Total Attendance- 64**
- June Reading Buddies: **Total Attendance (3 Sessions)- 32**
- June Tuesdays with Hilde (4 Sessions): **Total Attendance- 35**
- June Tai Chi by the Ship (4 Sessions): **Total Attendance- 55**
- July Art on the Lawn - 3 Sessions: **Total Attendance- 82**
- July Writer's Voice Café: **Total Attendance- 72**
- Kirk Frederick presents *Write That Down*: **Total Attendance- 30**
- July O'Neill 100: **Total Attendance- 50**

6. Merchandise Request:

Matt Clark informed the Board that their merchandise sales continue to perform well, and that it is time to reorder t-shirts, post cards, and tote bags. He also suggested that there is large interest from patrons to purchase Library themed mugs. The Board then discussed how to make the reorder process more streamlined, and Mr. Johnson and Mr. Borkowski agreed that Mr. Clark should be authorized to order small runs of product as needed.

Mrs. Shabott made a motion to approve an expenditure of up to \$100 on Library mugs when needed according to Matt Clark's discretion. Mr. Johnson seconded the motion, and it was so voted, 3-0.

Mrs. Shabott made a motion to approve expenditures from the Library Gift Fund on merchandise inventory of up to \$200 at a time at the discretion of the Director, Matt Clark. These purchases can include but are not limited to t-shirts, tote bags, posters, prints, mugs, post cards, and other ephemera. Mr. Borkowski seconded the motion, and it was so voted, 3-0.

7. Summer Programming Fees Update:

\$3,025 from the Friends of the Library was deposited into the Library's B budget on July 19 with the Town Treasurer to be used to cover 2016 Summer Programming fees. The Board discusses programming fees covered by donors and agreed to keep working together to find more effective ways to both secure funds in a timely manner and highlight sponsors.

8. Rose Dorothea Award Planning:

The Board discussed the Rose Dorothea ceremony last year and agreed that two tier pricing (\$50 and \$100) was not necessary, and that the \$100 option was not well received. The group decided to offer just one \$75 ticket.

9. Other Business:

Mr. Borkowski mentioned that he spoke to the Department of Public Works regarding installation of carpet on the Lower Level Landing. He also mentioned that the building has not looked as clean as we have come to expect. He also mentioned that new artwork descriptions have been added to the Library bathrooms. Lastly, he checked in regarding the "Summer Camp" movie series, which will run on four Wednesdays in August.

Mrs. Shabott continues to work on paying the remainder of the Library mortgage. She reports that she's been working closely with the Town Treasurer to get a better understanding of the Library's accounts and how the loan is actually structured.

Mrs. Shabott asked Matt Clark to meet with a representative from the Provincetown Police Department to check into the legality of street musicians performing in front of the building during Library hours. Mr. Clark agreed to meet with the Police and report back to Mrs. Shabott.