

**Board of Library Trustees
Minutes of Public Meeting September 21, 2016**

Provincetown Public Library

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

Members Absent: None.

Others Present: Matt Clark (Library Director), Brittany Taylor (Recording Secretary), Mary Alice Wells, and David Mazochi (Friends and Supporters of the Provincetown Public Library).

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

1. **Public Statements:** David Mazochi announced that the Friends and Supporters of the Provincetown Public Library's fundraising event "Dead Silence" is in full production and on track to start on October 7th with the help of 50-60 volunteers. "Dead Silence" will feature a brand new story written by Michael Soldier.

Mary Alice Wells expressed concern that the video surveillance system at the Library has not been operational. The Board agreed with this sentiment and indicated that the Library's video surveillance system would be restored as soon as possible to ensure both staff and patron safety. Ms. Shabott also mentioned the Library's intention for a police officer to attend a staff meeting in order to give the staff information about safety concerns and about dealing with potentially difficult patrons.

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

3. **Approval of Minutes:** *After a minor edit, James Johnson made a motion to approve the August 17, 2016 minutes as amended. Laura Shabott seconded the motion, and it was so voted, 4-0.*

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

- Collected and deposited \$4,980.46 into the Library Gift Fund since August 17, 2016
- Matt will attend the MLS Reference Techniques class in Springfield, MA on September 20 and 22.
- Matt submitted a CIP request of \$20,000 for the reconstruction/re-engineering of the Library lawn. This request will be reviewed by David Panagore and Ruth Lewis at 11:00am on September 28.
- Matt will take paternity leave October 5 to October 12. He will then work reduced hours (estimated 15-20 per week) until October 19. Nan Cinnater and Brittany

Taylor have both met with Matt and been briefed on their duties in his absence. Matt will be available by phone and email after October 12.

- Tech and Member Services Coordinator, Brittany Taylor has been organizing the data from the first edition of the Library's space use study which was completed on August 31st and has been conferring with Anna Popp about the initial observations this study has generated.
- Lead Librarian, Nan Cinnater scheduled the final Provincetown Book Festival program comprising five featured events with 10 featured authors; 8 local author readings; 17 exhibitors for author signings and book sales.
- Nan also publicized the Festival, along with the Rose Dorothea Award, online and in print (*Cape Cod Times*, *Boston Globe*, *The Banner*, *Provincetown Magazine*)

Program report (since August 17):

- August Art on the Lawn (3 sessions): **Total attendance – 89**
- August Free Movie Nights (4 sessions): **Total attendance – 85**
- 2016 Rose Dorothea Award Ceremony: **Total attendance – 170**
- 2016 Provincetown Book Festival: **Total attendance – 185**

Stephen Borkowski requested that Mr. Clark list the funds raised from book sales separately in his director's reports so that the Board could get a better understanding of how funds were generated by the Library.

Ms. Shabott also stressed that she and the rest of the Board would be available for additional support to the Library staff during Mr. Clark's paternity leave.

5. Rose Dorothea Award Review:

The entire Board was very happy with the Rose Dorothea Award and felt that the event went smoothly and was successful, despite the adversity and the distractions that occurred during the Award's initial planning stages. James Johnson felt that having the Award in conjunction with the first annual Provincetown Book Festival elevated the success of all of the weekend's events. The Board expressed thanks to the Friends and Supporters of the Library group for providing the food and beverages and to the Finance Committee for its overall support of both the Rose Dorothea Award and the Book Festival. In addition, the Board was pleased to have all of its members in attendance at the event.

Mr. Clark requested a motion that he be reimbursed for the purchase of the Rose Dorothea Award itself, which totaled \$151.94. Laura Shabott made the motion to reimburse Matt in full for this purchase. Stephen Borkowski seconded the motion, and it was so voted 4-0.

6. Provincetown Book Festival Review:

The Board of Trustees was also very happy with the first annual Provincetown Book Festival and felt that the events that comprised the festival were interesting, well organized, and well attended. Ms. Shabott was pleased with the amount of social media coverage, both by the Library's own accounts and by participating authors' accounts. Mr. Borkowski indicated that the Provincetown Book Festival, in conjunction with the Rose Dorothea Award, is a great addition to the Library's annual calendar, which also features the Moby Dick Marathon Reading and Heritage Day.

7. Letter to Berta Walker re: Status of Donation from Moby Dick Marathon:

Small edits were made to a letter to Berta Walker that intends to garner information about the status of a \$2000 pledge Ms. Walker made to the Library. This pledge stems from her sponsorship of the 2016 Moby Dick Marathon and from a portion of the proceeds from the fundraising Whale Show that occurred during the Marathon. The letter will be sent, with edits by the end of September.

8. Any Other Business:

Mr. Borkowski indicated that it would be beneficial to have signed copies of books from authors who have presented at the Library available for purchase to benefit the Library. Ms. Shabott indicated that adding a request for a signed copy to author contract and confirmation letters might be the best way to obtain such copies.

Ms. Shabott informed the Board that she will be meeting with Town Manager, David Panagore, on September 23 to go over a space planning report and will share the results of this meeting next month.

Ms. Shabott also notified the Board that she would be meeting with John O'Buck and Ruth Lewis of the Finance Committee to go over the Library's renovation debt. The renovation bond loan for the Library totals approximately \$350,000. The Library's annual payment is around \$41,000, which is included in a \$240,000 yearly payment the Town of Provincetown makes. Laura intends to determine from which account the Library's portion of the payment stems and, once this is discerned, the amount will be transferred from the Library Gift Fund back to where it was originally taken. Matt Clark presented Ms. Shabott with a list of account numbers and their amounts as of 2012 to help with the process.

Additionally, Ms. Shabott discussed a plan to gather information about the Library's funds and debt, with the intention of proposing that the responsibility for the Library's renovation debt be taken away from the trustees and given to the town. Ms. Shabott aims for this proposal to be brought before Town Meeting in April 2017. The

rest of the Board agreed that a transfer was in order and would be beneficial to the Library and to the community moving forward. The Library Board of Trustees have continued to be faithful in raising payments to reduce the Library's debt, but this Board is also the only board of a town institution solely responsible for paying this type of debt. The Board feels that this is an unreasonable burden for a Board of a public service institution as its priority should be on serving the community, and not on debt. Director Matt Clark suggested that the Board be thorough in its argument and that it may benefit from having a third party present the proposal so that the argument is as clear as possible.

In other business, Mr. Borkowski introduced the idea of engraving the granite steps in the front of the Library with the Library's history in either ascending or descending order, potentially using funds from an account once dedicated to the Heritage Museum.

Finally, Mr. Johnson announced that the October Board meeting will be his last meeting and he will be resigning his position shortly thereafter as he plans to move to New York.

The next meeting will be on Wednesday, October 19, 2016.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Stephen Desroches seconded the motion. The meeting was adjourned at 7:06 P.M.

Respectfully submitted,
Brittany Taylor