

**Board of Library Trustees
Minutes of Public Meeting November 16, 2016**

Provincetown Public Library

Members Present: Laura Shabott, Stephen Desroches, and Stephen Borkowski.
Others Present: Matt Clark (Library Director), Brittany Taylor (Recording Secretary), Joan Prugh, Eric Larsen (Deputy Director of Department of Public Works), Frank Vasello (Beautification Committee), and Michael Goodearl.

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

1. Public Statements: None.

2. Agenda Order: Laura Shabott indicated that the Dead Silence Update would be removed from the agenda as no representative from the Friends and Supporters of the Provincetown Public Library was present to give the report. She then stated that the rest of the agenda would be followed in the order published.

3. Approval of Minutes: *Stephen Borkowski made a motion to approve the September 21, 2016 minutes as amended. Stephen Desroches seconded the motion, and it was so voted, 3-0.*

4. Library Lawn Progress Update/Discussion:

The Board continued to discuss plans for the Library Lawn. The Board focused on the primary uses of the Lawn, which included event space for Carnival, Art on the Lawn, and the Book Festival, and an artist space. Matt Clark voiced that the Lawn should be made as manageable as possible for all those involved. Laura Shabott indicated that the Beautification Committee's suggestion of using Pachysandra to prevent erosion of the slope would be implemented in the Summer of 2017 and that the deteriorating abutting wall separating the Library from the 358 Commercial Street property would be a priority for future hardscape plans. Ultimately, the Board empowered the Beautification Committee to design a plan for the Library Lawn as the Board felt that this committee would be most capable of determining a final vision for the project.

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

- Collected and deposited \$794 into the Library Gift Fund since October 19, 2016.
- The Provincetown Public Library was ranked #2 in the U.S. by the Library Journal for FY2016 in our expenditure category of libraries with a budget of less than

\$999,999. For the fourth straight year, the Library also received a 5 star service rating from the publication. The Library ranked first in our expenditure category for program attendance, public computer usage, and site visits. Lower circulation numbers per capita this year hurt the Library's ranking.

- The Massachusetts Library System Municipal Appropriation Waiver Requirement was submitted on November 7. Parts of the report were completed by Ruth Lewis, Interim Finance Director, as is required by the state.
- The Library's FY2018 budget was submitted to Assistant Town Manager David Gardner on November 9. The Library submitted a flat budget request for the fourth consecutive year. The Library's budget request review is scheduled for Tuesday, November 29.
- Matt met with representatives from the Family Equality Council on October 26 to finalize event planning for First Light 2017 weekend. The Family Equality Council plans to hold at least five gatherings/events in the Library during First Light and will publish an official schedule for the Library to distribute.
- Outer Cape Health Outreach Coordinator Forest Maletesta has been awarded a Rural Health Hero Award by the Massachusetts Office of Rural Health.
- Matt met with Beau Jackett of the MIS Department to discuss the Library's surveillance system. Ultimately, the Library plans to install a new equipment that will allow the building to be part of the town-wide surveillance system.

Program Report:

- October Free Movie Nights (4 sessions): **Total Attendance – 67**
- November Writer's Voice Café: **Total Attendance – 22**
- November O'Neill 100: **Total Attendance – 25**
- Tramping the Dune Shacks: **Total Attendance – 19**

6. Appointment of New Trustee Status:

The Board will attend a Joint Board of Selectmen meeting on November 28, 2016 to appoint Joan Prugh as a Library Board Trustee with a term to expire May 3, 2017. The Board expressed its gratitude and excitement to have Joan Prugh join the Provincetown Public Library's Board of Trustees.

7. Archival Materials Processing:

The Board agreed that the Library must better define and clarify archival collection procedures and policies, particularly in regards to the handling of potential archival materials. Matt Clark emphasized that, especially with the addition of the Lead Librarian position, the Library intends to and is in a position to place more focus on preserving

Provincetown's history through the Library's archives. With this goal in mind, Lead Librarian, Nan Cinnater, has applied for The Roving Archivist grant to aid the Library in its vision for the Josephine Del Deo Archives. Stephen Desroches also expressed his intention to meet with Nan to develop archival guidelines prior to the arrival of the Roving Archivist.

8. Wedding Event Rental Request (October 2017):

Matt Clark proposed a wedding event rental request for Saturday, October 21, 2017. The event will span 90 minutes and occur on the Library's Mezzanine Level, outside of the Library's operating hours. The Library will charge \$200 for this rental request and Matt Clark indicated that the couple will send their deposit once their request is accepted. The Board approved this request.

Matt Clark also shared his satisfaction with the Library's current rental fee structure. He indicated that the rates of \$75 per hour for rooms and of \$100 per hour for larger spaces have been met with approval from those who have requested rentals and that, overall, these rentals have generated a healthy amount of supplemental income for the Library.

9. Other Business:

The Board indicated that the Library's annual appeal letter should be sent out before the end of the year and that this year's letter should include a copy of the Library's schedule of events.

Stephen Borkowski mentioned his wish that the Library's cell phone policy be made more clear so that all Library patrons may enjoy the Library without distraction or interruption.

Matt Clark proposed the move of the office space of Lead Librarian, Nan Cinnater, from the second floor to the alcove on the Mezzanine Level. He indicated that this move would allow Nan to better accomplish her daily tasks, while also allowing for a repurposing of the second floor starboard area. By eliminating Nan's desk from the area, Rose Dorothea related items, such as the video kiosk, could be housed closer to the actual replica. This proposal met with unanimous support from the Board.

Finally, the Board discussed opening the historic staircase in the Library's lobby to foot traffic. The Board plans to carpet the stairs and to close the stairs off during the winter months to ensure that the stairs are not damaged. The Board intends to determine whether additional approval for this action is needed and to get an estimate on carpeting to determine funding possibilities before any other steps are taken.

The next meeting will be on Wednesday, December 21, 2016.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Stephen Desroches seconded the motion. The meeting was adjourned at 7:10 P.M.

Respectfully submitted,
Brittany Taylor