

Board of Library Trustees
Minutes of Public Meeting January 18, 2017
Provincetown Public Library

Members Present: Laura Shabott, Stephen Borkowski, Stephen Desroches, and Joan Prugh.

Others Present: Matt Clark (Library Director), Brittany Taylor (Recording Secretary)

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 stated that the agenda would be followed in the order published.

3. Approval of Minutes: Joan Prugh *made a motion to approve the December 21, 2016 minutes as amended. Stephen Desroches 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 \$5,288 into the Library Gift Fund since December 21, 2016.
- The Provincetown Public Library 2016 Annual Appeal initiative has received \$4311 in donations to date. The Board of Trustees invested \$556 into the printing and mailing of letters.
- The Library's proposed FY2018 Budget was approved by the Provincetown Selectman on January 10, 2017.
- Phil Orr, a design intern from the Massachusetts College of Art and Design will start working with Matt on Friday, January 20. Phil will work at the Library for 75 hours over the course of his semester and collaborate with Matt and other staff members to enhance the Library's print collateral and branding efforts. Phil will also be tasked with producing visuals for the 2017 Moby Dick Marathon Reading.
- Tech and Member Services Coordinator, Brittany Taylor, is conducting and overseeing the second edition of the daily Space Use survey in an effort to begin to understand how we can improve the Library's space to better address its uses.
- Lead Librarian, Nan Cinnater, worked to publicize both Reading Buddies and the 2017 Reading Challenge, resulting in coverage in the *Cape Cod Times* (1/1/17) and *The Banner*. Nan also kicked off the Reading Challenge with Friday morning coffee on January 6, 2017 with 4 "challengers" in attendance, but with many more Facebook and email members.

Program Report:

- Family Equality Council First Light Events:
 - Family Pizza Dinner at the Library: Total Attendance – 26
 - PJ Movie Night & Sing-Along: Total Attendance – 17
 - Family Picnic Lunch & Story Time in the Library: Total Attendance – 20
- December Free Movie Nights (3 Sessions): Total Attendance - 16
- The first annual Provincetown Public Library Super Classy Dog Show will take place July 1, 2017.

5. Moby Dick Marathon Updates:

Matt Clark reported to the Board of Trustees that press for the Moby Dick Marathon event is scheduled to go out on Tuesday, January 24. Matt is currently only looking for about 35 readers, as many interested readers have already been in contact. Matt also indicated that he plans to choose merchandise for the event during the next month.

Laura Shabott introduced her plan to approach signature T shirt vendors in Provincetown about producing special edition Provincetown Public Library Moby Dick Marathon Reading t shirts. Laura also asserted that she would speak with Bay State Cruise Company about their sponsorship before the press release for the event.

Stephen Borkowski presented the Board with a Herman Melville postcard that the Library plans to sell during the event for \$2 each. The Board also expressed its excitement that the Provincetown Town Report will feature one of Justine Ive's Moby Dick images on its cover this year.

Matt Clark informed the Board that PTV will be live-streaming the event again this year and that Angel Foods will be providing refreshment in the Marc Jacobs Reading Room. In addition, the Center for Coastal Studies has been contacted about heading a whale-themed program on the Thursday before the event.

Finally, the Board expressed its disappointment that the Provincetown Tourism Office did not get the Moby-Dick Marathon Reading Event or any other Library events in their yearly calendar.

6. Flores Fund and Other Funds:

Matt Clark asked the Board to release \$6,000 from the Flores Fund to continue purchasing books for the collection, while \$6,000 from the Library's B Budget can be used to purchase new magazine display shelving for the Marc Jacobs Reading Room. The current magazine racks are old, broken, and present a safety hazard. Laura Shabott moved to approve this request. Joan Prugh seconded the motion, and it was so voted, 4-0.

Matt Clark also indicated that there have been difficulties uniting the Library's other funds at this time due to the resignation of Treasurer John O'Buck. However, the Board asserted that it is still working hard to find the appropriate paperwork for all of the Library's funds.

7. Stephen Borkowski Reimbursement:

Stephen Borkowski requested he be reimbursed \$21.78 for his purchase of plastic postcard sleeves. The Board approved this request, 4-0.

8. Other Business:

The Board discussed the Josephine Del Delo Archives and emphasized the importance of archival standardization and of collaboration between the Library, the Provincetown Museum, and the town itself. The Board determined that, in order to best maintain proper protocol, Nan Cinnater should be the head of the Archives for the Library.

Stephen Borkowski led a discussion about the possibility of the Library selling a limited edition reproduction of the poster for "The Exploding Plastic Inevitable," a production by Andy Warhol that was performed in the Library's building when it was the Chrysler Art Museum.

Matt Clark proposed a wedding event rental request for Sunday, June 11, 2017 by John Oaks and Justin Gerrity. The event will start at 5:00, span 90 minutes, and occur on the Library's Mezzanine Level, outside of the Library's operating hours. The Library will charge \$400 for this rental request. The Board approved this request.

Laura Shabott announced that she would be leading a Strategic Planning Committee to devise a 5 year plan for the Library. The first meeting of this committee will be on Friday, January 27, 2017.

Finally, the Board discussed the idea of collaborating with the Pilgrim Monument for the Library's Heritage Day event.

The next meeting will be on Wednesday, February 15, 2017.

Motion to Adjourn: Stephen Borkowski moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:04 P.M.

Respectfully submitted,
Brittany Taylor