

**Board of Library Trustees**  
**Minutes of Public Meeting May 17, 2017**  
**Provincetown Public Library**

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

**Others Present:** Matt Clark (Library Director).

**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:** Laura Shabott *made a motion to approve the April 19, 2017 minutes as amended. Joan Prugh 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 \$6,043.87 into the Library Gift Fund since April 19, 2017.
- The Provincetown Public Library received a \$1000 donation in memory of Andrew Aull from Paige Gillies.
- Library Director Matt Clark attended his final 2 days of MLS Basic Techniques classes in Marlborough, MA on April 25 and 26. He will now receive a Library Director Certification from the MBLC.
- SHRAB will send a member of their Roving Archivist program to the Provincetown Public Library for a series of visits beginning May 16. The Archivist will work with Lead Librarian, Nan Cinnater, to better organize the Josephine Del Deo Historic Archive located in the Library's Lower Level.
- Matt is working with Seaside Alarm to receive a quote to reactivate the Library's security camera system. Seaside will be sending a technician to assess our needs in early June. The contact was provided and recommended by the Police Department.
- Brittany Taylor and Matt are working with the MIS Department to install a temporary WiFi login tracking system until a full version can be installed. Early conversations between Brittany and Tyler lead us to believe that we may be able to create a workaround within our existing infrastructure that would allow tracking.
- A Well Water medal was placed on the Library's front exterior on May 12, 2017.

## Program Report:

- April Tech Help Basics/COA Tech Outreach: Total Attendance - 28
- Twice Round *Moby-Dick*: Total Attendance – 55
- Second Annual Moby Dick Reading Marathon: Total Attendance - 370
- May Writer's Voice Cafe: Total Attendance - 30
- Due to a number of factors and strains, the Provincetown Public Library will not be continuing the Beyond Provincetown series with director Stuard Derrick. The Board unanimously supported this decision. The Board also suggested that flowers or fruit be sent to the Wellfleet Public Library for their graciousness under pressure after their experience with Mr. Derrick.

### **5. Heritage Day Planning Update:**

Matt Clark will meet with Stephen Borkowski and Alice Brock to help prepare her for her talk during Heritage Day. The Board suggested that Stephen Desroches, who will host the event, prepare questions for Ms. Brock in order to help guide her talk if needed. The Board also discussed the possibility of showing Ms. Brock's art on the Library's projection screen during her talk. Press for the event will go out on Friday, May 19<sup>th</sup>.

### **6. Moby Dick Marathon Review:**

The Board applauded the staff and their efforts during the Second Annual Moby Dick Marathon Reading. Compared to last year's inaugural event, this year's event generated \$1500 more in profits and Director Matt Clark expects remaining merchandise to generate an additional \$1400 throughout the summer. In addition, total expenses for the event totaled \$1486.87, about \$600 less than last year's expenses. Attendance for the event showed an overall increase, although the attendance for the final day of the event was lower. Finally, the Board discussed the potential of organizing an end party or pre-event ceremony for next year's Marathon.

### **7. Peter Whittemore Reimbursement:**

Melville descendent, Peter Whittemore served as the honorary guest and opening speaker for this year's Moby Dick Marathon Reading. Trustee Stephen Borkowski donated \$100 to cover Whittemore's dinner expenses. Stephen Desroches made a motion to approve the additional \$424.56 speaker fee and expenses for Peter Whittemore's appearance. Joan Prugh seconded the motion and it was so voted, 4-0.

## **8: Strategic Planning Committee Update:**

Laura Shabott reported that the Strategic Planning Committee is working to answer four questions put forth by Committee Chair, Chip Capelli:

1. What do you think the Library is about?
2. What do we do that no one else provides?
3. What are we “selling”?
4. What do you envision for the Library in the next 5 years?

Once the committee develops thoughtful and definite answers to these questions, the committee will present this vision to the Board of Library Trustees. The Strategic Planning Committee is also in the process of developing a quick summer survey for visiting patrons.

## **9. Other Business:**

Matt Clark proposed a wedding rental request for September 8, 2017 by Michael Lopez and Maximilliano Rodriguez. The wedding will start at 5:00, span a maximum of 2 hours, and include a maximum of 100 attendees. The Library will charge \$350 for this event and has obtained general liability insurance for it. Joan Prugh made a motion to approve this request. Stephen Desroches seconded the motion and it was so voted, 4-0.

The Board discussed the arrival of SHRAB’s Roving Archivist and her subsequent meeting with Nan Cinnater and Brittany Taylor on May 16, 2017. Stephen Borkowski highlighted the potential need for a town-wide archival committee in order to determine agreed-upon best practices for the Josephine Del Deo Archives. However, the Board agreed that Nan Cinnater would ultimately lead the project to improve the Archives. The Board will receive a review of the Roving Archivist meeting when it becomes available.

Stephen Borkowski related that he was approached by Marolla Gallery with a donation of Lester Johnson books. The Board agreed that the Library would accept the donation to be used as the Library staff sees fit.

Stephen Borkowski also introduced the idea of creating a policy concerning author appearances at the Library. This policy would aim to promote attendance at Library author events by ensuring that authors with multiple speaking engagements in the area use the Library as their first venue. The policy aims to be advantageous to both the Library and to the authors. Laura Shabott will draft the wording of this policy to be reviewed at a future Board meeting.

The Board decided that the plywood board used for the Art on the Lawn program will be painted green to be more aesthetically pleasing.

The Board reported that the Library has received no funds from the Friends and Supporters of the Provincetown Public Library group this year, excepting a \$100 check from a prior commitment in 2016. The Board expressed concern that fundraising is happening through this group in the name of the Library without any funds being received by the Library. The Board intends to gain clarity and insight into this issue as soon as possible.

Stephen Borkowski showed Board a book plate that he created through Bookplate Ink show one of the options the Library has for implementing a book plate program.

The Board of Library Trustees section on the Library's website will be updated to reflect the Board's current members.

The next meeting will be on Wednesday, June 21, 2017.

**Motion to Adjourn:** Laura Shabott moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:34 P.M.

Respectfully submitted,  
Brittany Taylor