

Board of Library Trustees
Minutes of Public Meeting June 21, 2017
Provincetown Public Library

Members Present: Laura Shabott, Stephen Desroches, Stephen Borkowski (via telephone) and Joan Prugh.

Others Present: Matt Clark (Library Director).

Call to Order: Chair Laura Shabott called the meeting to order at 6:04 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: *Stephen Desroches made a motion to approve the May 17, 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 \$2347 into the Library Gift Fund since May 17, 2017. Of this amount, \$720 was from the book sale, \$425 was from Moby Dick totes, and \$30 was from postcards.
- Total B Budget expenditure to date: \$71,305.03 (87.5% of total allowance).
- Representatives from the Outer Cape Health Navigator program attended the Library staff meeting on June 8 to begin working with staff to assess our needs dealing with challenging patrons and substance abuse issues. The Library will continue to work with the Navigator program to create best practices for working with these types of special need patrons and our organization will act as a pilot project that will aid other libraries facing similar challenges.
- Sewage flow pump controlling water in the Lower Level bathrooms exploded on June 16. Matt is currently coordinating with DPW to have the issue repaired.
- Matt, Nan, and Brittany visited the Nantucket Book festival on June 17 to look for ideas to make our festival even bigger and better.

5. Heritage Day Review:

The whole Board agreed that this year's Heritage Day Celebration was a huge success. Alice Brock was a great choice as a speaker with an engaging story, the Board received great feedback, and there were 85 people in attendance. Stephen Desroches suggested the

use of a microphone moving ahead so that all members of the audience can hear the speaker, regardless of their position. The rest of the Board applauded Stephen Desroches as a host and narrator for the event. Matt Clark also indicated that the event reinforced the idea that the starboard side of the ship serves as an effective performance and programming space that the Library should take advantage of more often. Overall, the Board viewed this year's Heritage Day as a standard to which they will hold future Heritage Day events.

6: Strategic Planning Committee Update:

Matt met with Chip Capelli on June 1 to review the progress made thus far by the Strategic Planning Committee and help him with any questions that he had. As a follow up, Matt supplied Chip with information he requested on Children's programming, MBLC Trustees Guidelines, and Anna Popp's review of the Library's interior layout/needs. Laura Shabott indicated that the Strategic Planning Committee will be meeting again on June 27th at 4:30 pm and that she will update the Board on any developments at the next Board of Library Trustees meeting in July.

7. Other Business:

The Board discussed potential program sponsorship opportunities for the Library's summer needs. Matt Clark indicated that he was able to use remaining B Budget funds to pay for the Library's Art on the Lawn series, the Super Classy Dog Show, and the Library's database subscription fees. As a result, Joan Prugh proposed that the \$300 be transferred from the Library Gift Fund to the B Budget to fund the Writer's Voice Café and Workshop for the month of June. Laura Shabott seconded this motion, and it was so voted 4-0.

Laura Shabott also moved that the Board of Library Trustees pay \$100 for passes for the Cape Cod Maritime Museum and \$200 for passes for the MFA Boston. Joan Prugh seconded this motion, and it was so voted 4-0.

Matt Clark reported that the Library, officially partnered with the Family Equality Council, would host at least 2 family oriented events per day during Family Week.

Stephen Borkowski sent a wish list, which included items or ideas to improve the Library, to Laura Shabott and encouraged other Trustees to come back with their own ideas or additions by next meeting.

The Board also expressed their intention to add Trustee biographies and a group Trustee photo to the Library's website. The Board is also looking for a designated Board of Library Trustees volunteer to assist with detail-oriented research and data collection for different tasks and projects.

Matt Clark requested to be reimbursed \$96.80, the total spent while at the Nantucket Book Festival. This total includes \$40 in taxi fees, \$9 for parking, and \$47.80 for lunch for himself, Nan, and Brittany. Nan Cinnater also requested to be reimbursed \$13 for parking during this trip. Stephen Desroches made a motion to approve this reimbursement. Joan Prugh seconded this motion, and it was so voted 4-0.

Joan Prugh asked for an update on the Friends and Supporters of the Provincetown Public Library group. Stephen Desroches indicated that he has yet to meet with Grace Ryder-O'Malley, but intends to during the month of July. Joan Prugh inquired to the amount of money donated by the friends. Matt Clark responded that it was \$7,535 in 2015, \$3,825 in 2016, and \$100 in 2017.

Stephen Desroches requested that the calendar on the website be changed so that each week begins on a Sunday. Matt Clark indicated that he would make this change promptly.

Stephen Borkowski also informed the Board of a small but steady donation of signed children's books from author and illustrator Olivier Dunrea. Matt Clark intends to publish a note thanking Mr. Dunrea for his donation when the books are put into the collection.

The Board also related that they will be sending personalized thank you notes to Alice Brock for her role at the Heritage Day Celebration, the Beautification Committee for their work on the front lawn, and Olivier Dunrea for his donations.

Finally, the Board intends to invite the Provincetown Museum and Monument to host programs at the Library during the winter.

The next meeting will be on Wednesday, July 19, 2017.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Stephen Desroches seconded the motion. The meeting was adjourned at 6:50 P.M.

Respectfully submitted,
Brittany Taylor

