

**Provincetown Board of Library Trustees  
Minutes of Meeting, November 15, 2017  
Provincetown Public Library, Bowsprit Room**

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

**Others Present:** David Gardner (Assistant Town Manager), Barbara Klipper (Recording Secretary), Susan Packard (Library Staff Member), Donna Vaillancourt, Lyn Kratz, Brittany Taylor (Interim Library Director), and Amy Raff (both appearing as Library Director candidates).

**Call to Order:** Laura Shabott called the meeting to order at 4:00 pm. The purpose of the earlier than usual start time was to allow for interviews of two finalists for the position of Library Director, Brittany Taylor and Amy Raff.

**Public Statements:** None

**Agenda Order:** Laura Shabott stated that the agenda would not be followed in the order published.

**Approval of October 18 Minutes:** The minutes from the previous month's regular meeting were approved. The vote was 3-0. One Board member, Joan Prugh did not arrive at the meeting until later. Review and approval of the minutes of the November 7, 2017 special meeting was moved to December, as those minutes were not yet available for review.

**Library Director Candidate Interviews:** Candidates Brittany Taylor and Amy Raff were both interviewed by the Board. After the candidates left, a robust discussion ensued, resulting in a vote to recommend that one of the candidates, Amy Raff, be offered the position. Laura so moved, Joan seconded and the vote was 4-0. It was expressed by all members that both candidates were very impressive and had very strong interviews.

Laura suggested that the Board authorize funds to reimburse candidate Amy Raff for her expenses traveling for the interview. Joan moved that up to \$600 be authorized from the gift fund for this purpose. Laura seconded. The vote was 4-0.

Following these votes, David Gardner left the meeting. He will bring the recommendation to Town Manager David Panagore.

**Other Business:**

1. **Resignation of Chair Laura Shabott:** Laura stated that she will be stepping down as of February 1, due to family issues. She nominated Stephen Desroches to take over as Chair for February through April. Once elections are held in May, the new Board will select its own chair. Joan seconded the motion, which passed 3-0-1.

2. **Online Store:** Stephen Desroches will talk to Brittany Taylor about the online store. Tote bags are not currently listed and he will suggest looking into ways that shoppers can make a donation when they make a purchase.

**Director's Report:**

**DPW Consult:** The Interim Director's Report included a reports from the DPW regarding the building adjacent to the Library. The Board requested that DPW send a representative to the December BoLT meeting to discuss the condition of the Library, shed and front of the building.

**Lead Librarian Report:** Nan Cinnater reported that she is wrapping up the 2017 Reading Challenge, which had 48 participants.

**Public Health Concerns:** After a number of public health issues were discussed at the November 7 meeting, the Interim Director discussed policies to address these concerns with the Provincetown Department of Health. The Board recommended turning this concern over to the Health Department for further discussion on a town-wide basis.

**Book Bike Project:** The proposed purchase of a Book Bike will be discussed at the December meeting.

**Change in Gift Fund Procedure:** Town Treasurer, Alexander Williams, informed Interim Director Brittany Taylor that the Town no longer allows funds from the Library Gift Fund to be transferred to a Library budget line. As a result, roughly \$300 of the \$500 approved for the purchase of Library merchandise from Out of Print Clothing Co. was unable to be processes. In addition , the \$1000 for the Provincetown Book Festival that was approved in July 2017 was not able to be transferred. As a result of this change and to make up for the funds intended to be transferred to the Library's B Budget, Interim Director Brittany Taylor requested gift fund funds be used to pay for membership in the American Library Association (ALA) and the Massachusetts Library Association (MLA) (\$325), a four-week yoga series (\$320), speaker fees for the Writer's Voice Café) October through March (\$600), and the Winter Wednesday programs (\$500). Laura moved that \$1745 be moved for these purposes. Joan seconded and the vote was 4-0.

**Provincetown Banner Digitization:** The Library's staff is looking into the best options for doing this. The Interim Director also requested authorization to have a meeting of all town bodies affiliated with the archives stored at the Library. The Board decided to suggest that the staff hold off on this until after the new Director is in place, since this is a long-term complex issue. The Board liaison to the archives is Stephen Desroches.

**Wedding Request:** There has been a request to hold a wedding at the Library on April 4, 2018. The Board is concerned that not just the wedding but any set-up or clean-up not interfere with regular library hours and usage. Laura will email Brittany Taylor expressing concerns about the possibility of the availability of alcohol or food at this wedding. It was agreed that for now, the

Library would agree to host small weddings, so long as they don't interfere with the Library's hours and functions.

**Moby Dick Marathon:** Following a discussion about who would be best to Chair the Moby Dick Marathon in 2018, the Board agreed to recommend Brittany Taylor for this role, given her experience of twice successfully spearheading this event. Laura will make this recommendation to David Gardner, Assistant Town Manager.

**Annual Appeal Letter:** Stephen Desroches volunteered to draft this year's appeal letter, with the goal of having it ready for mailing by December 10, 2017. Volunteers who need hours for tax relief will be used to stuff the letters for mailing. It was also decided that Stephen Desroches will discuss the placing of the donor list on the Library's website with Brittany. Laura suggested that the Board consider a bi-annual appeal, with another letter going to donors in April, 2018.

**Adjournment:** Joan moved to adjourn at 7:10, and Laura seconded the motion. The vote was 4-0.

Respectfully submitted,  
Barbara Klipper