

**Provincetown Board of Library Trustees
Minutes of Special Meeting, November 7, 2017
Provincetown Public Library, Bowsprit Room**

Members Present: Chair Laura Shabott, Joan Prugh, Stephen Desroches, Stephen Borkowski
Others Present: Brittany Taylor (Interim Library Director) and Barbara Klipper (Recording Secretary).

Call to Order: Laura Shabott called the meeting to order at 6:00 pm. She stated that a purpose of the special meeting was to increase the personnel budget.

Public Statements: None

Agenda Order: Laura Shabott stated that the agenda would be followed in the order published.

Review of Fiscal Year 2019 Budget Proposal: The Board and Interim Director reviewed the Budget Request packet in preparation for submission to the Town Manager on November 9, 2017.

1. Brittany Taylor requested that the Board proofread the Program Description and add any objectives or language to highlight missing accomplishments. The Board reviewed that statement and the following text areas and proposed the following changes:
 - a. A few word changes in the Program Description, Budget Statement, and FY 2019 Objectives to add clarity and correct minor errors.
 - b. Changes in the Performance/Workload Indicators: Laura Shabott proposed that these figures be increased by 10%, to reflect the anticipated impact of the additional resources requested in the Budget.
 - c. Following discussion about the current state of the archival material stored in the Library, an additional objective was proposed: "Assess, categorize, and develop a plan for the future use of archival holdings." Currently, there is a finding aid in a binder, but the materials are not digitized or searchable at present.
2. Brittany Taylor presented her reasoning behind several line items on the Budget, and line items that were discussed and/or amended, resulting in a total proposed increase in the B budget of approximately 17% over FY 18. Increases were made to line items A-1 and A-4, B-2, B-3, B-4, B-8, B-10, B-12 and B-13. Details of items discussed and proposed changes include:
 - a. Laura Shabott proposed adding \$15,000 to the personnel budget, to cover the salary range of \$65,000-\$80,000 advertised for the Library Director. This item was initially budgeted at \$65,000.
 - b. Brittany Taylor stated that lines A-3 and A-4 were incorrect in the Budget draft given to the Board, and part-time circulation staff salaries were erroneously listed as overtime. The correct amount can be found under Staffing Levels.

- c. Brittany Taylor stated that \$1000 would be added to the budget for repair and maintenance of the Library's surveillance system and other Library equipment. Additionally, a copier, a public use black and white printer and the reference desk computer need to be replaced. These are reflected in the \$4,300 requested in line item B-10.
- d. Barbara Klipper asked if the Library belonged to professional associations or subscribed to professional library journals. The need for additional training for the staff, and for staff to connect to the wider library world was discussed. As a result, \$1,800 is requested in line B-4, and \$1,000 in line B-12. These increases will allow the Library to purchase memberships in the American Library Association (ALA) and the Massachusetts Library Association (MLA), to subscribe to essential library periodicals such as Booklist and Kirkus, and to ensure that staff are trained and up-to-date in essential areas of library service.
Future Action: Brittany Taylor will investigate costs for memberships and subscriptions discussed.
- e. Brittany Taylor stated that \$4,975 that was initially listed in B-13 are funds used for programming, so this amount was added to the correct line, B-3. The figure requested in B-13 was not decreased, however, in order to avoid the need to ask for a waiver from the state. 19.5% of the Library's budget needs to be for materials, and 80% of that amount needs to be provided by the town. In the past, the Library has had to request waivers because it did not meet this requirement. Line item B-13 reflects a budget level that obviates the need for a state waiver in FY19.
- f. The figure in B-8 represents the cost for printing marketing materials at Staples in Orleans of \$100- \$150 per month.

Approval of Fiscal Year 2019 Budget Proposal: Joan Prugh motioned to record the changes to the Budget proposal as outlined during the discussion. Stephen Borkowski seconded the motion. The vote was 4-0.

New Business:

1. **Response to Public Health Issues within the Library:** In light of the nationwide opioid epidemic, and the role libraries are playing in response, the Board requested information about the public health issues relevant to the Provincetown Library. Concern was expressed about how to protect staff and the public from public health hazards and what staff should do in response to this and other health and behavioral issues. **Future Action: Brittany Taylor will contact the Provincetown Health Department to find out if there is a town-wide policy regarding needles and overdoses, and to explore the Library's liability in such circumstances.** She also reported that there has been mention of crisis and disaster training for staff as well as training on dealing with difficult patrons, but such trainings have not been scheduled.
2. **Archival Material:** A discussion of the various archival materials stored at the Library led to the crafting of a FY19 objective about them, as well as the mention of

Roving Archivist and other services that might be able to digitize historical materials for the library without cost.

3. **Library Painting:** The painting of both the bathrooms and the exterior of the Library was discussed. It was decided that the bathrooms should be painted white for now, until it is decided whether or not to pursue the idea of having murals painted in the bathrooms, and to plan for painting the exterior this year. It was not known if funds for such painting comes from the budget of the Provincetown DPW or the Library. **Future Action: Brittany Taylor will investigate, add a suitable amount to the proposal (TBD) and bring up this issue when she defends the budget.**

Next Meeting: The next meeting will be on Wednesday, November 15, 2017, beginning at 4:00 pm. The meeting will be extended to include the interviews of several candidates for the position of Library Director.

Motion to Adjourn: Laura Shabott moved to adjourn the meeting. Steven Desroches seconded the motion. The meeting was adjourned at 7:17 pm.

Respectfully submitted,
Barbara Klipper