

**Board of Library Trustees
Minutes of Public Meeting March 21, 2018
Provincetown Public Library**

Members Present: Stephen Desroches, Stephen Borkowski, Joan Prugh, and Barbara Klipper (via telephone).

Others Present: Amy Raff (Library Director), Brittany Taylor (Assistant Director).

Call to Order: Chair Stephen Desroches called the meeting to order at 6:00 P.M.

1. Public Statements: None.

2. Agenda Order: Stephen Desroches stated that the agenda would be followed in the order published.

3. Approval of Minutes: Barbara Klipper made a motion to approve the February 21, 2018 minutes as amended. Joan Prugh seconded the motion, and it was so voted, 4-0.

4. Director's Report: Director Amy Raff reviewed the highlights of the Director's Report:

Operational/Financial:

- Collected and deposited \$1,042 into the Library Gift Fund since February 21, 2018.
- A Budget expenditure to date: \$136, 101 (54.6% of total allowance).
- B Budget expenditure to date: \$58, 096 (71.3% of total allowance).
- Since January 1, 2018, the Library has received \$4,321 in donations.
- Circulated Provincetown items in the month of February 2018: 1,663
- Total number of items added to the collection: 225.
- Total number of items withdrawn from the collection: 317.

Online:

- Social Media: 77 Facebook posts – increased likes from 1396 to 1401; 8 Instagram posts – increased followers from 372 to 419
- 11 Mailchimp releases
- Blog posts: Provincetown Photo and a Poem, Province History in Photos, Nan's Reading Highlights, New York Times Best Seller List, Billboard Hot 100 Chart

Meetings/Events attended by Amy:

- Library: Monthly Library Staff meeting, Weekly Library Full-timers meeting
- Town: Weekly Town Staff Meeting, Town Talk Radio Show with David Panagore (3/2), Board of Selectmen Meeting (2/26), Town Forum on Town Meeting (3/14)
- Other: Yearrounders Festival at Town Hall (3/10)

Program Updates:

- World Storytelling Day: **Total Attendance – 18**
- Polystyrene Reduction Information Session: **Total Attendance – 18**
- Yoga by the Ship (4 sessions): **Total Attendance – 30**

Updates from Staff:

- Assistant Director Brittany Taylor has begun to schedule and plan programs for the 2018 summer season. So far, she has scheduled four author events, various programs for Family Week, and plans to collaborate with the Provincetown Recreation Department.
- Lead Librarian Nan Cinnater has eleven speakers confirmed for the 2018 Provincetown Book Festival.
- After a long hiatus due to school schedule, the after-school program Reading Buddies, organized by Nan Cinnater, will resume April 24. In addition, the Companion Animal Program of Cape Cod will offer their reading-to-dogs program, “Tales to Tails,” on Saturday, April 14.

5. Policies to Discuss: Patron Behavior and Special Events:

After reviewing existing policies, Director Amy Raff suggested changes to the Library’s Patron Behavior Policy in an effort to maximize clarity and to eliminate unnecessary redundancies.

Barbara Klipper stressed the importance of having the Library’s policies posted and available within the Library, as well as on the Library’s website.

The Board discussed the issue of smoking on Library grounds and around the building. The Board indicated that they wished to be consistent with Town Hall policies on the subject.

After discussion, the Board decided that expulsions from the Library of one month or more, as opposed to one week, may be appealed in writing to the Board of Library Trustees.

Joan Prugh made a motion to adopt the updated Patron Behavior Policy with minor grammatical changes. Stephen Borkowski seconded the motion, and it was so voted, 4-0.

The Board also reviewed the Library's Special Event Policy. The Board discussed the Library's ultimate mission and addressed concerns about disruption of normal Library use for other patrons, fundraising considerations, and impact on staff. In order to attend to these issues, the Board determined that Library special events could not include catering or a DJ/music, must not interfere with normal Library operating hours, and must be limited to 50 attendees or less. Joan Prugh made a motion to amend the existing Special Event Policy with these changes. Barbara Klipper seconded the motion, and it was so voted, 4-0.

Stephen Borkowski also informed the Board that the Historical Commission determined that there would be no access to the Rose Dorothea schooner replica at any time except for maintenance and cleaning, and that the Rose Dorothea, including its care, was under the purview of the Historical Commission.

Ms. Raff and the Board indicated that they would review more of the Library's policies, including the Unattended Child Policy, in future meetings.

6. Moby Dick Marathon Updates:

Brittany Taylor, coordinator for the Moby-Dick Marathon, related that she and Amy Raff had ordered the merchandise for the Marathon from Mom's Printshop, a Provincetown-based company. Ms. Taylor also reported that the signs for the event, along with the organizational aspects of the Children's Storytime: Mad About Moby, are complete.

After considerations from last year's event, Ms. Taylor indicated that the concessions provided by Angel Foods would be limited to drinks and snacks and would operate through volunteer efforts.

Additionally, Ms. Taylor reported that the North Atlantic Right Whale panel discussion has four confirmed participants: Dr. Stormy Mayo from the Center for Coastal Studies, Dennis Minsky of the Dolphin Fleet, Regina Asmutis-Silvia of Whale and Dolphin Conservation, and Erin Burke from the Massachusetts Division of Marine Fisheries. Ms. Taylor indicated that a press release detailing this event would be forthcoming.

Both Ms. Raff and Ms. Taylor indicated that the Board could provide further support for the Marathon by locating more readers for the event as there was still 30 open slots for readers.

7. Heritage Day Discussion:

The Board confirmed that this year's Heritage Day would center on the Fine Arts Work Center, which is celebrating its 50th anniversary. Director Amy Raff will contact FAWC Executive Director Michael Roberts to determine and select featured guests for the event.

8. Rose Dorothea Award Discussion:

The Board asked Director Amy Raff to explore a proposed list of potential honorees for the award.

9. Other Business:

Director Amy Raff asked that funds from the Library Gift Fund be used to pay Kim Ramsey-Winkler \$100 for her February author program at the Library, \$540 for fees associated with 6 weeks Yoga by the Ship, and up to \$1300 for the printing of the new Rose Dorothea brochure created by graphic designer Grant C. King. Joan Prugh made a motion to approve these expenditures from the Library Gift Fund. Stephen Borkowski seconded the motion, and it was so voted, 4-0.

Stephen Borkowski introduced the possibility of the Historical Commission providing additional funding for the printing of the new Rose Dorothea brochures.

Stephen Borkowski also mentioned the two film series he will be curating at the Library in April and May. The Board expressed their support, along with a few suggestions.

Finally, Stephen Desroches discussed the idea of a new, more visually appealing, "open/close" sign for the Library.

The next meeting will be on Wednesday, April 18th at 6:00 pm.

Motion to Adjourn: Joan Prugh moved to adjourn the meeting. Stephen Borkowski seconded the motion. The meeting was adjourned at 7:51 P.M.

Respectfully submitted,
Brittany Taylor