

**Board of Library Trustees
Minutes of Public Meeting April 18, 2018
Provincetown Public Library**

Members Present: Stephen Desroches, Stephen Borkowski, Joan Prugh, and Barbara Klipper.

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: Joan Prugh made a motion to approve the March 21, 2018 minutes as amended. Barbara Klipper 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 \$1,117 into the Library Gift Fund since March 21, 2018.
- A Budget expenditure to date: \$169, 370 (67% of total allowance).
- B Budget expenditure to date: \$62,560 (76% of total allowance).
- Since January 1, 2018, the Library has received \$5,321 in donations stemming from the annual appeal letter.

Online:

- Social Media: Instagram followers increased from 419 to 476.

Meetings/Events attended by Amy:

- Library: Sustainable Change Management (4/5).
- Town: Community Service Meeting (3/22), Meeting with Tourism Department (4/18), Historical Commission Meeting (4/11).
- Other: Amy will attend a meeting on April 26, 2018 to discuss the upcoming Provincetown 400.

Program Updates:

- Tales to Tails: **Total Attendance – 20**

- April Writer’s Voice Cafe: **Total Attendance – 24**
- COA Tech Times (4 sessions): **Total Attendance – 12**

Updates from Staff:

- Assistant Director Brittany Taylor reported that the North Atlantic Right Whale Panel Discussion, featuring Dr. Charles “Stormy” Mayo of the Center for Coastal Studies, Regina Asmutis-Silvia from Whale and Dolphin Conservation, Dennis Minsky of the Dolphin Fleet, and Erin Burke from the Massachusetts Division of Marine Fisheries, promises to be a powerful, popular event with over 144 people “interested” in the event on Facebook.
- Brittany and Amy met with Brandon Motta and Angel Lammie from the Recreation Department to discuss opportunities for collaboration during the summer months. The Library plans on providing at least one program for each age group, outlined by Brandon and Angel, while Summer Rec is in session.
- Lead Librarian Nan Cinnater has been negotiating with the Cape Cod Regional Technical High School in Harwich to create a graphic arts internship to help us with in-house design.
- After a long hiatus due to school schedule, the after-school program Reading Long-time volunteer Marian Roth is working with Nan and Amy Davies of PTV to digitize oral history tapes in our archives.

In addition, Director Amy Raff requested that \$100 for the April Writer’s Voice Café speaker fee, \$200 for the annual renewal of the Boston Museum of Fine Art museum pass, \$100 for the annual renewal of the Provincetown Art Association and Museum pass, and \$1136.50 for the reimbursement of Moby-Dick Marathon merchandise (printed by the local Mom’s Print Shop) purchased by Amy Raff be paid from the Library’s Gift Fund. Joan Prugh made a motion to approve these expenditures from the Library Gift Fund. Stephen Borkowski seconded this motion, and it was so voted, 4-0.

5. Policies to Discuss: Special Events, Nonresident Borrower Policy, Unattended Child:

Amy Raff discussed the history of library card fees for non-Massachusetts residents. She indicated that in July 2015, the Board of Library Trustees voted to charge \$25 a year to nonresidents for library cards. Prior to that, there had been a \$5 charge and no charge. According to summaries from previous Board of Library Trustees minutes, the charge was implemented to deter theft and generate income. Amy then proposed suspending this fee, while tracking the number of cards given and the amount of lost materials associated with nonresident cards for the new

year. The Board supported this proposal and felt that eliminating the fee would help to increase the Library's usage and promote a sense of equality and goodwill amongst the Library's patrons. After reviewing the remainder of the Library's Borrower Policy, Joan Prugh made a motion to amend the Library's Borrower Policy with the discussed changes. Barbara Klipper seconded the motion, and it was so voted, 4-0.

The Board engaged in a discussion regarding the Library's Unattended Children Policy. Joan Prugh questioned the age that should be assigned to the term "child." After some deliberation, the Board decided that children under the age of 12 must be attended by a parent or caregiver while in the Library. The Board also determined that Library staff should put in a reasonable amount of time and effort, as opposed to a given amount of time, to locate the parents of an unattended child before alerting the authorities. After reviewing other aspects of the Library's Unattended Children Policy, Joan Prugh made a motion to amend the Library's Unattended Children Policy with the discussed changes. Stephen Borkowski seconded the motion, and it was so voted, 4-0.

The Board reviewed the changes made to the Library Special Event Policy at the previous meeting. In addition, the Board discussed the use of the Library's lawn and grounds by street performers and other individuals. While the Board expressed its desire to respect the established town bylaws regarding street performers, it also decided that the Library's lawn would not be available for rent for private events. Furthermore, the Board agreed that the use of the Bowsprit Room should be limited as much as possible in order to reduce the amount of disruption to regular patrons trying to access the Cape Cod Collection. Stephen Borkowski expressed concern regarding the Library's liability during special events and requested that Amy investigate this issue further. Barbara Klipper made a motion to approved the Library's Special Event Policy as amended. Joan Prugh seconded the motion, and it was so voted, 4-0.

6. Moby Dick Marathon Updates:

Brittany Taylor, coordinator for the event, showed the Board the new Moby-Dick Marathon merchandise, printed by the local screen printer Mom's Print Shop. She reported that \$255 worth of merchandise, which includes three tee shirt options and one tote, has already been sold. She also mentioned that there would be a raffle to generate additional funds at the Marathon. Brittany appeared on the *Cape Cod Times*' live show "Life with Gwenn" to promote the Marathon and Amy will also be appearing on Jeannette de Beauvoir's radio show to promote the event. The

Board emphasized the importance of continued community support for the Marathon moving into the future.

7. Heritage Day Updates:

Amy Raff reported that she has been in communication with FAWC Executive Director Michael Roberts about the Heritage Day event and that both FAWC and the Library are excited to collaborate for the event.

8. Rose Dorothea Award Updates:

Amy Raff is currently working to secure the Rose Dorothea Award honoree. She will continue to update the Board on her progress.

9. Other Business: Window Treatments

Stephen Borkowski discussed the possibility of installing a window treatment on the window by the circulation desk in order to make the area more aesthetically pleasing.

Stephen Borkowski also suggested that Amy Raff and Stephen Desroches attend this year's Nantucket Book Festival on Saturday, June 16th.

Amy announced that the Historical Commission agreed to provide the funds for one third of the new Rose Dorothea Schooner brochure.

Barbara Klipper reintroduced the proposal for a Provincetown Public Library book bike. She indicated that, now that Amy was secure in her position as director, the Board could once again move forward this initiative.

Finally, Stephen Desroches mentioned that the Library's online calendar should be changed so that the week starts on Sunday, rather than Monday.

The next meeting will be on Wednesday, May 16th at 6:00 pm.

Motion to Adjourn: Stephen Desroches moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:49 P.M.

Respectfully submitted,
Brittany Taylor