

**Board of Library Trustees
Minutes of Public Meeting May 16, 2018
Provincetown Public Library**

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

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

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

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 April 18, 2018 minutes. Joan Prugh seconded the motion, and it was so voted, 4-0-1.

4. Public Statements: None.

5. Election of Officers

Stephen Borkowski made a motion to appoint Stephen Desroches as Board Chair. Paul Richardson seconded the appointment, and it was so voted, 5-0.

Joan Prugh made a motion to appoint Barbara Klipper as Vice Chair. Stephen Borkowski seconded the appointment, and it was so voted, 4-0-1.

In addition, the Board officially welcomed new Library Trustee Paul Richardson.

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

Operational/Financial:

- Collected and deposited \$1,422 into the Library Gift Fund since April 18, 2018.
- A Budget expenditure to date: \$179, 481.89 (72% of total allowance).
- B Budget expenditure to date: \$67,036.35 (82% of total allowance).
- Total number of items added to the collection: 269.
- Total number of items withdrawn from the collection: 206.

Online:

- Social Media: Instagram followers increased from 476 to 528.

Meetings/Events attended by Amy:

- Town: Focus Group Training (4/25).
- Other: Provincetown400 Task Force Meeting (4/26).

Program Highlights:

- Provincetown Houseplant Show: **Total Attendance – 30**
- Moby – Right Whale Discussion: **Total Attendance – 55**
- Oxford Academy Group Tour: **Total Attendance – 34**

Updates from Staff:

- Assistant Director Brittany Taylor reported that the Library is currently displaying illustrated peace poems created by Mrs. Lynch's 4th grade class from the Provincetown Schools. These poems and their accompanying artwork were created for this year's Cape Cod Veterans for Peace 2018 Poetry Contest and also incorporate state learning standards.
- Lead Librarian Nan Cinnater has expanded the Provincetown Book Festival from 2 to 3 days in an effort to accommodate a distinguished line-up of 25 confirmed speakers. Nan also indicated that a new Provincetown Book Festival Website, as well as Facebook posts and a first-round press release, are forthcoming this month.

In addition, Director Amy Raff requested that funds from the Library Gift Fund be used to replenish Moby merchandise stock for the summer months. After discussion, Joan Prugh made a motion that \$500 from the Library Gift Fund be used to restock Moby merchandise. Stephen Desroches seconded this motion, and it was so voted, 5-0.

Director Amy Raff also requested the use of up to \$4,000 of the interest from the Flores Funds to purchase both adult and children's books in the manner described by the fund's restrictions. Joan Prugh made a motion to approve these expenditures from the Flores Fund. Barbara Klipper seconded this motion, and it was so voted, 5-0.

7. Policies for Discussion/Review: Archives

Following the advice of the SHRAB Roving Archivist, Rachel Onuf, Lead Librarian Nan Cinnater drafted a new Collection Policies and Deed of Gift letters, bases on "best practice" samples, for the Josephine Del Deo Archives for Board of Library Trustees approval. Director Amy Raff also reported that Library staff and volunteers are in the midst of identifying and creating an inventory of the materials currently held within the Archives.

The Board discussed the ownership of different collections within the Josephine Del Deo Archives and the need to gain clarity on which department or committee within the Town holds responsibility for the maintenance and care of these collections. Additionally, the Board stressed the importance of distinguishing between the Provincetown Heritage Museum collection and the Provincetown Public Library archival collection.

Stephen Desroches suggested that the scope of the Library's archival collection's subject areas be widened to include topics such as publications originating from Provincetown or prominently featuring Provincetown, and Provincetown immigration. Stephen Borkowski discussed the changing nature of research as a result of the rapid digitalization of material sources.

The Board also discussed the need for a more complete review process for acquisitions and deaccessions. The Board decided that the Library's archival holdings would be referred to as the Provincetown Public Library Archives. Ultimately, the Board requested that the policies governing the Archives be a continuing conversation and that Director Amy Raff provide the Board with a timeline for action plans for the Archives at the next meeting.

8. Gift Funds

Director Amy Raff provided the Board with an overview of the existing bequests given to the Library, the existing balances of the Library's restricted trust funds, including the Flores, McNabb, and Hersch, and the available balance of the Library's Gift Fund. In addition, the Board discussed the remaining renovation bond debt owed by the Library and different methods for generating the fund needed to retire this debt. Amy Raff also summarized Provincetown's town-wide goals as an organization, and the Library's goals as a specific department within the town.

9. Old Business:

a. Moby Dick Marathon Debrief

Brittany Taylor, program coordinator for the event, summarized the 2018 Moby-Dick Marathon Reading. She indicated that the event brought in a total profit of \$1,367 for the Library, along with a total audience of 292 attendees. Both she and Amy Raff indicated that the event as a whole was a

success that garnered both patron engagement and support. The Board then discussed ideas to enhance the event even more in years to come.

b. Heritage Day Updates

Director Amy Raff confirmed that the Heritage Day event would be focused on the Fine Arts Work Center and that plans for the event were steadily progressing.

c. Rose Dorothea Award Updates

Director Amy Raff reported that she was in the process of contacting a potential honoree.

10. New Business:

a. Delineation of Physical Plant Responsibilities

The Board discussed the various entities, including the town as a whole, the Department of Public Works, and the Historical Commission, which govern or which maintain aspects of the Library and its physical plant. The Board expressed the need for a clear delineation of responsibilities involved in the Library's maintenance, art, artifacts, and holdings.

b. Book Bike Project

Director Amy Raff indicated that she had researched insurance concerns associated with the Book Bike, as well as potential timelines for custom bike builds and potential uses for the bike. The Board plans to move forward with the plan as funds become available.

c. Website

Barbara Klipper asked about the process for making changes to the Town of Provincetown's website. Amy Raff indicated that trustees should contact her if errors are noticed so that she then can notify the appropriate channels.

d. Other

Finally, Barbara Klipper mentioned that United for Libraries, a division of the American Library Association, provides guidance and resources for Library Trustees for a fairly small membership fee. Stephen Desroches suggested that similar resources may be available for free through the state of Massachusetts. The Board decided that it would investigate this possibility further before making a decision regarding United for Libraries membership.

11. Motion to Adjourn: Joan Prugh moved to adjourn the meeting. Paul Richardson seconded the motion. The meeting was adjourned at 8:01 P.M.

Respectfully submitted,
Brittany Taylor