

Board of Library Trustees
Minutes of Public Meeting June 20, 2018
Provincetown Public Library

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

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

1. Call to Order: Stephen Desroches called the meeting to order at 6:02 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 May 16, 2018 minutes. Paul Richardson seconded the motion, and it was so voted, 4-0 (Joan Prugh was not yet present).

4. Public Statements: None.

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

Operational/Financial:

- Collected and deposited \$2,746 into the Library Gift Fund since May 16, 2018.
- A Budget expenditure to date: \$209, 798 (84% of total allowance).
- B Budget expenditure to date: \$76,162 (93.5% of total allowance).
- Total number of items added to the collection: 199.
- Total number of items withdrawn from the collection: 351.

Online:

- Social Media: Instagram followers increased from 528 to 624.

Meetings/Events attended by Amy:

- CLAMS: New Director Orientation (6/8) and ARIS Report Workshop (6/13).
- Town: Recycling Committee (5/31) which resulted in the Library being moved up on the schedule for a new water bottle filling station.
- Other: Nantucket Book Festival (6/15).

Program Highlights:

- Mary Heaton Vorse Presentation: **Total Attendance – 58**

- Heritage Day – FAWC’s 50th: **Total Attendance – 15**
- Memory Program: **Total Attendance – 23**

Updates from Staff:

- In anticipation of funds from the Flores Fund, Assistant Director Brittany Taylor and Lead Librarian Nan Cinnater ordered materials to update the Library’s children’s non-fiction section, specifically in the areas of astronomy, geography, and sex education.
- Ms. Taylor also developed three staff guides for the Library’s printing, LDS, and microfilm systems.
- Volunteer A. C. Burch, a member of the Book Festival Planning Committee, designed the website for the Provincetown Book Festival (www.provincetownbookfestival.org) at no cost.

In addition, Director Amy Raff requested that funds from the Library Gift Fund be used to purchase Aerohive Wireless Router, during the company’s June sale, which will increase wifi speed and offer necessary statistical information, in the amount of up to \$3900. Paul Richardson made a motion to approve the use of up to \$3900 from the Library Gift Fund for the purchase of the Aerohive Wireless Router. Joan Prugh seconded this motion, and it was so voted, 5-0.

Director Amy Raff also requested the use of \$2,000 from the Library Gift Fund to support the Provincetown Book Festival while the Library awaits donations and grant funds. Barbara Klipper made a motion to approve these expenditures from the Library Gift Fund. Joan Prugh seconded this motion, and it was so voted, 5-0.

6. Continuing Discussion of Archive Policies

The Board reviewed the timeline of actions associated with the archives over the past two years as outlined by Lead Librarian Nan Cinnater. Paul Richardson discussed the need to clarify the Library’s responsibility for the different collections housed within the archives and to expand upon and create policies for the archives. Barbara Klipper stressed the need for policies outlining the use of archival materials to ensure proper and responsible access to these collections. Stephen Borkowski discussed the history of the archives and stressed the importance of moving forward with as much information as possible and with cooperation from all entities involved in the archives and the collections within it. Director Amy Raff agreed with the Board’s thoughts and also indicated that the clarity and development of the archives was significant moving forward both because of the importance of the town’s history and because of future budgetary considerations for the upkeep of the archives. Ultimately, the Board requested that

the archives and its policies be an ongoing discussion that can continued to be addressed and prioritized as the Library moves into the future.

In addition, Director Amy Raff presented the Board with an updated policy and Deed of Gift to be used for any materials donated to the Library's own archival collection. After discussion regarding the proper name for this collection of materials, Joan Prugh made a motion to approve the policies governing gifts to the Provincetown Public Library archive as edited. Paul Richardson second the motion, and it was so voted, 5-0.

7. Old Business

a. Rose Dorothea Award Update

Director Amy Raff received a tentative confirmation from the Board's selected honoree. The Board reported that the format of the Rose Dorothea Award reception has varied depending on the honoree's preference and that this year's honoree could do the same.

b. Library Belts

Director Amy Raff reported that she met with Scott Coffey regarding the belts he offered to create for the Library for fundraising efforts. Mr. Coffey intends to have the belts ready by July.

8. New Business:

a. Postcards

Barbara Klipper presented a postcard, which included a quote about libraries and bikes. Barbara suggested having a local artist design a similar postcard or other item with a similar quote as an additional product for the Library to sell.

b. Friends and Supporters of the Library

Director Amy Raff reported that she met with Grace Ryder-O'Malley from the Friends and Supporters of the Library group to discuss the future of the Library's relationship with the group. Amy requested Board support in order to move forward with this line of inquiry. The Board expressed their willingness to explore such possibilities and agreed that a Friends groups could be invaluable to the Library.

10. Adjournment: Joan Prugh moved to adjourn the meeting. Paul Richardson seconded the motion. The meeting was adjourned at 7:29 P.M.

Respectfully submitted,

Brittany Taylor