

Board of Library Trustees
Minutes of Public Meeting August 29, 2018
Provincetown Public Library

Members Present: Stephen Desroches, Joan Prugh, Stephen Borkowski, 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 6:02 P.M.

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 July 18, 2018 minutes. Stephen Borkowski seconded the motion, and it was so voted, 4-0.

4. Public Statements: None.

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

Operational/Financial:

- Collected and deposited \$16,778 into the Library Gift Fund since July 18, 2018 including \$525 in t shirt sales, \$300 in tote sales, \$20 in postcard sales, \$2,016 in book sales, and \$11,000 from an estate bequest.
- Total number of items added to the collection: 194.
- Total number of items withdrawn from the collection: 419.

Online:

- Social Media: Instagram followers increased from 725 to 814.

Program Highlights:

- August Writer's Voice Cafe: **Total Attendance – 50**
- Storytime on the Lawn (3 sessions): **Total Attendance – 32**
- Art on the Lawn (5 sessions): **Total Attendance – 316**
- Ranger Time! With the National Seashore: **Total Attendance – 69**
- Mark Loewen, *What Does a Princess Really Look Like?*: **Total Attendance – 65**
- Big Ryan's Tall Tales: **Total Attendance – 72**
- Animal World Experience: **Total Attendance – 109**

- Students for Gun Control Roundtable with Senator Julian Cyr: **Total Attendance - 47**

Updates:

- April Popko, daughter of the late Julian Popko, would like to follow her father's wish and donate his atomic clock to the Library.

The Board discussed this request and were willing to accommodate Ms. Popko's wish. Amy Raff indicated that she would contact the Historical Commission to express the Library's wish and to secure the clock as an artefact under the Historical Commission's purview.

- The ARIS Report was submitted to the MBLC on August 17. The decrease in the annual visits number is due to the fact that in previous years the total number reflected entrances and exits. This year's number reflects just entrances as requested by the MBLC. While overall circulation has decreased by 5%, young adult circulation has increased by 16%, number of programs increased by 30%, and program attendance increased by 12%.
- Director Amy Raff met with Grace Ryder-O'Malley and Robin Reid again to continue their discussion about cultivating a new relationship. The Friends have donated \$2,000 to the Provincetown Book Festival and will be volunteering. They are all optimistic and excited about working together in support of the Library.
- Assistant Director Brittany Taylor reported that Family Week 2018 was incredibly busy with 9 programs and 590 attendees.
- Lead Librarian Nan Cinnater and Amy Raff have been working with volunteer Stephen Nonack, a professional archivist, to arrange and 'map' the Archives, so that everything is identified by collection, subject, and shelf location.
- Nan, Amy, and Brittany have raised \$3,750 in cash donations/sponsorships for the Book Festival. Combined with the \$1,500 VSB grant, this should more than cover the Library's \$5,225 cash budget for the festival.
- Nan, Brittany, and circulation aide Clayton Nottleman are making solid progress soliciting donations from hotels, B&Bs and restaurants to provide room and board for the Book Festival guest speakers. When complete, in-kind donations should total approximately \$10,000 in value.

Gift Fund Request: The Library received \$5,000 in donations specifically for the Provincetown Book Festival. The Board had previously authorized the spending of \$2,000 at the July meeting. Director Amy Raff requested that the Board approve the spending of the remaining \$3,000 from the Library Gift Fund. Joan

Prugh made a motion to approve this expenditure from the Library Gift Fund. Barbara Klipper seconded the motion, and it was so voted, 4-0.

6. Old Business

a. Children at the Library:

The Board discussed the Library's children's area, child programming, and Family Week in particular. The Board hopes to implement fundraising opportunities that will encourage Library patrons to support the Library through donations during Provincetown's busiest theme weeks.

b. Friends Group:

After discussion regarding the future of the relationship between the Library Friends group and the Board of Library Trustees, the Board decided that it would coordinate this year's annual appeal letters in order to ensure that the Board meets their obligation in terms of the renovation bond debt. The Board is however willing to continue to discuss responsibilities and avenues for future funding raising between the two groups.

7. New Business

a. Future BOLT Meetings:

After reviewing the calendar and their schedules, the Board members decided that the Board would hold the following meeting schedule:

Wednesday, September 26th at 6 pm

Wednesday, October 17th at 6 pm

Wednesday, November 14th at 6 pm

The Board also decided that there would be no December meeting.

b. Report on Overdue Fines:

Director Amy Raff indicated that CLAMS policies require that the Provincetown Public Library, as a consortium member, follow the same rules regarding fines as all other CLAMS libraries. As a result, eliminating fines for late items is not possible at this time. However, CLAMS has implemented Shoutbomb, a texting service that allows patrons to easily renew items, has changed its renewal policy to now allow three renewals instead of two, and allows for initiatives such as Food for Fines that allow patrons to clear their fines through other means.

c. 3rd Annual Provincetown Book Festival Volunteering:

Director Amy Raff reported that the Book Festival needed guest speaker ambassadors, merchandise table volunteers, and additional accommodations. Board members stated that they would be happy to assist Festival coordinator Nan Cinnater with any of the Festival's needs.

d. Other:

Stephen Borkowski reiterated his desire to recognize past and present donors in some way. The Board discussed the considerations that would need to be taken for such a step.

Stephen Borkowski also requested that any movie selected for one of the Library's film series be also added to the Library's collection if not already in it.

Finally, Stephen Borkowski requested that the Board of Library Trustees be acknowledged as a supporter of the Provincetown Book Festival in the Festival materials.

8. Adjournment: Joan Prugh moved to adjourn the meeting. Stephen Borkowski seconded the motion. The meeting was adjourned at 7:15 P.M.

Respectfully submitted,
Brittany Taylor