

**Board of Library Trustees
Minutes of Public Meeting September 26, 2018
Provincetown Public Library**

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

Others Present: Amy Raff (Library Director)

1. Call to Order: Stephen Desroches called the meeting to order at 6:06 P.M.

2. Approval of Agenda: 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 August 29, 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 \$3,000 into the Library Gift Fund since August 29, 2018 including \$780 in t shirt sales, \$585 in tote sales, \$48 in postcard sales, \$1,203 in book sales, and \$40 in Safe Harbor DVD sales.
- A Budget expenditure to date: \$47,202 (17% of total allowance)
- B Budget expenditure to date: \$76,348 (21% of total allowance)
- Total number of items added to the collection: 215.
- Total number of items withdrawn from the collection: 192.

Online:

- Social Media: Instagram followers increased from 814 to 863.

Meetings:

- Amy attended a State Aid Workshop at CLAMS on September 12, 2018, an Open Gov Training session on September 18, 2018, and she and Brittany Taylor attended a meeting for the Outer Cape Mock Caldecott on September 18, 2018.

Program Highlights:

- Atlantic Shark Conservation Children's Program: **Total Attendance - 27**
- Two Vagabonds: Dewing Woodward, Louise Lohson: **Total Attendance - 22**

- Talking Tea w/ the Captain’s daughters: **Total Attendance - 13**
- Greg O’Brien – On Pluto: **Total Attendance - 10**
- Third Annual Book Festival Programs: **Total Attendance - 678**

Updates:

- The Annual Financial Report for the State will be submitted on October 3 – this report is a state requirement to receive state funding. After that is submitted, Amy will begin working on library budget for FY2019-2020.
- The Book Festival was a huge success with 15 programs, 30 authors and speakers, over \$10,000 in in-kind donations, and 16 volunteers. Amy would like to thank Nan, Brittany, and Clayton for their work and effort in making the festival possible. Staff will meet for a “debrief” next week and discuss the future of the festival.

Gift Fund Request: Director Amy Raff requested that the Board approve the spending of up to \$1,250 from the Library Gift Fund for the printing of Rose Dorothea brochures. Barbara Klipper made a motion to approve this expenditure from the Library Gift Fund. Joan Prugh seconded the motion, and it was so voted, 4-0.

Amy also requested to use the Gift fund in the amount of \$3,000 to pay fees related to the Book Festival. This cost is off-set by the ongoing sale of merchandise and used book sale special that is running until Women’s week. Stephen Borkowski made a motion to approve this expenditure from the Library Gift Fund. Joan Prugh seconded the motion, and it was so voted, 4-0.

6. Old Business

- a. **Provincetown Book Festival Review:** The Board expressed their gratitude for and excitement over Rose Dorothea Award recipient Marge Piercy and her event. The Board also praised Amy Raff and the rest of the Library staff for their efforts in successfully coordinating and completing the third annual Provincetown Book Festival. In addition, the Board reported that many of the Festival’s featured speakers responded with incredibly positive reviews of the Festival.

The Board agreed to take a more active role in future festivals so that each trustee could be a better ambassador for the Festival, its speakers, and the Library as a whole. The Board also acknowledge that, as the Festival evolves and becomes more complex, more is need in terms preparations, considerations, and funding. The Board would like to further evaluate the

expenditures necessary to operate the Book Festival. Furthermore, Stephen Desroches suggested that the Board discuss the Rose Dorothea Award policies, written criteria, and logistics at the January Board meeting in order to better clarify, organize, and structure the award.

- b. Policies:** After a discussion about current events and the role of the public library, the Board plans to refocus their efforts on generating clearer, more comprehensive policies for the Library and its functioning. In addition, the Board expressed a desire to create written expectations and policies for its annual events.

7. New Business

- a. Dates for 2019 Events:** The Board agreed to the following schedule for its 2019 Library events:
- Moby Dick Marathon: April 26, 27, 28, 2019
 - Heritage Day: June 13, 2019
 - Book Festival September: 13,14,15, 2019

The Board discussed their plans and vision for the upcoming Moby Dick Marathon and Heritage Day and intends to further cement these ideas within the upcoming months. The Board also intends to create an internal calendar for important Board tasks and considerations such as the annual appeal letter deadline and Rose Dorothea Award selection process.

- b. Annual Appeal Letter:** The Board made suggests as to the content of this year's annual appeal letter. The trustees plan to approve the 2018 annual appeal letter during the October Board meeting and to have a goal of sending out these letters by November 16, 2018. The Board also advised that, as new Director, Amy Raff should take the lead in drafting the letter.

c. Other:

Amy Raff shared a patron request for an art installation in the Library. The Board indicated that this request would be under the purview of the Art Commission and should be made to that governing body.

Reminder Upcoming Board Meetings: October 17; November 14; December - no meeting; Holiday Party December 21st

8. Adjournment: Joan Prugh moved to adjourn the meeting. Stephen Borkowski seconded the motion. The meeting was adjourned at 7:42 P.M.

Respectfully submitted,
Brittany Taylor