

Board of Library Trustees
Minutes of Public Meeting October 17, 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 6:04 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 September 26, 2018 minutes. Barbara Klipper 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 \$2,946 into the Library Gift Fund since September 27, 2018 including \$170 in t shirt sales, \$105 in tote sales, \$12 in postcard sales, and \$173.75 in book sales.
- A Budget expenditure to date: \$68,204 (24% of total allowance)
- B Budget expenditure to date: \$24,411 (25% of total allowance)
- Total number of items added to the collection: 178.
- Total number of items withdrawn from the collection: 121.

Online:

- Social Media: Instagram followers increased from 863 to 899.

Meetings:

- Amy attended the MBLC Library Ecosystem Report meeting at CLAMS on October 16, 2018, and, along with Trustee Barbara Klipper, attended a Trustee Training on October 11, 2018.

Program Highlights:

- Bold Strokes Books Women's Week Programs (9 in total): **Total Attendance - 428**
- Bywater Books Women's Week Programs (3): **Total Attendance - 75**

Updates:

- The Annual Financial Report for the State was submitted on time and for the first time in many years the Library does not have to file for a waiver to receive state funding.
- Library is pleased to now offer KANOPY to Provincetown Library patrons. It is a streaming movie service to be used on your preferred device. <https://provincetown.kanopy.com/>
- Amy presented the Board with a financial report that detailed the expenses and income associated with the Provincetown Book Festival.
- Amy requested that the Board schedule a December meeting, despite the Board's initial intention to forego it. The Board decided to meet on Wednesday, December 19.
- Brittany Taylor created a new Harry Potter themed display in the first floor case using her own collection of ephemera and books. The display also includes library materials that patrons may check out.
- Brittany attended a Customer Service Basics and Beyond Workshop at the CLAMS Main Offices on September 26. Amy and Brittany are coordinating with the workshop instructor to organize a similar workshop at our Library to benefit the whole staff.
- Nan and Amy met with volunteer archivist Stephen Nonack for a long debrief about his work in the Archives, some hidden gems, and next steps. Nan is working with volunteer Marian Roth to pursue Stephen's recommendations.

6. Old Business

- Provincetown Book Festival:** During the Director's Report, the Board discussed consideration about the future of the Library's book festival. The Board agreed that there should be a budget cap of \$250 for travel expenses per author with a deadline of 60 days for submitting reimbursement requests. The Board also indicated that the Library should develop policies that better outline the financial and other expectations of both the Library and the speakers during subsequent festivals.
- Annual Appeal Letter:** The Board provided Amy with various suggestions and edits to improve this year's annual appeal letter. Amy intends to send another draft to the trustees before the November meeting and then the final draft will be sent out by November 26th.

7. New Business

a. FY2020 Budget Discussion: Director Amy Raff presented a proposed budget for the 2020 fiscal year that included a 3% A Budget increase and an 8% B Budget increase that amounted to a 5% overall increase. After discussion and some small adjustments, the Board expressed their support of the proposed budget presented. The FY2020 budget discuss will continue at the Board's November meeting.

b. Other:

Name Tags: The Board briefly discussed the idea of requiring staff to wear name tags or pins that say "staff" to better identify Library employees to patrons. The Board recommended that Amy gauge the staff's reception of the idea before proceeding.

Provincetown 400: The Board discussed its vision for the Library's participation in the Provincetown 400 events in 2020. Both the trustees and Amy Raff felt that the Library should focus on programming that commemorates divergent stories, histories, etc.

Trustee Training: Barbara Klipper reported on her experience on the Trustee Training course she attended with Amy Raff. Barbara reminded the Board that all trustees must obtain an Open Meeting Law certificate of participation if they have not yet done so.

8. Adjournment: Joan Prugh moved to adjourn the meeting. Stephen Borkowski seconded the motion. The meeting was adjourned at 7:53 P.M.

Respectfully submitted,
Brittany Taylor