

**Board of Library Trustees**  
**Minutes of Public Meeting November 14, 2018**  
**Provincetown Public Library**

**Members Present:** Stephen Desroches, Joan Prugh, and Paul Richardson.

**Members Excused:** Stephen Borkowski and Barbara Klipper.

**Others Present:** Amy Raff (Library Director).

**1. Call to Order:** Stephen Desroches called the meeting to order at 6:02 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 October 17, 2018 minutes. Stephen Desroches seconded the motion, and it was so voted, 3-0.

**4. Public Statements:** None.

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

**a. Operational/Financial:**

- Collected and deposited \$489 into the Library Gift Fund since October 17, 2018 including \$145 in t shirt sales, \$60 in tote sales, \$8 in postcard sales, and \$276 in book sales.
- A Budget expenditure to date: \$88,511 (31% of total allowance)
- B Budget expenditure to date: \$68,477 (29% of total allowance)
- Total number of items added to the collection: 296.
- Total number of items withdrawn from the collection: 526.
- Instagram followers increased from 899 to 925
- Amy's meeting highlights included two Holly Folly/First Light Meetings, an Emergency Management Meeting, and a meeting to begin to coordinate the upcoming Winter Wednesday programs.
- Programming highlight since the October Board Meeting was Paranormal Provincetown and Other CC Ghost Stories with Tim Weinberg with 24 attendees.

**b. Updates from Staff:**

- On Tuesday, November 6, Assistant Director Brittany attended a Sierra Serials Workflow Workshop with Tom Ruane. Brittany anticipates assuming more cataloging responsibilities over the winter months.
  - Brittany has also begun the preliminary planning phase for the 2019 Moby Dick Marathon. She has considered several events to bolster the upcoming Marathon and is interested to hear the Board's visions for it.
  - Lead Librarian Nan Cinnater is working with volunteers and school personnel to start a new round of the Reading Buddies program in the Spring semester. For those who may not remember, Reading Buddies is an after-school activity that pairs students with adult buddies to read together one-on-one, along with visits from therapy dogs.
  - The Provincetown Library launched a new 2019 Reading Challenge designed to make reading more fun while expanding your horizons. Email, Facebook and press announcements are supplemented with special bookmarks at the circulation desk.
  - The Provincetown Library Archives received a couple of significant donations: a collection of photographs of mid-century Provincetown by NYC professional photographer Joseph Getzoff; Provincetown art-related papers including PAAM publications and gallery catalogues from Ann Wilson Lloyd.
- c. Gift Fund Request:** Amy requested the approval of \$265.87 from Gift Fund to Homeport Consulting/Buck Mahoney for reimbursed expenses related to Book Festival website development, hosting ad promotion. (Buck donated \$2,926 in time and expenses for Book Festival website development, hosting and promotion.)

Joan Prugh made a motion to approve this request. Paul Richardson seconded the motion, and it was so voted, 3-0.

- d. 5 Year Plan Process:** Amy indicated that she hopes to begin the 5 Year Strategic Planning process as soon as possible. Amy requested to begin this process completely anew and the Board agreed that this approach would be best.

Joan Prugh informed the Board that during her Board of Library Trustees training session, she discovered that the Massachusetts Board of Library Commissioners offers Strategic Planning training. Amy reiterated this

offering and expressed her intention to invite a consultant to provide such a training to the future Strategic Planning Committee members.

Amy and the Board discussed the different processes aimed toward generating a thoughtful 5 Year Plan, including the “Planning for Results” series and “Transforming Communities” approach. The Board also discussed different considerations and logistics about forming a committee. Ultimately, Amy and the Board agreed that they hope to begin the preliminary stages, including the forming of the committee, of the planning process as soon as possible.

## 6. Old Business

- a. **Annual Appeal Letter:** The Board reviewed Amy’s latest draft of the Annual Appeal Letter. With the Board’s suggested edits, the Annual Appeal Letter is slated to be sent out on November 26, 2018.
- b. **FY2020 Budget Discussion:** Amy updated the Board on the approval process for the FY2020 Budget, as well as changes she had made to the budget. Amy indicated that she had increased the Library’s programming budget as discussed at October’s Board Meeting and that she included an increase in the Library’s personnel budget to account for potential changes to the Library’s circulation staff’s pay grades.

## 7. New Business

- a. **FY2020 Town CIP:** Amy discussed the Town’s intention to establish the Library as a warming center and safe refuge during times of emergencies. Looking toward this project, Amy obtained an estimate for the cost of a generator for the Library. This CIP will be presented as a Town project that will be shared between the Library and the Fire Department.
- b. **Internet Use Policy:** The Board reviewed the Library’s Internet Use Policy, drafted by Amy. The Board discussed edits and syntactical changes to the proposed policy. Paul Richardson made a motion to approve the Provincetown Public Library Internet Use Policy reviewed by the Board with its amendments for posting and requested that the amended policy be brought before the Board at the December Board Meeting for further comment if necessary. Joan Prugh seconded the motion, and it was so voted, 3-0.

**c. Collection Development Policy:** After reviewing the Collection Development Policy, Paul Richardson suggested that he edit the document for the Board and then present the amended policy to the Board for approval at the December meeting.

**d. Other:** The Board discussed the nuances of the Open Meeting Law.

**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