

Board of Library Trustees
Minutes of Public Meeting December 19, 2018
Provincetown Public Library

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

Others Present: Amy Raff (Library Director).

1. Call to Order: Stephen Desroches called the meeting to order at 6:03 P.M.

2. Approval of Agenda: Stephen Desroches stated that the agenda would be followed in the order published.

3. Approval of Minutes: Paul Richardson made a motion to approve the November 14, 2018 minutes as amended. Stephen Borkowski seconded the motion, and it was so voted, 5-0.

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 \$3,021 into the Library Gift Fund since November 14, 2018 including \$60 in t shirt sales, \$10 in postcard sales, and \$354 in book/dvd sales.
- A Budget expenditure to date: \$107,907 (38.3% of total allowance).
- B Budget expenditure to date: \$34,907 (36% of total allowance).
- Total number of items added to the collection in November: 207.
- Total number of items withdrawn from the collection in November: 70.
- Instagram followers increased from 925 to 935.
- Amy's meeting highlights included two Budget Review meetings, a Community Forum on Economic Development, a Select Board Meeting regarding the Shared Services Report, an outer Cape PATV show with Jack Peak, a Provincetown 400 press conference, and a meeting with MBLC Preservation Specialist, Evan Knight.
- Programming highlight since the November Board Meeting was the Early Music Concert that boasted 39 attendees and two Writer's Voice Cafes that totaled 64 attendees.

- Upcoming program highlights: Drag Story Hour with Roxy Pops on Sunday, December 30th at 1:30pm and Bike & Helmet Decoration Party on Monday, December 31st at 3:00pm.
- The Library had new sconces installed to better illuminate the interior of the building.
- The Library will be closed on Christmas Eve Day, Christmas Day, and New Year's Day

b. Updates from Staff:

- With input from Library staff, Brittany Taylor is working to develop Binge Boxes for the Library's collection. Binge Boxes are a grab n' go option that allows patrons to check out one box, filled with 5 – 8 dvds that all fit a given theme.
- Brittany attended an Overdrive Marketplace workshop at CLAMS to learn about best practices for ordering eMaterials. The Library intends to improve on its Overdrive offerings by purchasing in-demand and requested items.
- A grant proposal was submitted to the Tourism Fund of the Visitors Service Board requesting \$5,000 to support marketing and publicity for the 2019 Provincetown Book Festival. (Last year we requested \$3,600 and received \$1,500.)
- Nan has been researching policies and practices of other book festivals similar to ours in New England and around the country. To that end, Nan and Amy met with Nantucket Book Festival Director Maddie Hjulstrom.
- Nan and Brittany collaborated on data collection and analysis of circulation statistics for FY 2018, to inform collection development.
- Tyler Keyes from the MIS Department is working to update the Library's microfilm reader to ensure proper functioning and to aid in patron use.

- c. **FY2020 Budget:** Amy reported that, while most of her FY2020 Budget changes were accepted in the initial budget reviews, the reorganization of staff positions, including salary changes, were not approved. However, town officials seem to be aware of a need for a change in salary schedules.

After a full and thorough discussion of the budget, the Board was strongly in favor of the proposed changes Amy had made in terms of salary and

positions for the Library staff. As a result, the Board conveyed their support for the continued review of Schedule C wage levels, so that Library staff can be adequately compensated for their service.

6. Old Business

- a. **Internet Use Policy:** The Board reviewed the Internet Use Policy, presented at the November Board meeting, with edits from Paul Richardson. After some changes and comments, Joan Prugh made a motion to approve the Internet Use Policy as amended. Barbara Klipper seconded the motion, and it was so voted, 5-0.
- b. **Collection Development Policy:** The Board reviewed the Collection Development Policy, introduced at the November Board meeting and edited by Paul Richardson in the interim. Barbara Klipper made several corrections and additions to the policy with which the Board agreed.

Paul Richardson made a motion to approve the Collection Development Policy as amended. Stephen Borkowski seconded the motion, and it was so voted, 5-0.

- c. **Strategic Planning Process Update:** Amy Raff reported that there were no recent updates on the strategic planning process, but that she would have more information for the Board at the January meeting.

7. New Business

- a. Stephen Borkowski introduced the idea to provide patrons with the ability to buy materials for the Library with a commemorative bookplate added to the item. Barbara Klipper also expressed a desire to update the Library's website to provide more opportunities for donations of one kind or another. The Board agreed that it would work to provide more outlets for donors of all levels to contribute to the Library in some form or another.

8. Adjournment: Paul Richardson moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:48 P.M.

Respectfully submitted,
Brittany Taylor