



Provincetown Public Library Board of Library Trustees
Minutes from October 20, 2021 Meeting @ 6pm
IN-PERSON in the Bowsprit Room of the Provincetown Public Library

Present: Steve Desroches, Laurel Guadazno, Joan Prugh, & Amy Raff, Library Director
Excused: Stephen Borkowski, Paul Richardson

1. Call meeting to Order: Meeting called to order at 6:01pm by Chair Desroches
2. Approval of minutes from September 22 Meeting: Joan Prugh moved, Laurel Guadazno second to approve minutes from the previous meeting. All ayes. Motion carried.
3. Director's Report: Previously distributed by email.

Director's Report October 20, 2021

Online

PPL IG followers 1,887 (up from 1,881); PBF IG 200 followers (up from 194); PPL FB followers 2,252 (up from 2,243); PBF FB followers 144 (up from 141) 2021 Reading Challenge FB members 95; Crop Swap FB followers 559 (up from 556)

Programming 09/22/21-10/19/21

Read Aloud/Along=10
Reading Challenge=8

Senior Planet=7
Women's Week Events=525 (21 programs)

Meetings/Webinars for August-September

Weekly Town Staff Mtg; Library Staff Mtg; CLAMS Board Mtg; Friends Meeting; Decision Center Webinar; GOVHR Zoom

Staff Updates

-2021 Financial Report required report was submitted to MBLC. This will qualify us for Library Aid from the state.

- New shelving units have arrived! Two new shelving units will be used to house the J and YA graphic novel collections to free up shelving space and to better showcase these titles.

- Brittany, with lots of help from Susan Packard and volunteer Alexandra Smith, is continuously working to organize donations and book sale room.

- Amy and Brittany took a Zoom training on Decision Center, a collection management software used by CLAMS that can help provide key insights into the Library's titles and help guide weeding and purchasing in the future.

-It is with great sadness that I have accepted the resignation of Clayton Nottleman who has resigned to pursue other work. The vacant parttime circulation aide position has been posted and applications as due by November 5.

-The Library is also looking to fill the position of Winter Wednesday Coordinator.



4. Old Business

Bylaws: Printed copies were distributed. Please review and be ready to discuss at the next meeting.

Advocate Archive: Letter of agreement has been received from Gannett via Mary Ann Bragg. Steve Desroches and Paul Richardson will review, and Amy will return to Mary Ann with questions and comments.

5. New Business

Year End Letter: The letter will go out between Thanksgiving and Christmas.

Sparkle Season Party: This year's party will be held on Friday, December 17 at Harbor Lounge. The Friends sponsor this party and name tags will be provided.

Town-wide Space Use Audit: Chair Desroches recommends writing a letter to interested parties in Town to get a sense of available storage space and storage space needs town-wide. To be placed on next agenda.

6. Announcement of next meeting: Next meeting will be held Wednesday, December 1 in-person with a courtesy Zoom link provided.

7. Adjournment of meeting: Laurel Guadazno moved, Joan Prugh second to adjourn meeting. All ayes. Motion carried. Meeting adjourned at 6:35pm.

Submitted by,

Amy Raff, Library Director