

**Board of Library Trustees**  
**Minutes of Public Meeting April 17, 2019**  
**Provincetown Public Library**

**Members Present:** Stephen Desroches, Stephen Borkowski, Joan Prugh (arrived at 6:06 pm), and Barbara Klipper.

**Members Excused:** Paul Richardson.

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

**1. Call to Order:** Stephen Desroches called the meeting to order at 6:01 P.M.

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

**3. Approval of Minutes:** Stephen Borkowski made a motion to approve the March 27, 2019 minutes. Barbara Klipper 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 \$547 into the Library Gift Fund since March 27, 2019 including \$2 in postcard sales and \$224.60 in book/dvd sales.
- A Budget expenditure to date: \$196,328 (71% of total allowance).
- B Budget expenditure to date: \$61,271 (64% of total allowance).
- Total number of items added to the collection in March: 242
- Total number of items withdrawn from the collection in March: 380
- Instagram followers increased from 1012 to 1033.
- Amy's meeting highlights included an Economic Development Presentation.
- Programming highlights since the March Board Meeting included a Winter Wednesdays, a collaborative program, that had a total of 568 participants over a 2 month period and a Coyote Informational Program with 19 participants.

**b. Gift Fund Report as of the end of March 2019:**

<b>Total balance</b>	<b>\$193,070.13</b>
General gift fund gifts	\$69,952.22
Restricted: Flores, McNabb, Hersch	\$113,098.00
Restricted Expendable: Flores, McNabb, Hersch	\$10,019.91

**c. Updates from Staff:**

- Brittany is continuing to work on the preparations for the 4th annual Moby-Dick Marathon. She would like to remind anyone who has not yet signed up as reader to get in touch!
- Brittany is working to compile demographic, comparative and library-specific data for use in the strategic planning process.
- Brittany and Nan were trained to use the new Quick Click software obtained by CLAMS to help make pre-cataloguing more efficient. Quick Click allows for easy, one-click record creation through the Library's acquisition companies (Ingram, Midwest Tape, etc).
- “Express” books in CLAMS are second copies of popular books that cannot be reserved or put on hold, but are available on the shelf. Beginning in April we are building a collection of Express books at about a dozen books a month.
- The Provincetown Book Festival list of featured authors is complete at 24 authors, including Andre Dubus III, Christopher Castellani, Darnell Moore, Casey Gerald, and Kim McLarin
- The software installation for wireless/mobile printing was a success! Patrons are already enjoying this new service. Patrons can send print jobs directly from their phones, tablets, or laptops from either within the library or off-site. The job is not printed until it released and paid for at the print release station.
- National Library Week Idea Catcher results:
  - What did you do at the Library today? “returned a book, picked-up a book, applied for job (cross ya fingahs!), read magazines, cried (in a good way, I think), enjoyed seeing rose Dorothea, listened to poetry, read, made a donation, colored,

wrote, read, drank free coffee, sat, judged a competition, listened to online conference.”

- How does the Library make the community stronger? “access to information, informative talks, gathering place, destination, gathering hearts and minds, community resource navigator office, knowledge, helpful.”
- If the Library was a color what color would it be? ‘Moby Dick white, ptown rainbow, azimuths of blue, green, indigo blue/violet, yellow, magenta with sparkles, green-like a tree to read in, dark blue for night, rainbow for peace.
- If the Library was an animal what animal would it be? “elephant, sphinx, a goose holding hands with a moose, unicorn (it is one of a kind), a squid, a Trojan horse, a wise cat, a puppycat, a schnoodle, whale, fish, a giraffe that is smart and reads a lot.”

## 6. Old Business

- a. **Rose Dorothea Award:** The Board discussed the four Rose Dorothea nominees and selected the top potential honoree. Amy Raff will work to secure the selected honoree and will update the Board on her progress.

## 7. New Business

- a. **MOU with the Friends of the Library:** The Board reviewed and discussed the Memorandum of Understanding drafted by Amy Raff and the Friends of the Provincetown Public Library.

Joan Prugh moved to approve MOU as written. Barbara Klipper seconded the motion, and it was so voted, 4-0.

- b. **Food Justice Fridge Program: Collaborative Program with Health Department:** Amy Raff presented the Food Just Fridge Program to the Board. Amy reported that there are still logistical decisions to be made before this initiative could begin and requested input from the Board on several options.

Barbara Klipper made a motion to authorize the project with the stipulation that the fridge is not stationed in the Library’s lobby. Joan Prugh seconded the motion, and it was so voted, 4-0.

**c. Provincetown History Project:** Amy Raff reported that she would be meeting with Julia Perry to discuss the Provincetown History Project.

**8. Adjournment:** Joan Prugh moved to adjourn the meeting. Barbara Klipper seconded the motion. The meeting was adjourned at 7:50 P.M.

Respectfully submitted,  
Brittany Taylor