

Board of Library Trustees
Minutes of Public Meeting June 19, 2019
Provincetown Public Library

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

Others Present: Amy Raff (Library Director).

1. Call to Order: Stephen Desroches called the meeting to order at 6:04 P.M.

2. Election of Board Officers: Paul Richardson nominated Stephen Desroches as Board Chair. Stephen Borkowski seconded the nomination and it was so voted, 3-0 with Stephen Desroches abstaining.

Paul Richardson nominated Barbara Klipper as Board Vice Chair. Stephen Desroches seconded the nomination and it was so voted, 3-0 with Barbara Klipper abstaining.

Joan Prugh nominated Paul Richardson as Board Secretary. Stephen Desroches seconded the nomination and it was so voted, 4-0 with Paul Richardson abstaining.

Paul Richardson made a motion to delegate minute-taking to Library Director Amy Raff and Assistant Director Brittany Taylor. Stephen Desroches seconded the motion and it was so voted, 5-0.

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

4. Approval of Minutes: Barbara Klipper made a motion to approve the May 15, 2019 minutes. Paul Richardson seconded the motion, and it was so voted, 5-0.

5. Public Statements: None.

6. Director's Report: Director Amy Raff submitted her June Director's Report to the Board prior to the meeting via email as requested.

Barbara Klipper asked Amy to elaborate on the resignation of the two part-time staff members. Amy cited personal reasons for both resignations. New hire Valerie Mahar will take over any vacant shifts.

Barbara Klipper also noted the discrepancy between items added to the collection in May (306) and items withdrawn from the collection in May (67). Amy indicated that more deacquisitions are processed during the less busy winter months.

7. Old Business

- a. Rose Dorothea Award:** Amy Raff is still working to secure the selected honoree and will update the Board on her progress.
- b. Crop Swap Fridge Update:** The Crop Swap Fridge has arrived and is in the Library's Tech Office on the first floor. Amy reported that they are waiting to launch the fridge until enough volunteers are in place to oversee the fridge and its contents.
- c. Provincetown History Project Update:** Amy reported that the electrical outlet and internet connection needed to set up the Provincetown History Project at the Library has been installed. Progress is being made.
- d. Strategic Plan Update:** Kristi Chadwick from the Massachusetts Library System will be holding two sessions for library visioning on Wednesday, June 26. Amy requested that all Board members attend one of these sessions.

8. New Business

- a. Policies relating to the Archives:** The Board reviewed the draft collection policies included in the document named "The Josephine Del Deo Provincetown History Archives." After a fruitful discussion regarding the language and meaning of the document, along with a discussion of the actual purview of the archive and its contents, the Board requested that Amy update the policies based on its input. The Board intends to review and approve this updated draft at the next Board meeting.
- b. Other:** Stephen Borkowski addressed the overnight lighting within the Library's interior. Amy indicated that she would discuss this concern with the Department of Public Works.

9. Adjournment: Paul Richardson moved to adjourn the meeting. Joan Prugh seconded the motion. The meeting was adjourned at 7:35 P.M.

Respectfully submitted,
Brittany Taylor