

Board of Library Trustees
Minutes of Public Meeting September 18, 2019
Provincetown Public Library

Members Present: Stephen Desroches, Barbara Klipper, Stephen Borkowski, Joan Prugh and Paul Richardson.

Others Present: Amy Raff (Library Director).

1. Call to Order: Stephen Desroches called the meeting to order at 6:00 P.M.

2. Approval of Agenda: Stephen Desroches stated that trustee Paul Richardson requested that the discussion of the Book Festival be moved to the top of the agenda. The Board agreed.

3. Book Festival Debrief: Amy Raff summarized the financial aspects of the Book Festival including expenses, donations, and profits. Amy also discussed the Festival's programs and reported that attendance for all events was consistently high. Amy concluded that the Festival would remain a two day event with the Rose Dorothea Award reception serving as the kick off to the weekend.

The Board discussed the highlights of the Festival and made suggestions for future improvements.

4. Approval of Minutes: Paul Richardson made a motion to approve the August 14, 2019 minutes as amended. Barbara Klipper seconded the motion, and it was so voted, 5-0.

5. Public Statements: None.

6. Director's Report: Director Amy Raff submitted her September Director's Report to the Board prior to the meeting via email as requested. Amy highlighted the success of the Crop Swap fridge with lots of great donations from J & E and Stop & Shop. Amy also reported the CLAMS will begin to automatically renew items when applicable so that patrons can prevent accumulating avoidable fines. See full Director's Report at the end of the minutes.

7. Old Business

- a. **Strategic Plan Update:** Amy reported that the survey for the Strategic Plan is almost complete. She is also still planning to hold “mini visioning” sessions within the community.

8. New Business

- a. **Schedule for Next Year’s Events:** Amy informed the Board that the Mayflower 2 will be in Provincetown for the weekend on which the Book Festival would usually fall. As a result, Amy recommended scheduling the Festival for the weekend of September 18, 19, & 20, 2020. The Board agreed to this change.

Amy also reported that she is planning a lecture series for the upcoming Provincetown 400.

9. **Adjournment:** Joan Prugh moved to adjourn the meeting. Paul Richardson seconded the motion. The meeting was adjourned at 6:41 P.M.

Respectfully submitted,
Brittany Taylor

Directors Report September 18, 2019

Operational/Financial as of 8.12.19

Books & DVDs: \$1492

Postcards: \$30

Book Fest Tee-Shirts & Totes: \$120

Collected & Deposited \$1,852 into the Library Gift Fund since August 12, 2019

A Budget expenditure FY20: \$49,479 – 16.7%

B Budget expenditure FY20: \$19,814 – 18.7%

Total number of items added to the collection in August: 282

Total number of items withdrawn from the collection in August: 551

Online

Instagram increased followers from 1,126 to 1,158; 10 Mailchimp Releases; Provincetown Photo & a Poem; Provincetown History in Photos; New York Times Best Seller List; Facebook Posts for Events & Reading Challenge Facebook posts; 152 followers of Crop Sway FB Page since 9/4

Meetings & Events

Weekly Town Staff Meeting, Weekly Library Full-timers meeting; Community Services Visioning (8/26 & 9/12); Crop Swap meetings (8/21 & 8/27); Monthly Library Staff Meeting (8/6); Stop the Bleed Training (9/5); CLAMS BibCom Mtg (9/10); CLAMS Board Mtg (9/11)

Programming Report 8/13-9/15

Coffee Hours: 36
Free Movie Nights: 31
Pride at Work: 10
Reading Challenge Discussion Group: 10
Seashore Point Book Group:11
Ranger Time: 5
Russ Lopez Book Launch: 31
Jeannette de Beauvoir Book Launch: 20
Art on the Lawn: 57
Provincetown Independent Newsroom: 7
Men’s Wellness Session: 10
Shoshanna Ehrlich: 10
Family: A Battle at Kruger Lake: 19
Discovering Musicals with Marc Strauss and Christine Pedi: 53
Letter Writing on Lawn:50
Astrology & Family:5

Staff Updates

- Tom Ruane, the Library's primary cataloger is on a 6 week (unpaid) vacation. As a result, Brittany is taking over his responsibilities during this period, in addition to her normal responsibilities.
- Art on the Lawn had another great season with 8 sessions and a total of 379 attendees.
- With help and input from Nan Cinnater and the rest of the staff, Brittany is working to rearrange the collections housed on the Library's First Floor Level to better organize and highlight the Library's offerings for our patrons.

-The Crop Swap Launch on Tuesday, September 3rd was a success. Director Raff opened the affair. Senator Cyr, Representative Sarah Peake, Selectboard Chair Dave Abramson, and Selectboard member Lise King spoke. Many “dressed to impress in their produce inspired best.” Will played piano, tours were given of the fridge, attendees enjoy snacks from Farland and iced tea from the Captain’s Daughters. The Crop Swap has been receiving donations and people have been coming in for free, fresh uncut produce.

- Community Services Department Heads from COA, Recreation, Health Department, and the Library have been working with a consultant over the last few months. One of the projected outcomes will be a collaborative and shared mission and vision for anticipated marijuana revenue.