

**Board of Library Trustees**  
**Minutes of Public Meeting December 18, 2019**  
**Provincetown Public Library**

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

**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:** Joan Prugh made a motion to approve the November 20, 2019 minutes. Paul Richardson seconded the motion, and it was so voted, 5-0.

**4. Public Statements:** None.

**5. Director's Report:** Director Amy Raff submitted her December Director's Report to the Board prior to the meeting via email as requested. See full Director's Report at the end of the minutes.

- a. FY21 Budget:** Amy Raff reported that she met with the Town's Finance Director and the Acting Town Manager about the Library's FY2021 proposed budget and that the discussion and resulting changes were nearly all favorable.

**6. Old Business:**

- a. Moby Dick Marathon:** The Board discussed different possibilities for the Marathon's opening reader.
- b. Annual Appeal Letter:** The Annual Appeal Letter has been distributed and has generated \$2,500 in returns so far. Amy reported that an infographic was also included in the mailing.
- c. Other:** The Board discussed potential 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:** Barbara Klipper has been working with the Children's Librarian at the Truro Public Library and the Librarian at the Provincetown Schools on her annual Outer Cape Mock Caldecott program. They are working to develop a sticker to designate selections made by the local participants.

Stephen Borkowski asked for updates on the Andy Warhol Exhibit material for reproduction, the silk screen materials used in previous Library merchandise, and the digitization of an oversized scrapbook at Boston Public Library. Amy and Stephen Desroches will work to follow up on these items.

**8. Adjournment:** Joan Prugh moved to adjourn the meeting. Paul Richardson seconded the motion. The meeting was adjourned at 6:46 P.M.

Respectfully submitted,  
Brittany Taylor

**Provincetown Public Library**  
Director's Report for December 18, 2019 BoLT Meeting

**Operational/Financial** as of 12.16.19

Books & DVDs: \$522

Postcards: \$2

As of 12.12.19:

A Budget (personnel) expenditure FY20: \$173,170 – 41%

B Budget (operating) expenditure FY20: \$64,218 – 39%

Total number of items added to the collection in November: 268

Total number of items withdrawn from the collection in November: 160

**Online**

Instagram followers 1,215; 10 Mailchimp Releases; Provincetown Photo & a Poem; Provincetown History in Photos; New York Times Best Seller List; 1888 PPL FB followers: 221 followers of Crop Swap FB page

**Meetings & Events**

Weekly Town Staff Meeting, Weekly Library Full-timers meeting; Winter Wednesdays Meeting (11/21); Monthly Library Staff Meeting (12/3); Friends Meeting (12/5); Budget Review (12/10).

### **Programming Report 11/19-12/17**

Coffee Hours: 42
Free Movie Nights (x5): 33
Dec. Writer's Voice: 11
Reading Challenge Discussion Group:7
Astrology:5
COA Field Trip: 5
Reading Buddies: 24
Letter Writing in the Foyer:10
Jeannette de Beauvoir Book Launch: 30
Book Club: 4
Seashore Point Book Club: 11
Spotlight on Housing: 42

#### **Staff Updates**

##### ***From Brittany***

- Brittany has taken over Children's materials ordering. She is now responsible for ordering DVDs, young adult materials, and children's materials.

-Brittany has begun to work on securing a theatrical group, as well as an opening speaker, for this year's Moby Marathon.

- Brittany will be on vacation from Monday, December 23 until Sunday, January 5.

##### ***From Nan***

-“Reading Buddies” will wind up a very productive season on December 17, with a total of 8 school kids, grades 2 – 5, and 6 adult volunteers (plus 2 dogs). “Reading Buddies” will be on hiatus in the winter semester, as the school musical takes precedence over other after-school activities. We will resume in the spring.

- Feedback on the Festival survey was great! 97% of respondents said they will attend the next Festival; 92% rated the Festival excellent or very good. Here are some typical comments: “I loved how intimate the setting was, the location was fabulous, and the speakers you had were phenomenal...” “The focused and scenic locale, the wide assortment of authors, the friendliness of those running the show.” “The event was very well organized and managed. I enjoyed that the festival was free to the public. I also loved that it was an intimate event, not too overwhelming.”

-Seven enthusiastic readers met on December 3 to wrap up discussion of the 2019 Reading Challenge. As many as 50 additional readers participated in the Challenge

via email and Facebook. There is a demand for a 2020 Reading Challenge, which will begin in January.

**From Amy**

-The Library hosted a group of seniors for the COA fieldtrip last week. Amy gave an informal presentation about library resources and services with a special focus on genealogy databases offered at the Library. A good time was had by all.

-Winter Wednesday classes have been chosen and promotional materials will be released soon. For the second year, free transportation and childcare will be provided. The Library is one a few co-sponsors for this series.

- The Library will be offering “Live from Lincoln Center” Saturday afternoon Jazz series starting in February. This program came to us via Barbara Klipper and will be run by a senior tax “volunteer,” Mary DeRocco.

**November 2019 GIFT FUND Report:** \$4,000 still to be paid in March FY20 for debt service. At this point, the gift fund will not have enough for FY21 debt service of \$47,295.

<b>Total balance</b>	<b>\$164,962</b>
General gift fund gifts	\$41,212 (-\$4,000 debt service FY20)
Restricted: Flores, McNabb, Hersch	\$113,098
Restricted Expendable: Flores, McNabb, Hersch	\$10,651