

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting May 21, 2013

Provincetown Public Library

Members Present: Evelyn Kratz, Anne Packard, Mick Rudd, Donna Vaillancourt, Louise Venden

Members Absent: None

Others Present: Cheryl Napsha, Library Director,

Call to Order: The meeting was called to order by Ms. Kratz at 6:03 pm.

1. Public Statements: None

2. New Board Member Introduction

Ms. Kratz welcomed Ms. Packard on behalf of the board. Ms. Packard has an extensive history of working with the BoLT in fundraising and is interested in continuing that practice. Ms. Kratz shared with everyone a handout prepared by the Mass Board of Library Commissioners on board responsibilities.

3. Election of Board Officers

Mr. Rudd nominated Ms. Kratz for the office of Chair of the Board of Library Trustees. Ms. Venden seconded the motion, which was approved 5-0-0.

Mr. Rudd nominated Ms. Venden for the office of Vice Chair of the BoLT. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

Mr. Rudd nominated Ms. Vaillancourt for the position of Financial Officer. Ms. Venden seconded the motion, which was approved 5-0-0.

4. Agenda Order

No changes.

5. Approval of Minutes

Ms. Venden made a motion to approve the April 15, 2013 minutes as amended. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

6. Director's Report

Ms. Kratz questioned how the survey that had been conducted in the library would be integrated into the strategic plan. She was pleased that in addition to the survey the information gained from the workshop led by Christie Hardwick would be included.

Board members commented on the new library staff. They were pleased with the qualifications of the applicants selected, and are looking forward to seeing them develop skills.

Ms. Napsha discussed the progress of the Provincetown Public Press. The submission period for the first round of works had ended, and the committee was in the process of reviewing submissions. There were several very good works submitted, and Ms. Napsha expects to have the finalists selected in early June, with publication beginning soon after.

In her report, Ms. Napsha noted that representatives from Open Cape had approached the library about putting an antenna on the top of the library. The board discussed the idea and would like more information before a decision is made.

Ms. Kratz questioned the part of Ms. Napsha's report stating that a children's playscape had been purchased. Ms. Napsha clarified that it was not an outdoor structure but rather a series of soft climbing pieces suitable for toddlers and young children that is in the Children's Department.

Ms. Venden complimented the library's monthly newsletter that Matt Clark prepares. It provides a great update on library programming.

There was a discussion on the emergency list that Matt is preparing in concert with Morgan Clark. Its purpose is to ensure that no vulnerable persons are overlooked during a weather or other emergency.

7. Special Event Policy

Ms. Kratz presented a finished draft copy of the event policy for the Board to review. The Board discussed the details of the document, which mirrors that of Town Hall as much as possible.

Mr. Rudd made a motion to approve the event policy document and event policy application for use of public and private events. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

8. June Fundraiser Update—Mad Hatter Tea Party

Ms. Vaillancourt updated the Board on the party. She stated that the committees are in good order. David Flower has taken charge of decorations. Ms. Kratz is the volunteer coordinator, and still needs volunteers. There are other volunteers to serve as bar manager and food manager. The food has been sourced through donations. Now it's time to work on ticket sales.

9. Other Business

The Provincetown International Film Festival would like to use the Marc Jacobs Reading Room for 2 hours for an author reading and book signing. There will be no charge to patrons. The Board determined that since the event was in keeping with the mission of the library there would be no charge to the PIFF.

10. Next Meeting

The next meeting will be held on Tuesday, June 18 at 6 pm. in the Bowsprit Room of the Library.

11. Motion to Adjourn

Ms. Venden made a motion to adjourn the meeting at 8:18, which was approved 5-0-0.

*Respectfully submitted,
Cheryl Napsha, Director*

**Provincetown Public Library
Director's Report
May 2013**

*"Read the best books first, or you may not have a chance to read them all."
Henry David Thoreau*

LIBRARY NEWS

I attended a workshop on Strategic Planning sponsored by the Mass Library System at the Osterville Village Library. The session was incredibly helpful in detailing exactly what we need to have a plan approved by MBLC. Originally I was told that the standards that MBLC has listed were outdated and that they would accept any kind of plan that we created, but the program moderator was very clear in what was required. The challenge for me is that, while the plan is due to MBLC in October, the goals and objectives are to be for one year beginning July 2014. It's almost impossible to know where we will be in one year and what initiatives we will wish to begin, given the speed with which technology and library services are changing.

One of the components of the strategic plan is to have community input. I chose to create a survey that was distributed at the Annual Town Meeting and at the Circulation Desk for several weeks, as well as being posted on our website. I am in the process of compiling the information.

Two staff, Andrew Aull and Mary Smith, resigned from the library. The town advertised the position, and we received an incredible response of 22 applicants. I interviewed 16 people and was overwhelmed with the quality of the group. All but 1 had at least a college degree, with most having a graduate degree. From this excellent pool of candidates I selected 2 women.

The first person is Nan Cinnater, who founded the Now Voyager bookstore and owned it for 13 years. She currently manages the Provincetown Bookshop, and has also been an English teacher for many years. Because she has volunteered at the Truro Library she is familiar with the Millenium automation system and quickly picked up our routines. Because of her background in English literature and her years in bookstores, Nan has an incredible breadth of knowledge of books. She reviews books for several publications and has an on-air book group on WOMR.

The other person that was hired is Laurie Veninger. Laurie lives in North Truro and teaches English part-time at CCCC. She has a PhD in Linguistics from Lancaster University in Lancaster, United Kingdom, and a Masters in English Language and Contemporary Literary Studies from the same University. She recently moved back to the US after 13 years living in England.

The first round of submissions to the Provincetown Public Press ended on April 30. I've spent a great deal of time this month reviewing the submissions and doing some preliminary copyediting (correcting typos) for those that are good prospects.

I went before the Licensing Board to request liquor/wine licenses for several upcoming events. They include the Fresh Paint exhibit on June 27 and the Board fundraiser on September 14, as well as reserving October 18 and 19 for our traditional Women's Week concerts. All events were approved.

After I submitted the application to the Licensing Board for the events listed above I received notice from an individual that he may want to rent the library for the evening of October 19. If so, our licensing needs may change, but that's a minor detail that I can handle.

I met with gentlemen from Cape Net about them possibly placing a wireless cell receiver in the library's tower. They assured me that the equipment is small, not much larger than a soda bottle, and that it will be placed inside the tower and painted to match the background. They are investigating several other locations in town, including the UU church, Town Hall, and the Monument. If they decide that this is the best location, they will have to receive permission from the Board of Selectmen.

As part of the town's on-going continuing education, I attended two sessions. The first was a seminar on Mass laws for procurement of items, hosted by the town counsel John Giorgio. The information was very helpful for me as I've not directed a library that is an official part of a government entity before. The second continuing education opportunity was CPR training, for which I received a certificate.

From Rebecca Levin, Public and Member Services Coordinator:

- Spring has sprung and it is most obvious in the number of tech help appointments I've had. In March alone, I logged approximately 18 individual tech help meetings at an hour+ each. In April, that number rocketed to 28 meetings, not counting Thursday Morning Tech Help. This month, I've expanded my official walk-in hours to include two visits to Seashore Point for iTherapy.

- In March, I traveled to a Technology Planning Workshop in Bourne and learned more about OpenCape and the proposed upgrade of our internet to fiber optic speeds. I was happy to bring this information back to the CLAMS Reference Roundtable this month, making it the second meeting in a row that a Provincetown Library representative has been invited to speak. Last month Matt and I presented an update to the Reference Roundtable on the Provincetown Public Press in March that blew them away.
- March also brought a particularly successful meeting for the Mass. Memories Road Show with over 25 “movers and shakers” in attendance. Two guests from the MMRS UMass Boston staff presented and we received some exciting press in the Provincetown Banner.
- Following that meeting, I traveled to Lexington to see a Road Show in action and was stunned by how magical it was. I look forward to using what I learned to make our September event the best experience possible.
- On the note of events, I have very much been enjoying my involvement with the planning for our Mad Hatter’s Tea Party. In the last month I’ve researched options for hats and lawn flamingos, worked to connect us with the Provincetown Theater for set and prop loans, acquired a donation of drink-me bottles, and convinced many food establishments to donate mouthwatering desserts and hors d’oeuvres to our event.
- As April was National Poetry Month, I had a lovely time filming patrons and community members reading their favorite poetic work. Thanks to Matt, the edited videos can be found at <http://www.youtube.com/user/ProvincetownLibrary> as well as on our website and Facebook page.
- I ran a less popular series of QR Code Workshop during the same month. Though not as well attended as I would have liked, I appreciate the opportunity it gave me to try something new with some newly learned skills.
- Thanks to Lynne and Tyler we now have the newest version of Envisionware installed on our public computers. I am happy to report that the upgrade patched some glaring problems in the previous edition and gave us the bonus ability to post library programming news on the sign-in screen.
- Around the same time, I upgraded our donor database. Thanks to the Friends, we now have another year on our combined support and upgrades package.
- In the midst of all this, our soft play items finally arrived for the Children’s Area after some confusion of lost orders was cleared up. Many thanks to the Friends of the Library for purchasing that equipment.
- Ecosystem Club has ended for the season, finishing with a lovely party of goldfish and bright green grape juice (happily called “fish water” for added fun).

The last few months have truly been a whirlwind of activity.

From Matt Clark, Director of Marketing and Program Development:

Truck Day with Robert B. Our Company

Tuesday, March 12 10:45 am

Abby Our of the Robert B. Our Company visited kindergarten and wee-care students from the Provincetown Public Schools on Tuesday, March 12 for the second annual **Truck Day**. The presentation was held as a part of the school's "People in the Community" learning unit. The program was approximately 45 minutes and included a talk from Abby about her family's company, an educational video, and a visit from a real working bulldozer! Special thanks to the Robert B. Our Company and Lisa Daunais for making this program a reality.

Getting Published in 2013 with Jeannette de Beauvoir

Saturday, March 16 2:00 pm

Jeannette de Beauvoir held her first of two scheduled writing seminars in the Bowsprit Room. This two hour course featured a full room with six people in attendance. Jeannette provided all of her students with a full 42 page copy of her guide filled with useful information and publishing tips.

Ancestry.com Workshop

Fridays in March and April 9:00 am

The new Ancestry.com Workshop led by Roger Chauvette started well with a regular attendance rate of four or five people. This group met before the Library opens on Friday mornings. They are making the most of the Library's Ancestry.com account, which helped them to access a wealth of information that they would otherwise have to pay for. Several people in the group also brought their personal computers and tablets and participated in the program using our building's WiFi system. All members of the group have started building their own family trees on the site. *Note: The program was discontinued in April after the organizer became ill. We hope to revive the program in the future.*

Free Movie Nights

Wednesday Evenings

The Provincetown Public Library continued to screen weekly free movies in the Marc Jacobs Reading Room. There has been a group of regulars who attend which fluctuates between roughly 10 and 15 patrons depending on the week. The influx of new "Oscar-worthy" films has helped attendance lately. Several high quality films, including Best Picture nominee *Lincoln* were screened

Provincetown Pet of the Week

Fridays

Provincetown Pet of the Week has continued to run strong on the new Library Site. I have accompanied each week's winner with a Constant Contact announcement as well as a twitter update. The site continues to see a spike in visitors ranging between 200 to 240 each Friday after the winner is posted. This past month, I have started bundling the Website of the Week or a Bay Today picture into the Pet of the Week email announcement as a way to give increased exposure to both ongoing columns.

Food for Fines

First Pick Up March 14

Food for Fines ran during the months of February through April, filling another large donation bin located in front of the circulation desk. The program has received a massive amount of support from both local businesses and Provincetown Schools. Principal Kim Pike and the school social worker, Maryann Campagna have been extremely helpful in coordinating our effort to provide healthy breakfast and lunch food choices to children in need. On March 14, the students from Provincetown Middle and High School came to the Library to collect, package, and deliver the food. I have since made several deliveries to the school, dropping off more than 100 lbs. of food.

E-Reader/Tech Basics

Thursday Mornings

The E-Reader/Tech Help Hour has continued to see a steady weekly attendance and high satisfaction rate under the guidance of Member Services Coordinator Rebecca Levin. She has been able to help patrons with questions on a diverse range of topics and operating systems including iPads, laptops, smart phones, and Droid tablet devices. Complimentary coffee has continued to be generously provided by Wired Puppy. Rebecca has also transitioned into private appointments with several of her best "clients." We have discussed trying to capitalize on this trend by also offering special one- on- one tech sessions next year to those who would prefer her undivided attention.

Eco System Club Enrichment Program

Monday Afternoons

The Eco System Club continued to hold weekly meetings during the past three months. With help from Rebecca Levin, the students have been able to keep the fish healthy and alive while also successfully maintaining a clean, working tank for them to live in. Rebecca has introduced several new activities for the students which focus more on crafts, movement, and task completion.

Thursday Morning Community Walk/Run and Coffee Hour

Thursdays in March and April

8:30 am

Thursday Morning Community Walk/Run and Coffee Hour has continued to run each week with a low but regular attendance rate. We have held steady with a group of four to five walkers depending on weather conditions. Although small,

the group has bonded over their long walks, and Wired Puppy coffee is always enjoyed by all at the completion of each week's program.

Fresh Paint

Fresh Paint 2013 has officially been scheduled for 5:00 pm on June 27. A letter announcing this first-year art festival has been distributed to all local galleries, and followed up with an email announcement of the event. Currently, we plan to use all levels of the Library to present work by artists showing locally this summer, while creating an exciting atmosphere that will include food, wine, and live music. Ten galleries have responded to invitations so far, as well as three unaffiliated artists. Installation artist Jay Critchley has also been added to the event as a "main event" type guest, and will set up one of his signature pieces in the Marc Jacobs Reading Room. A musical act, Denya Levine, has also been signed to perform at the program.

Provincetown Public Press

The Provincetown Public Press proudly published *Confessions of an eBook Virgin: What Everyone Should Know Before They Publish on the Internet* on April 10 as our first-ever offering to the Apple iBooks store. Reflecting the low cost of the digital publishing process, the first 10,000 copies of author Laura Shabott's work will be available online for only 99 cents.

See the World at the Provincetown Public Library Begins April 22

In celebration of National School Library Month, the Library will start the new **See the World at the Provincetown Public Library** program this April! Patrons and students are encouraged to take a complimentary passport from the circulation desk when they visit the Library, and will receive a stamp for each subject they check out from our extensive CLAMS catalog. DVDs and program attendance will also earn stamps! When the passport is full (a total of twelve stamps), participants will receive their choice of a tshirt or a limited edition Cape Heritage card set from local design company NL220, and also be entered into a raffle drawing that includes gift certificates to local shops and restaurants. Drawing will be held on September 1, so start reading and get those stamps!

Passport subject categories are as follows:

1. Fiction (General)
2. Mystery, Sci-Fi, or Romance
3. Free Choice
4. Biography
5. Craft/Cooking
6. History
7. Art/Music (Artist or Musician Biographies are included)
8. Travel/Other Countries
9. DVD (Any subject category)
10. Magazine or Graphic Novel
11. Science/Animals

12. Health and Fitness

Author Thomas Hall presents: *Shipwrecks of Massachusetts Bay*

Thursday, April 18 6:00 pm

On April 18, Thomas Hall visited the Library for a presentation on his book *Shipwrecks of Massachusetts Bay*, which was published in August of 2012. The author guided the audience through the history of eight dreadful wrecks that occurred in Mass Bay, including the *Portland*, which sank during the Portland Gale of 1898. He also provided insights into the technology, ship design and weather conditions unique to each wreck. Thomas Hall grew up in Scituate on the coast of Massachusetts Bay and is an avid wreck diver and historian. Hall was featured in a BBC documentary on the *TW Lawson*, the world's only seven-masted schooner, and also published a book about the ship. He also serves as a Trustee with the Scituate Maritime and Mousing Museum.

Children's Organic Gardening Project

Saturdays April 13, April 20, April 27, May 4, May 11, May 18

10:00 am

The Children's Organic Gardening Project offers local kids the opportunity to learn organic gardening experientially. Through collaboration between the new Resident Services Program (at Province Landing) & the Library, the gardening program is available to all children between the ages of 5 – 16 years old. Children will begin by selecting and starting seeds in mini greenhouses, constructing a composting site, tilling and preparing soil in raised bed gardens and transferring the sprouted seedlings to garden beds they have prepared at the Province Landing site. Classes, taught by gardener Elena Bingham, began Saturday, April 13th from 10:00 –11:30a.m. and will be offered every Saturday through May 18th. The Gardening Program will continue (dates and time to be posted mid-May) through harvest.

Thursday Morning Skype Session

Thursdays beginning in May 8:30 am

To welcome our foreign seasonal workers to Provincetown, the Library began holding weekly Thursday Morning Skype Sessions this May. Before the Library's 10:00 am opening, patrons have access to computers complete with headsets, webcams, and the popular worldwide messaging program Skype in order to help them stay in touch with friends and family back home. This program is offered free of charge, and coffee will be served during the 75 minutes of computer access time.

Knit-wits Knitting Group

Wednesdays 6:00 pm

The Provincetown Knit-Wits are off to a great start to their weekly meetings in the

Bowsprit Room. The group, which has ranged from 3 to 6 people so far, knit for almost a full two hours each week, and have started working on their first community service project. The Knit-Wits has become a weekly event of sorts, with homemade treats and refreshments served each week.

Eco System Club Enrichment Program Mondays in April

After nine months, the Eco System Club after school program came to a close on the final Monday of April. I have followed up with school coordinator Lisa Colley, about establishing a Lego Club as the after school program for next year.

Adventure and Poetry and Technology? Oh My! QR Code Workshops Weekdays April 1-12 11:00 am

The QR code workshops Rebecca held were not very well attended, but the program evolved into over ten local writers and poets being filmed reading their favorite poems. As part of Provincetown's National Poetry Month Celebration, these videos were then posted on Youtube, the Provincetown Library's website, PTV, and PTV's website. Those who participated in the readings were very enthusiastic and from a publicity standpoint, although the filming and editing was a bit tedious, this was an important program for the Library.

Author Event: How to Construct an eBook Saturday, May 4

Laura's first author event at the Provincetown Library was very well received and attended by over 25 patrons. The program encouraged a great deal of audience interaction that kept all in attendance engaged. Laura will plan to duplicate that program, as an ambassador of the Provincetown Public Press, at several Cape Libraries over the next few months.

Cape Cod Paranormal Saturday, May 11

Alicia Gardner of Cape Cod Paranormal hosted her program in the Marc Jacobs Reading Room before a Saturday afternoon audience of twelve. She felt that the event was a great success due to the amount of information regarding supernatural happenings in town she was able to collect. All who attended were very enthusiastic about the topics discussed, and Alicia has already asked to return to the Library for another event.

Other:

I met with Morgan Clark regarding the Library's plan to begin building a town-wide emergency contact list. She was extremely enthusiastic about the initiative and will provide support in any way we need. I am currently trying to decide if we should begin collecting information immediately, or wait for the summer season to pass.

Upcoming Events:

Tai Chi by the Ship

Friday May 31 9:00 am

Join us at the Provincetown Library for this great new installment to our Summer Wellness Series!

This class combines the slow movements of Tai Chi and Chi Kung for the benefit of mental and physical balance and general well-being, with an emphasis on “mindfulness” – remaining focused in the here and now. The health benefits of focused slow movement have been amply demonstrated by recent medical research. The instructor, Geof Karlson, has been teaching yoga, tai chi, chi kung, and meditation for seven years on Cape Cod. He currently teaches in Wellfleet, Eastham, Orleans, and Harwich. Tai Chi by the Ship is an open course being offered free of charge, and will meet weekly on the Library’s bright, spacious Second Level near the Rose Dorothea Model.

Morning Yoga at the Ship

Mondays in June

8:45 am

Start your week off right with Morning Yoga at the Ship, part of the Provincetown Library Summer Wellness Series!

Improve flexibility and mental clarity with an hour of yoga each week on the Library's bright, spacious Second Level . The instructor, Geof Karlson, has been teaching yoga, tai chi, chi kung, and meditation for seven years on Cape Cod. He currently teaches in Wellfleet, Eastham, Orleans, and Harwich. **Morning Yoga at the Ship** is an open course being offered free of charge, and will meet weekly at the Library near the Rose Dorothea Model. Yoga mats will be provided to all in attendance.

Provincetown Public Library Open Mic Night

Thursday, June 6

6:00 pm

The Provincetown Library proudly presents its first Open Mic Night of the summer, featuring an appearance by poet Linda Ohlson Graham. Poets, writers, authors, local and visiting, are welcome to share their work for 5-10 minutes. Refreshments will be provided. Sign in begins at 5:45 pm on June 6 in the Marc Jacobs Reading Room.

One-on-One Self Publishing Support

Thursdays in June 10:00 am

Laura Shabott, author of *Confessions of an eBook Virgin*, the first title for the Provincetown Public Press will meet each week with artists, writers, photographers, playwrights and filmmakers interested in the possibility of self publication. Please email laurashabott@gmail.com for more information on this new program being held in the Marc Jacobs Reading Room.

Author Elaine Anderson

Thursday, June 20 6:00 pm

Join Elaine Anderson in the Marc Jacobs Reading room as she reads excerpts from the four novels in the Rosa Arroya crime novels; *Dragonfly*, *Chameleon*, *Invisibility Formula*, *Code Name: IF*, and *Priority #1*, *Code Name: Marty*. The readings will be followed by a presentation on the components of a fast-moving crime story. Elaine Anderson is a professor emeritus from Shippensburg University's biology department in Pennsylvania. She's lived in Provincetown for over 10 years has been a sitting Selectwoman since 2009.

Zygmunt Plater: *The Snail and the Dam*

Saturday, June 15 3:30 pm

Author and Boston College Law Professor Zygmunt Plater will present his new book: *The Snail Darter & the Dam—How Pork-Barrel Politics Endangered a Little Fish and Killed a River*.

Remember the little endangered fish that halted a Federal dam? Ridiculous, right? Rush Limbaugh called the law teacher who brought the case a "homosocialist" for using the Endangered Species Act (40 years old this year) as a tool to stop a dysfunctional dam project. Sean Hannity preferred "fringe lunatic." Zyg Plater, the fringe lunatic homosocialist (who lives on Bradford Street), will present his new book in the Marc Jacobs Reading Room on June 15 at 3:30, and attempt to show that the snail darter was not "the most extreme environmental case ever." Zygmunt J. B. Plater is Professor of Law at Boston College Law School, teaching and researching in the areas of environmental, property, land use, and administrative agency law. He also is Coordinator of Boston College Law School's Land & Environmental Law Program—with further interests in comparative international law and public interest litigation.