

**TOWN OF PROVINCETOWN
Public Library**

**Board of Library Trustees
Minutes of Public Meeting August 20, 2013**

Provincetown Public Library

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

Members Absent: None.

Others Present: Stephen Borkowski (Art Commission) and Ellen C. Battaglini (Recording Secretary).

Call to Order: The meeting was called to order by Ms. Kratz at 6:02 pm.

1. Public Statements: None.

2. Agenda Order: No changes.

3. Introduction of new record of board meeting minutes:

Ms. Kratz introduced Ellen Battaglini who will be taking minutes for the Board.

4. Approval of Minutes

Ms. Vaillancourt made a motion to approve the July 16, 2013 minutes. Ms. Venden seconded the motion, which was approved, 5-0-0.

5. Stephen Borkowski, Art Commission, Policy Discussion:

Mr. Borkowski was present to discuss how the Art Commission interacts with the Library and, more importantly, the role of the Art Commission within the Town and how that specifically relates to the Library. Mr. Borkowski stated that the Art Commission, a Massachusetts designated Board, was formed in 1959 by the Board of Selectmen and was empowered with managing and caring for art works owned by the Town.

The Commission has recently had discussions with the BOS concerning who has jurisdiction over the issue of placing monuments on Town property. The Commission has always believed that it had approval powers over accepting anything into the Town collection and where it was displayed. The BOS had a different view of its role in that process and subsequently solicited the opinion of Town Counsel. According to that opinion, which was an interpretation of the state enabling legislation for the Commission, although the Commission does have approval over the design and acceptance of public monuments, the BOS has the ability to assign a site. Recently, the Commission had not approved the siting of a monument on the grounds of Town Hall. The Commission informed the BOS that any other location would be appropriate, which the BOS initially agreed to before rescinding the decision.

The Commission is responsible for the care of paintings owned by the Town and selects locations for that art amongst all the Town-owned buildings and offices. Mr. Borkowski related an incident that resulted in a large painting that hung a stairwell in the Library being damaged. The painting will need to be repaired soon. He stated that Library staff should report any damage to a painting or drawing to the Commission and emphasized that they not endeavor to handle or move the work. The Commission tries to be thoughtful and careful when deciding the appropriate spaces in buildings to hang artwork. The Commission's goal is to allow visitors to go

into a public building and see the best artwork that the Town has produced and not have to pay for it. Ms. Kratz asked whether the Library would be responsible for the cost of the repair. Mr. Borkowski replied that the Art Commission would be responsible for its repair. Ms. Venden asked if the Board had a policy that gives guidance to the Library staff regarding the art work and its care and maintenance. Ms. Kratz said that there was an understanding that the Commission cared for the paintings in the Library, however it could be communicated more clearly to staff. Ms. Venden asked about plaques identifying the work and the artist. The Commission has ordered them for the Library. However in the meantime, visitors to the Library can find a laminated sheet at the front desk identifying the artists and the works. There are also images on the Provincetown History Project website as well.

Mr. Borkowski mentioned that the window placed in the Marc Jacobs Reading Room, previously thought to be a window from the building, will be moved shortly, as the window most likely was never a part of the building. A painting will be put in its place. Mr. Rudd explained that the assumption was made that it might have been part of the building, as it was stored with other artifacts, including some murals, which also need attention from the Commission. He suggested that it could be hung somewhere else in the Library to remind visitors that the building used to be a church.

Ms. Kratz mentioned that the Library had received a gift of a portion of Michael Forde's art collection. Mr. Borkowski replied that the Commission would meet to process the collection, to approve the pieces, and then have the work cleaned and re-framed if needed. Ms. Kratz discussed with Mr. Borkowski sending a letter of acknowledgement to the family of Mr. Forde.

Mr. Rudd expressed his disappointment and concern at the lack of a process for erecting memorials in Town.

6. Director's Report:

There is no Director's Report because the Director was unable to make it back from vacation in time for the meeting.

7. Chair's Report:

The Special Event policy for the Library is now up on the Library's page on the Town's website. It should be up, front and center, on the Library's website as well for easy access.

Ms. Kratz mentioned the issue of the man selling art on the Library lawn and how to avoid that situation in the future. The Board briefly discussed the issue. Ms. Kratz recommended a policy that no activity occurs on the lawn without the prior express approval of the Trustees. She will put the issue on the agenda for next month's meeting. Ms. Venden suggested looking at the policies that the Town uses for Town Hall property.

Ms. Packard raised a personnel issue. Ms. Kratz said that the Trustees would have to go into Executive Session to discuss any personnel issue. She will consult with David Gardner about the issue. She said that the Trustees should be doing some long range planning as well as evaluating the Director on a yearly basis. She has done research with the Massachusetts Board of Library Commissioners and has found tools and guidance about Library issues and on how to assess Library Directors. This subject will be put on a future agenda, probably in October, and in conjunction with long range planning.

Ms. Kratz said that some of the Library's policies are antiquated and need updating or revising. She will send out a list of policies that she has found and the Trustees can decide which to revise or delete.

In regard to the rental of Library space; the Schooner Regatta is going to have their award ceremony at the Library. There is a wedding and reception scheduled on September 15th. Ms. Kratz thinks that the Library will be getting \$500 for that event. The Marc Jacobs Room was rented last week for \$200.

Trustees should be looking for pictures of events, anything having to do with the Library for the marketing campaign.

Mark Westman is working with several others to improve the landscaping, including weeding. Ms. Kratz speculated that it may be an on-going activity.

Ms. Kratz and Ms. Vaillancourt are working on the FY13 financial wrap-up and will have it for the next meeting. Ms. Kratz thinks that the Library made approximately \$50,000 last year.

Ms. Packard wants to make sure that the proceeds from the auction of her painting do not go to the Town, but rather to pay off the debts of the Library. Ms. Kratz said that the proceeds go to the Supporters of the Provincetown Public Library, which is a non-profit group. No one can use the money that the Library raises except the Library. Ms. Packard would like to sign something to that effect. Ms. Kratz will get a writing to Ms. Packard to pass along to the SPPL.

The Trustees should be thinking about ideas for the annual appeal which should go out before Thanksgiving. The Board discussed some ideas for fund-raising, including a 'dinner' or 'evening' with a famous writer, musician or painter in Town.

8. Long Range Plan – distribute info packet

The packets were already distributed. Ms. Kratz wants to make sure the Trustees are thinking about this issue. It will be taken off the September agenda and put on the October agenda.

9. 12th Annual Library Reception Packard Gallery Update:

Ms. Venden reported that she and Ms. Kratz got a list from Ms. Napsha of people who had attended and given money at previous Packard Gallery events as well as a list of people whose homes are valued at \$500,000 or more. After going through the list, about 235 invitations were sent out, however Ms. Venden thought more could be sent out. Ms. Kratz will get together with Ms. Napsha tomorrow to go over the mailing list. The host committee has donated \$4775 and there is an \$8000 bid on the Packard painting already. And another \$400 has come from the mailed invitations. Zoe Lewis has agreed to play soft jazz standards during the event. Sumptuous Catering and Events is providing the food. Wildflowers is doing a couple of floral arrangements. Still needed are donations of wine and champagne. Ms. Kratz suggested contacting Pennie's Liquors which donated to the Mad Hatter Party. Ms. Packard suggested giving t-shirts as door prizes. The Trustees need to think about a program. Ms. Kratz added that giving door prizes affords the opportunity to interact with people. She suggested trying to think of other door prizes. Ms. Packard asked about Cape Air donating tickets for a door prize. Ms. Venden will call Michelle Haines.

10. Other Business and Correspondence:

Mr. Rudd has been asked to have a confidential interview with Mr. Goodrich from the state in regard to the police resolution. If anyone has something to add, e-mail Mr. Rudd.

The Trustees discussed the issue of whether the Art Commission has the jurisdiction of putting a monument on the lawn of the Library. There needs to be some kind of clarification regarding this issue.

11. Next meeting September 17, 2013

12. Motion to Adjourn: Ms. Venden made a motion to adjourn the meeting at 7:13, which was approved 5-0-0.

*Respectfully submitted,
Ellen C. Battaglini*