

TOWN OF PROVINCETOWN

Public Library

Board of Library Trustees

Minutes of Public Meeting February 19, 2014

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

Members Absent: None

Others Present: Cheryl Napsha, Library Director; Rebecca Levin, Public & Member Services Coordinator (Recording Secretary); Mark Westman

Call to Order: The meeting was called to order at 6:03pm

1. Public Statements: None.

Ms. Kratz thanked Mr. Westman for joining the meeting. Mr. Westman noted that he has filed papers to run for a position on the library board.

2. Agenda Order: No changes

3. Approval of Minutes

Ms. Venden made a motion to approve the November 19, 2013 minutes. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

It was noted that the Board of Library Trustees missed a number of meetings: In October there was no quorum due to illness of several members. The Board met in November but does not traditionally meet in December. In January the meeting was cancelled due to a blizzard.

4. Director's Report

Director Cheryl Napsha discussed that she has recently attended a number of budget hearings with Library Trustee Donna Vaillancourt accompanying in her role as Financial Officer.

In December they met with David Gardner and Dan Hoort, who approved the budget with minor changes.. In January Ms. Napsha and Ms. Vaillancourt met with the Board of Selectmen, who were very supportive of the library.

On February 18th, they came before the Finance Committee and had a productive meeting. The majority of the discussion centered on the Provincetown Press and its progress.

In the first two meetings with Mr. Gardner & Mr. Hoort and with the Board of Selectmen, the key thing discussed was the fact that most of the staff of the library are part time and receive no benefits. When Ms. Napsha became Director, she realized that her staff had not received a raise for the last five years. Since then, they have received raises every year. However, the topic came up in a staff meeting that the part time staff receives no benefits, no sick days and no vacation days. Ms. Napsha raised the issue with town management to determine what could be done. Mr. Hoort was very supportive, as he had been present at the staff meeting where the issue was first discussed. Mr. Gardner was not yet acting as the Town Manager and was not in a position to make changes, but was very positive. The Board of Selectmen was also very supportive of the idea of part time staff benefits, feeling it was fair and right. It is too late to be included in this year's budget, but Ms. Napsha will include it as a line item for review in next years' budget.

Ms. Vaillancourt showed the trustees copies of the current accounts. There was discussion on how the town looks at money. Donations made by credit cards currently go to the trustees account as part of the "library gift fund" with library fundraisers and the annual appeal. There is a separate maintenance fund for painting based on a long-term financial commitment from Dr. Steve Smith. Ms. Kratz noted that the board chair and library director will be receiving monthly accounting reports of the Library Gift Fund and quarterly reports of the Capital Campaign from the Town's treasurer. The later is used for debt service and the building specifically, the former has more leeway and thus is encouraged for general donations. It can be used for programs, furniture, etc.

Ms. Napsha continued her report, noting that the library budget is small with very few lines. This year the library prepared a Capital Improvement Project for carpeting as the current carpeting has reached the end of its life. The Finance Committee asked her if it would be acceptable to replace the carpet one floor at a time. Ms. Napsha agreed that the library would be more than happy to do so.

It was clarified that Capital Improvement Project funding does not affect the library operating budget, but comes from town funds. All other CIP requests the library had were turned over the Department of Public Works, as DPW is in charge of the facility maintenance.

Last month Ms. Napsha contacted the Board when the sprinklers went awry. She is working with the Department of Public Works to make sure that what caused the break to happen gets fixed so that it never happens again.

The Provincetown Public Press has been getting a lot of play nationally. *American Libraries* journal, which is sent to more than 60,000 librarians, is currently preparing a new article on the Press.

The second round of submissions for the Provincetown Public Press has come in, with a couple of submissions awaiting decision. Ms. Napsha discussed with Marketing and Programming Director Matt Clark the possibility that though Provincetown is a strong artist and writers' community, perhaps people do not have enough of a body of work for a book. They talked about creating an anthology instead. Since then, the idea has morphed into that of a digital magazine. They hope this will give more people more opportunity to participate. To kick off the magazine, they are starting with a five week series called *The Creative Mind*. It is a creative journal program centering on oral prompts. Visual artists are encouraged to bring their own materials for non-word art.

In the meantime, the Provincetown Public Press has accepted a written book on Captain Sturgis. The author will work with Matt Clark to add digital tweaks and pop-ups to enhance the digital content, especially the iBook version.

Ms. Kratz noted that the Finance Committee had asked if the Press is generating money and asked how the financial aspect is handled. Ms. Napsha responded that the small amount of income currently is currently being placed in the Board of Library Trustees' account.

Ms. Kratz queried if that was where the money should go, and if a separate account were not better. Ms. Napsha agreed. Ms. Venden suggested that if a separate account were to be involved, then the expenses should be associated with the revenue for budgeting purposes. Ms. Kratz clarified that the Provincetown Public Press is not a trustee project, so its expenses and revenues should not be associated with those of the trustees.

Ms. Napsha stated that this was the first step when she and Matt Clark started the process with the Board of Selectmen. There was no specific discussion about opening a separate account, but there should have been. She believes that Mr. Hoort will understand the need. Before now, revenue was a moot point, but now they must start paying the authors.

Mr. Rudd moved to authorize the library director to confer with Mr. Hoort to set up a separate account for the receipt of any funds for the Provincetown Public Press and payment of its expenses.

Ms. Packard seconded the motion, which was approved 5-0-0

It was agreed that Ms. Kratz, Ms. Napsha & Ms. Vaillancourt will get the process going.

5. Annual Appeal Update

Ms. Kratz announced to the board that the annual appeal brought in about \$17,500 including \$9,500 from a donation restricted for painting maintenance for the building. It cost approx. \$1,014 in mailing and printing expenses. Ms. Kratz encouraged the board to be realistic going forward that fundraising will be more difficult.. The Board must be creative in developing ideas.

One thing learned from this bulk mailing experience is that there is no mail forwarding with bulk mail service, it gets thrown away. This is a concern for future mailings, so that anyone with two addresses gets listed with their appropriate seasonal address.

Mick Rudd noted that there is a first class bulk mailing. Cheryl Napsha clarified that this was sent first class bulk. Mr. Rudd suggested that it should not have been thrown away. The rejected mail should have come back to us. He asked that they check the indicia to see if it says First Class Bulk Mail and make sure that they did not pay for this and get Presort Standard.

Ms. Kratz requested that Ms. Napsha follow up and try to get clarification from the company.

The question came up as to how the mailing had been funded. Previously the Supporters had paid the bill. Now that the Capital Campaign is over, Ms. Kratz suggested that the Board of Library Trustees could pay from their fund and not wait for the Supporters of the Library to pay for it.

Mr. Rudd made a motion to pay for the expenses associated for the annual appeal from the Board of Library Trustees' Library Gift Fund. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

6. Year End Financial Reports

Ms. Kratz announced the end of the year balances. At the end of 2013 in the Library Building Fund Account they had approximately \$141,000. The Library Gift Fund had approximately \$32,500 as of December 31, 2013 The painting fund has \$24,000 over a 2-year period from the same donor.

The annual debt service is approximately \$60,000, with \$59,176 paid in 2013. If the Board of Library Trustees does not manage to make \$55,000 - \$60,000 per year that fund will be depleted. Without continued fundraising they really only have two more years of debt service payments.

The donations in the fiscal year 2013 were \$54,319 but \$15,000 was from in-kind donations. In real dollars they made approximately \$40,000, still \$20,000 under the debt service. They are doing pretty well this fiscal year, which does not end until June 30th. They have brought in \$45,377 with no in-kind donations.

Ms. Kratz explained that the debt service will continue until 2025 and was begun in 2007. \$468,000 has been paid toward original loan of \$770,000. The final amount to be paid, which includes interest, will be \$1,058,000.

7. Set Rental Price for Wedding on Mezzanine during Library hours

Ms. Kratz announced that the library had two rentals for weddings on Valentine's weekend, which made \$235. There will be another wedding in May.

Ms. Packard requested more information on the health and fitness meetings which occur at the library. Ms. Packard wanted to know if the leader of the program paid to use the library, since she was making money from it.

Ms. Napsha identified the program as the Provincetown Fitness Challenge, which is considered a joint program with the library. The library has been doing joint programming with the Fitness Challenge for all three years it has been in existence.

Ms. Packard pointed out that other people have to rent including clubs, weddings, etc. She asked why this program should not have to pay, especially considering that it is a business.

Ms. Napsha clarified that they consider it a partnership and count participation towards library programming. Furthermore, the partnership arrangement was created long before the current rental policy. Ms. Kratz agreed that it would not make sense to go back on that now, but that it should be discussed before the next season.

There was discussion on the general fees for weddings on the Mezzanine during library hours. Ms. Napsha stated that a flat fee wasn't fair, as some were very simple ceremonies and some required moving furniture and making the space unusable for several hours.

Ms. Napsha suggested that rates begin at \$100 and be based upon attendance and length of time.

Ms. Vaillancourt moved that rental rates for weddings and special events during library hours will begin at \$100 and will be determined by the number of attendees, length of the event, and any other services required. Ms. Venden seconded the

motion, which was approved 4-0-0 *Mr. Rudd was out of the room at the time of the vote*

8. Patron request to move Children's Library to Lower Level

Ms. Napsha relayed a request from a library patron. A gentleman suggested that the Children's Department be moved into the Bowsprit Room to reduce the noise level on the second and third floor. She researched the idea and found that while books and play furnishings would fit, there would be no room for tables and chairs, and only a very small number of people could fit into the room. There would be no room for programming. She later spoke with Ms. Kratz about the idea, and they discussed moving the Children's Department to the lower level. While there are many advantages to that move, there is one overwhelming problem. Currently the Children's Department is on the second floor, next to Ms. Napsha's and Mr. Clark's offices, and near the circulation desk, so there is generally a staff person available on that floor. In addition, there are always people on the Mezzanine and usually in the Bowsprit Room, which makes for a safer area. If a child were to be left unattended by a caregiver in the lower level, there would be no staff person there to guarantee the child's safety. That space has doors leading directly outside, and is just not safe. There have been incidences in other libraries of children being molested while unattended. An unattended child is fairly safe in the current Children's Area, whereas the lower level does not offer any safeguards.

Ms. Kratz remarked that safety is paramount. Mr. Rudd reminded everyone that the lower level was specifically designed to be a quiet research area for adults, including being fully equipped with Wi-Fi. Ms. Venden remarked on the wonder of having the Rose Dorothea in the Children's Area and how the attractive, fun space helps the children to better connect to the library.

9. Fund raising Event Planning

Ms. Kratz said she and Ms. Vaillancourt had talked recently about a fundraising idea for 2014.

There followed a discussion on different options for a special event, with many viable ideas shared. It was decided that Ms. Kratz, Ms. Vaillancourt and Ms. Napsha will work on further specifics together.

10. Long Range Planning committee

Ms. Kratz said her goal for the night was to identify what they want from the long range planning committee. Not yet who will be on it, but the number of board members,

number of community members, etc. Ms. Kratz and Ms. Venden plan to talk to a community facilitator.

Ms. Packard asked for clarification on the nature of a long range plan.

Ms. Venden clarified that every 5 years the MBLC requests that individual libraries create a long range plan about where they want to see library go financially, in terms of community programming, capital planning and all aspects of what happens at the library and where they would like to see it go. She stated that many are very generic, but the Board wants to do something more substantive.

Mr. Rudd said the first one he attended to was based on the MBLC format. The public part was great because they set goals for the library as a wish list. A few years later he and the then director looked back on the long range plan and found they had implemented every one of the those goals. Mr. Rudd stressed that that is what makes these so powerful and necessary and important to do correctly.

Ms. Kratz asked if Ms. Venden wanted to meet with the facilitators first before the Board of Library Trustees does any deciding on who should be on the committee. Ms. Venden said she would rather proceed based on how others have done it, using proposals. She also stated that she would be happy to serve on the subcommittee. Ms. Vaillancourt agreed that she too would like to serve on the subcommittee.

11. Other Business and Correspondence

Ms. Kratz suggested that the Board of Library Trustees should have had a motion to change the library card fee and that it should have been noted in the annual report.

Ms. Napsha clarified that the annual report was for 2013 and the change had occurred earlier than that. She stated that it had been removed a couple of years ago. Ms. Kratz agreed that no action was then required.

Ms. Kratz then noted that Ms. Napsha is tweaking the Right to Privacy policies concerning private information of patrons. She also noted that the last collection development policy was written in 1997, before the library existed in its current building. She will send this out so that the Board of Library Trustees can work on it.

Mr. Rudd mentioned the disappearance of the murals commissioned by Josephine Del Deo as part of the Rose Dorothea exhibit in the Heritage Museum. They had previously been wrapped in plastic in the cinder block building next to the library. This loss was discovered recently when Mr. Rudd needed a photo before his meeting to get the murals officially accepted by the Town Art Commission and found they were not there.

The disappearance was traced back to the Friends of the Library, though no one has admitted it. The story seems to be that the Friends of the Library started spreading the word that the murals were unwanted and some young people came and took them away in a truck.

Mr. Rudd was very upset and clarified with Ms. Napsha that no one seems to know where the murals went. He wanted to contact the Friends of the Library directly. Mr. Rudd is especially concerned by this disappearance, considering the murals were town property. He wants the Friends of the Library to come in and make a report to the Board of Library Trustees on the matter. Ms. Napsha stated that she had talked to the people responsible and they would not admit it. Mr. Rudd reiterated that they needed to be reprimanded for removing public property without permission, which is a crime.

Ms. Venden agreed that it needs to be on public record, therefore the Friends of the Library need to come to a meeting to say what they do and do not know. Ms. Kratz agreed with the other Board of Library Trustee members that the issue should go on the next agenda. Mr. Rudd noted that the murals disappeared last summer.

12. Next Meeting March 18, 2014

The next regular board meeting will be held on Tuesday, March 18th, 2014 at 6pm in the library.

13. Motion to Adjourn

Louise Venden made a motion to adjourn the meeting at 7:45. The motion was approved 5-0-0

Respectfully submitted,

Rebecca Levin