

TOWN OF PROVINCETOWN

Public Library

Board of Library Trustees

Minutes of Public Meeting June 3, 2014

Provincetown Public Library

Members Present: EveLyn Kratz, Donna Vaillancourt, James Johnson, Mark Westman, Stephen Desroches

Members Absent: None

Others Present: David Gardner, Acting Town Manager; Matt Clark, Interim Library Director; Rebecca Levin, Public & Member Services Coordinator (Recording Secretary); Susan Packard, Mary Alice Wells, Laura Shabott, two additional library patron

Call to Order: The meeting was called to order at 6:02pm

1. Public Statements:

Ms. Kratz noted that the meeting was being recorded for notes of the Recording Secretary.

A member of the attending public commented on how impressed she is with library programming and the Provincetown Public Library's extraordinary integration with the community.

2. Approval of Minutes

Mr. Desroches made a motion to approve the May 9, 2014 minutes. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

4. New Trustee Handbooks

Ms. Kratz handed out trustee handbooks to all new trustees, noting their contents. Ms. Kratz reminded everyone that Board of Library Trustee agendas and minutes can be found on provincetown-ma.gov. She recommended that others take advantage of the "Notify Me" option on the Town's web site. Ms. Kratz reminded the Trustees that they would all have to sign a confidentiality agreement regarding their work with library donors.

5. Update Special Event Policy

The Board of Library Trustees discussed the notion of adding a security deposit to their special event policy. A conclusion was reached after much discussion on rates, the lack

of previous damage vs. the preciousness of library contents, the example of Town Hall and the comparative possibilities for the library, as well as strategies for implementation.

Mr. Johnson moved that the Trustees add to section 27. Usage Fees Scale “A security deposit of \$500 will be required for events with 50 or more attendees and a deposit of \$250 for events with less than 50 attendees.” And to section M, “All fees must be paid on or by the date of the event. The security deposit will be returned within 30 days of the event date.” Ms. Vaillancourt seconded the motion, which passed 5-0-0.

6. Director Search/Search Committee Update-Library Journal Posting

Mr. Gardner reported that there were a total of thirteen applicants at the close of the application process that day (June 3, 2014). The next step would be to convene the search committee to review, rank and determine who should be interviewed. Mr. Gardner said he would have Ms. Elizabeth Verde poll the committee and start the process. He suggested that due to a large library conference set for the end of June, interviews would be most likely set for after the holiday.

Mr. Gardner announced that the Search Committee will include Ms. Robin Reid of the Supporters of the Provincetown Public Library; Ms. Chris McCarthy of PAAM; Library Volunteer Ms. Lee Ciliberto; Staff Member, Ms. Susan Packard; Library Trustee, Ms. Lyn Kratz; Acting Town Manager, Mr. David Gardner; and Director of Truro Libraries, Tricia Ford. The Search Committee will review applicants and conduct screening interviews to create finalists. The goal is to create approximately three finalists who will then be interviewed by the Board of Library Trustees as a whole.

Ms. Kratz raised the notion that the Board should consider whether it wished to put up the \$400 fee to advertise the position in Library Journal if the position was reposted, then rejected this notion given the large number of current applicants.

7. Job Description Interim Director

Mr. Clark reported that everything was going smoothly and without issue. Staff members present at the meeting expressed their agreement. Ms. Kratz encouraged staff members to approach Mr. Clark and/or the Library Trustees if they felt anything was falling through the cracks.

Responding to a question from the Board, Mr. Clark announced that weekly mowing would start again as the Library's Department of Public Works Custodian had gained access to a lawn mower and was aware of the plan for weekly outdoor children's programming in the summer. (See #9 for more)

8. Provincetown Public Press/Sustenance Analysis

The Library Trustees reached an agreement after much discussion on current commitments and degree of commitment, strategic direction, number of staff hours used

on the project, budgeting & financing concerns, positive community response, positive press, the lack of a Director's vision & leadership, and the importance of sustaining the program.

During the process, Mr. Westman expressed much concern over the way the Provincetown Public Press had been run in the past. Mr. Gardner reminded the Library Trustees that the budget included Mr. Clark's staff hours and suggested that concerns might be more about where time was spent than where dollars were coming from. Mr. Clark expressed a wish for absolute clarity in any decisions made that night, so that no guesswork would be required for the future. Discussion continued, especially focusing on the importance of leaving major decisions for the next Library Director to make.

Mr. Vaillancourt moved that the Provincetown Public Press will not accept new manuscript submissions until a new Director is in place. Mr. Westman seconded the motion, which passed 5-0-0.

9. Landscaping/Lawn Maintenance

(See end of 7 for discussion on lawn mowing)

Mr. Westman suggested for the next meeting a continued discussion on the issue of soil erosion and need for a retaining wall in the West Garden. It was suggested and agreed that Mr. Westman would spearhead conversation with Deputy Director of the Department of Public Works Mr. Larsen regarding ongoing maintenance vs. addressing such issues upfront.

An additional point of discussion was raised regarding the possibility of acquiring funding assistance and a sense of community through work with the Beautification Committee. Mr. Westman, who donates his own time and funds to plant flowers and landscape around the Library, said he was happy to continue his work without assistance. In consideration to the potential change in vision that collaboration might bring, the Library Trustees rejected the idea for the time being.

The Library Trustees reiterated relief at the earlier announcement that the lawns would once again attain their manicured appearance.

10. Other Business and Correspondence

Ms. Kratz noted library staff interest in new uses for the pink flamingos purchased by the Board of Library Trustees for last year's Mad Hatter fundraiser.

Ms. Vaillancourt made a motion to release the flamingos to the library staff. Mr. Johnson seconded the motion which was approved 5-0-0.

Mrs. Kratz announced that the next meeting would focus on events and fundraising. She noted that the Trustees were a year behind and should start planning for next year as well.

11. Next Meeting June 17, 2014

The next regular board meeting will be held on Tuesday, June 17, 2014 at 6pm in the library.

12. Motion to Adjourn

Mr. Westman made a motion to adjourn the meeting at 8:10 pm. The motion was approved 5-0-0.

Respectfully submitted,

Rebecca Levin