

**THE BOARD OF LIBRARY TRUSTEES**  
PUBLIC MEETING  
Cape Cod Room  
Provincetown Public Library  
Provincetown MA

**WEDNESDAY, DECEMBER 20, 2017**

Members Present: Laura Shabott (LS), Chair; Stephen Desroches (SD), Vice-Chair; Barbara Klipper (BK); Stephen Borkowski (SB); Joan Prugh (JP).

Others Present: Brittany Taylor (BT), Acting Library Director; Mark Berryhill (MB); Steven Wlodkowski (SW), Deputy Director, Provincetown Department of Public Works (DPW); Sherry Prada (SP), Operations Director, (DPW); Jody O'Neil (JON), Recording Secretary.

The meeting was called to order by LS at 6:00pm.

**1. PUBLIC STATEMENTS**

LS directed BLT members to introduce themselves, along with guest members of DPW, SW & SP; LBT member under consideration, MB; and newly appointed recording secretary, JON.

**2. AGENDA ORDER**

LS made a motion to accept the Agenda Order of the day; JP seconded the motion and it passed, 5-0-0.

**3. QUESTIONS FOR DPW**

**a) Update on Annex Building Refurbishment**

SW said he had done a field review of the building, which, he said, would be perfect for storage after putting in some minor revisions. These included sealing up and painting of the rafters, which showed no mold, even as there is evidence of mildew on the ceiling; installation of a sub-pump and dry wall downstairs; repair of windows, gutter installation over east side; general painting.

SW spoke of additional work to be done to the building including repairs on the exterior and putting in new doors, but said the building is now secure, dry and de-humidified and that work was completed through permitting with the Building Commissioner; a good deal of miscellaneous items were removed from the basement and the upper rooms were cleared for better access.

**b) Current Storage Situation of Annex Building**

SW reported that there is still room for storage in the building, but cautioned for custodial staff to be aware of excess accumulation and to store items of value as needed; recommended other items find alternative homes if not needed on the

premises. JP asked what was in the storage boxes. SW said they contained materials which pre-date his tenure with DPW, such as books and miscellany; maintenance supplies; fixtures belonging to the Tourism Office; and items which were not daily-use and so had no business being in the main building.

SB corrected the assessment of the fixtures mentioned, stating they are actually original carved pieces belonging to the Library.

SD suggested that any items which DPW or any other entity wished to remove or displace from the storage facility be passed by the Library Director for input. SW concurred that they would at DPW and that they wish to see the facility used wisely; SP added that DPW always checks in with the Library on items of importance. BK asked if there was room for more items to be stored; SW said that there was as of now.

JP inquired as to how much space in the storage annex is available for Library use. SW said the space is open and not designated as such and that he is not worried about parceling out space for various parties. SP said broken light bulbs were tossed out to make space; suggested items for storage consideration and BLT concerns be sent through BT as contact liaison.

### **c) Heat and Humidity in Annex Building**

LS inquired of the books that were being held in storage. BT remarked that these titles are the withdrawn books that are used to fill shelves and, as such, there is a need to make sure they are safe from mildew or damage. SW said that humidity is the key in that regard, and that as the building is not currently humidified, his advice is to not store books there and run the risk of damage to the materials.

JP asked what would be involved in making the building properly humidified. SW replied that this would require money, possibly as a CIP item for Town Hall. As for the cost, SW said he couldn't venture a guess and suggested bringing in a HVAC expert to get an estimate. SP reminded that storage in town is at a premium. JP asked if the storage facility was heated; SW replied it was not

SW asked if there are donated books down in storage that could be off-loaded. BT said the books are first scanned and, if not taken, go toward a book sale. JP suggested the book situation is not critical to the upgrade of the storage.

LS said what is clear is that the building will stay the same for now without heat or a humidifier, and that town-things can also be stored there.

### **d) Structural Concern for Annex Building**

SD referenced a building affect that he believes has negatively impacted on the annex; something that is pulling at the wall. SW said he couldn't determine or qualify the source of that, but remarked that whether the building is free-standing or somehow anchored to another structure is something he would look into.

### **e) Custodial Staff at Annex Building**

LS posited her 2<sup>nd</sup> question on the storage facility which proposed to ask how it might be kept clean through the summer months, noting the busy weeks of Carnival, Bear Week, and from 4<sup>th</sup> of July through Labor Day; that the Library is unable to put maintenance into the budget for next year. SP said there is a custodial person on duty seven days a week; four hours on Saturday and Sunday, nine hours the rest of the week, remarked that currently DPW is having issues with particular custodial staff, and that DPW had already lost a summer person from her budget. SP said there has been communication issues between the Library and DPW and that if she doesn't know it's broken, she can't fix it.

LS asked DPW if the Library could have a volunteer maintenance person. SP said it could and that the request would best be directed to Chris Hottle at Council on Aging (COA) or the Tax Collection Office; that COA accepts application requests and then tries to match that request.

At this point in the meeting, a disoriented male walked into the Cape Cod Room and said he was unsure why he was there. LS invited him to sit in on the meeting as a member of the public. He politely declined and left the room.

### **f) Other Library Concerns & DPW**

SB resumed the conversation on custodial help, suggested that keeping the Library clean was a matter of timing; stated that he has used a wet cloth himself in the bathroom when it was warranted. JP asked that if a custodian was secured by the Library, would DPW train that person. SP responded that it would, and that a light maintenance person was critical.

BK remarked that dog poop on the lawn of the Library continues to be an issue. SP agreed and said that even though a poop stand had been installed on the property, DPW still found excrement littering the grounds. SP said the Library could vote to set policy banning dogs from the premises. LS asked if the BLT wanted to weight a decision on banning dogs now, or wait. JP said she would make a motion to prohibit dogs, but SP offered to first have a conversation with Animal Control Officer Ruth Ann Cowing concerning enforcement of policy and JP withdrew her motion.

SB asked if BLT could revisit agenda items for DPW that he had voiced in the past and then also put into an e-mail. SW said some of the things SB cited could be done under regular maintenance, but other things would go beyond the DPW budget, toward the CIP. SW commented that it would probably cost between \$80,000 and \$100,000 to paint the entire Library. SW said DPW can do a walk-around and gather cost factors for big-ticket Library items and then develop a plan of action on those items once approved by the Board of Selectmen. BT referenced the Library lawn project and how DPW had engaged in that process.

BK raised the issue of the local 400 Year Celebration coming in 2020. SW commented that any Library fluffing and buffing for that event is to be hampered due to budgetary concerns; noted that the refurbishing of the Bas Relief on Bradford St. is going to the Town as an RFP.

LS sought to re-confirm a DPW walk-around and time-frame. SW & SP both said DPW is amenable to that plan, but SW said DPW is out of its budget schedule and suggested a walk-around could happen in early spring. LS asked if anything in the Library work-load is currently critical. SB expressed his surprise that various upkeep items fall into the Library's purview and that there isn't a broader scheme in place. LS offered that BLT would be dumping a whole lot of material on a new incoming Library Director and that a timely walk-around would help ease that person's load. SD proposed the walk-around wait until the new Director, Amy Raff, starts her term, but LS pressed to ascertain anything outstanding that could be addressed before her arrival on March 1<sup>st</sup>, 2018. It was determined that nothing was critical but a walk-around would be arranged as soon as possible.

JP asked if the bathroom had been painted, and was told it had. SB asked if a little light spackling could be arranged. SP said yes, but with notification.

DPW meeting adjourned at 6:40pm.

#### **4. APPROVAL OF MINUTES FROM NOV. 7, 2017 AND NOV. 15, 2017.**

LS made a motion to approve the meeting minutes of November 7, 2017; JP seconded the motion, and it passed, 5-0-0.

SB made a motion to approve the meeting minutes of November 15, 2017; LS seconded the motion, and it passed, 5-0-0.

#### **5. DIRECTOR'S REPORT**

Selected highlights from the Director's report:

- a) A gift of stock of \$3,167.88 from an anonymous donor was made to benefit the Library's coffers from an anonymous donor; SB asked to acknowledge donor.
- b) \$476.00 was raised from sale items including books, DVDs, post-cards, totes and t-shirts.
- c) Fiscal year 2019 budget was reviewed by Town Manager, Assistant Town Manager and Finance Director on Nov. 28<sup>th</sup>. Board of Selectmen will review the FY19 budget on Jan. 9<sup>th</sup> at 5p at Town Hall. BLT is invited to attend. .
- d) According to Library Journal, Provincetown Library has been ranked # 3 in the country for the under 1 million dollar category and for the 5<sup>th</sup> straight year has received a 5-star rating from the publication; is ranked 1<sup>st</sup> in its category for public computer usage and site visits. LS said she's asked Management Information Systems at Town Hall for two years about collecting data on wifi usage in order to use the statistic – expected to be quite high – for grant requests and other recorded purposes, beneficial to the Library, but is still awaiting the results. BT concurred that these numbers can reflect positively on the community.

- e) Complimentary Edward Gorey house and Sandwich Glass Museum and Heritage Garden passes have been given to the Library.
- f) Four Library staff members participated in the AIDS Support Group's Overdose Education and Narcan Distribution training course on Dec. 14, 2017.
- g) BLT applauded BT who reported she has completed her Master's degree. In Library and Information Science. BT is on vacation from Dec. 22<sup>nd</sup> through Jan. 1st. Contacts in BT's absence will be Clayton Nottleman and Tom Ruane.
- h) Programming: 2018 First Light Events are scheduled from Dec. 29<sup>th</sup> through Dec. 31st; Great Choreography Film Series had 34 in attendance over four sessions; Reading Buddies had 42 in attendance over three sessions; SB announced he has a forthcoming film series in the works; Yoga by the Ship will resume and classes run prior to Library business hours, as before; Julie Lythcott-Haims's poetry reading is scheduled for Jan. 27<sup>th</sup>. LS congratulated those responsible for securing Miss Richfield 1980 for the recent Family Equality event.

## 6. Moby Dick Marathon

BT said she has spoken to local artist, Susan Packard, about heading the Moby Dick Story Time for families next year if BLT opts to pursue it. SB announced the Moby Dick Marathon of New Bedford is slated for Jan. 2018 and said he thought it was a good idea to solicit someone to do a graphic at no cost, or for pay. SD suggested the Library speak with the Monument about a companion event which has been raised before.

SB announced Stormy Mayo will be the MC for 2018 which, LS said, will save the Library \$500 from last year's hosting duties fee. SD said there's a proposal for a 30-minute children's marathon at the Provincetown Museum. BK asked if a historically educational aspect can be applied to the Marathon. SB said the Monument would be the link for that.

BT said there is a round-table prior to the Marathon; that she has reached out to David Drake, the incoming Artistic Director of Provincetown Theatre, to see if the theatre would want to participate. LS asked if the Library could get the Funk Bus to shuttle between the Library and the Monument to connect events.

SB noted that the food worked out well last year; BT said Angel Food will probably be on board. SB remarked that free parking will still be in effect for the event as it will not yet be May.

JON suggested his new theater company, Sailor Beware, might be available for participation and BT offered to meet and collaborate on a presentation.

Mike Glasfeld of Bay State Cruises has graciously agreed to once again serve as presenting sponsor of the Marathon and will contribute \$2,000 to the Library's Moby Marathon efforts.

## **7. BOOK BIKE PROPOSAL**

BK presented her proposal to introduce a bicycle-based outreach program; mentioned the cost for the bike or apparatus will be in the 3-4k area and would not include the bikers; wondered if local bike shop Arnold's had a bike that could be doctored and donated for the purposes. SB asked if the service would make deliveries to the home-bound. BK said it can do anything, including remote check-outs and delivering books to Herring Cove Beach in the summer.

## **8. OTHER BUSINESS**

### **a) Annual Appeal Letter**

LS went over SD's letter, and BK's edited version, with BLT, asked if the timing was right now for an appeal to the public. BLT all agreed it was. LS asked for an Excel list to be made ready for the appeal. BK asked if such a list could be electronic. LS said she thought it was not as effective to send out an e-mail appeal rather than one by snail-mail and a discussion ensued on that debate.

LS asked if BLT wished to add a donor list to its annual appeal and if final letter copy could go to Speedy tomorrow for printing. SD said it's been standard practice and quicker to employ Speedy, suggested sending out a post card at the next appeal in order to collect e-mail addresses, noting that Provincetown is an older community. LS spoke of 2017 Board of Library Trustees volunteer Reed Boland's about his contributions to the Library.

SB asked if BLT names could be printed on the document. LS verified that they would use bullets on the letter and add a nice exit line. SD suggested it be kept as simple as possible.

### **b) Weddings at Library Venue**

JP said she contacted 5 resorts about weddings; 4 said they don't just charge for venue, they also include dinner; one said it charges \$1,500 just for the facility. JP brought up the issue because she felt the Library was charging so little. BT said the Library charges about \$300 plus a custodial fee; that she prefers the smaller wedding events where a donation for a few hundred dollars makes more sense to the client. SD opined that weddings should not take place during Library business hours. BT referenced Matt Clark, the former Library Director's penchant for event planning and revenue-raising. JON referenced Provincetown's St. Mary of the Harbor which, he believed, charges around \$1,000 to \$1,500 for weddings including venue and pastor services.

### **c) Board Member Updates**

LS thanked MB for sitting in and considering joining the board. MB said he is interested in joining BLT as he is a huge consumer of the Library; that his husband wrote his book on the premises, his children frequent the Library and, from a consumer stand-point, that he is very promoting of the institution.

He added that he and his husband have a media company, have moved to town full-time and want to contribute to the community.

LS reminded BLT that she steps down Feb. 1<sup>st</sup> so there will be an opening and that three sitting members are needed for a quorum at meetings. BK said she leaves Jan. 1<sup>st</sup> and will be back at the end of March. SB reminded BK she would have to run again and file papers by deadline. LS stated that, per procedure, BLT meets with the Board of Selectmen to recommend new members.

SD made a motion to adjourn the meeting; JP seconded the motion and it passed, 5-0-0. Meeting adjourned at 7:35pm.

Respectfully Submitted,  
Jody O'Neil