

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting March 3, 2009

Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Chair; Paul Benatti, Secretary; Jim Cole; and Lyn Kratz

Members Absent: Tom Boland

Others Present: Debbie DeJonker-Berry, Library Director; Mary Nicolini, Assistant Director;
Tony Zampella, and Robin Reid, SSPL

Call to Order: Mick Rudd called the meeting to order at 7:17pm

1. **Public Statements:** There were no public statements made.
2. **Minutes:** Jim moved to accept the minutes of the February 5, 2009 BOLT meeting as amended. Mick seconded the motion. The vote passed 2-0-2.
3. **Agenda:** There were no changes to the order of the agenda.
4. **Web 2.0 Presentation** – Mick introduced Tony Zampella who gave a short introduction to Web 2.0. He stated that it is a new version of the internet where the site has interactivity between the user and web-master. It's a link between the demographic groups that are engaged in social networking. It builds community and relationships. Debbie along with Tony gave a power point presentation on Web 2.0 stating that some of its functions can be to create a library blog, a journal of events, and a newsletter. At a recent Supporter's meeting, they had discussed ways of doing more than only raise money for the building. They were excited about Web 2.0. Robin Reid from the Supporter's stated that she felt it was a great idea and deserves further investigation. Mick stated that it should adhere to the mission of the library and that it not be staff intensive. Lyn brought us issues of security and integrity of the site. Tony suggested 30 days to plan what the library wants on the site, 30 days to work on the site. A date was discussed for the initial planning meeting.
5. **Chair's Report** – (see Director's report below for further details)
 - a. **Library Budget** – There were 3 meetings, two with the BOS, and one with the Fin. Com. The library took heavy cuts. Deb stated that it's important to maintain State certification, but she felt that the PPL could get a waiver with proper documentation from the town. If the budget gets cut below certification minimum, then a waiver will be necessary.
 - b. **Facade Update** – David Guertin sent an email to say that Campbell Construction will have a three month contract. The BOLT was pleased with this decision.
 - c. **Landscaping Update/Traffic Hearing** – Martha wants to hire John Bologna to set boundary and hard landscaping issues like curbing, handicap access, and water drainage issues. There will be a traffic hearing on March 17th regarding the changing of Center Street to a one-way.
6. **Fundraising Report** –
 - a. **GiftWorks** – This is a computer designed for capital campaigns the size of PPL. It will hold approximately 50,000 reports and is less expensive than other programs that were explored. The SPPL paid for this program.

Free Computer Class – Mary discussed the free computer classes being offered and how laptops would make a class of this type easier. The BOLT said that this would make a good fundraising goal. Mick stated that this is good for library support because it shows one of the vital services that the library provides.
 - b. **Wet and Dry Auction** – There will be an event on Saturday, July 11th at the library with a silent auction of art

work from local artists. (See Director's report for details.)

c. Cash Report – The monthly Cash Report for the Library Building Fund Campaign reflects an increase of \$1,860.00 in the month of February. This includes the second part of a two-part donation and several donations in honor of Margaret Mayo.

7. Other Business:

Library Public Disruption – Deb presented a draft Library Patron Behavior Policy to the BOLT. She felt that this policy needed updating. It's the library's desire to place the revised policy throughout the library. The BOLT discussed this topic in great detail and will continue discussing it at the next monthly meeting.

MOTION: Lyn made a motion to place the letter from the Trustees regarding patron behavior on all of the public tables and workstations; to adopt a "three strikes you are out" procedure; and to review the draft revised patron behavior policy and adopt a revised policy at the next meeting. Jim seconded the motion. The vote passed 4-0-0.

The next meeting of the BOLT will be Tuesday, April 14, 2009.

Adjournment: Paul moved to adjourn the meeting at 9:34pm. Lyn seconded the motion. The vote passed 4-0-0.

These minutes were approved by a vote of the Provincetown Library Board of Trustees present at their meeting on _____.

Respectfully submitted: _____
Library Board of Trustees signature

Title

(Minutes prepared by Jean Jarrett)

Director's Report

We have had three meetings with the Selectmen & Finance Committee and have seen a reduction of \$8,448 in our B (operating) budget*. To maintain state certification, we need to have a budget totaling \$306,540. Our budget is presently now \$306,571. The Town has not yet balanced its budget, and there is a likelihood that there will be additional cuts made by the Town Manager. If that happens, we will need to apply to the Board of Library Commissioners for a waiver (The revised budget is attached).

Last Monday, the Selectmen voted to sign the construction contract with Campbell Construction. We expect construction to begin in April. The next step for us is to make a sign recognizing Massachusetts Historical Commission, the Provincetown Community Preservation fund, the Hiebert Charitable Foundation and our many private individual donors for the outside. We will probably use the attached landscape drawing Prepared by Martha Lyon. From the attached landscaping budget

estimate, we will need to phase in the landscaping project while acknowledging our anonymous donor. We have also been invited to apply again to the Hiebert Charitable Foundation, and I think landscaping is the item to apply for. Mick wrote a letter inviting the Center Street neighbors to the annual traffic hearing which will be held on Tuesday, March 17 at 6:00 PM at the Grace Gouveia Building. Our request is to make Center Street one-way heading from Bradford to Commercial Street.

Mary has been meeting with Pat Bruno who has offered to run a Wet/Dry Paint Off (of the Library Building) Auction on Saturday, July 11. The event will be held at the Library and will also include a Silent Auction. Jim Bakker has offered to be our auctioneer. Two weeks ago, we had a very energizing Supporters meeting, and three sub-groups have been formed: auction/fundraising, adult education and electronics. This evening, the first presentation on Web 2.0 technology is a direct result of that meeting. The computer workshops, run by Joann Eldridge, have begun and there is a 10-person waiting list for another series which we have yet to plan. In addition, we have received word that the VSB has approved \$4,000 towards the kiosk, and Mary, Lyn and I are meeting with grantwriter Felicia Penn on finding funding for what might be the second of a three-part series on the story of the community's response to the AIDS Pandemic.

Lyn, Jackie and Mary have been investigating new donor tracking database software and have found a marvelous and inexpensive product called GiftWorks. It has come highly recommended and comes with free training (Webinars). They will be making a recommendation to the Supporters to purchase the software and hope to begin using it soon. This will mean that reports and organizing our database will enter the 21st century!

This week, CLAMS will undergo a major upgrade. We are very fortunate that several years ago, the Friends of the Library upgraded all of our staff computers so no huge investment is needed. Our elevator failed the State inspection, and the service contractor has 60 days to make repairs. The elevator is safe, the problem lies in an electronic detector (similar to a smoke alarm).

*We have reduced/eliminated funding from the Conventions/Seminars, Dues/Memberships, Printing & Travel Budgets. In addition, we have reduced the Office Equipment line by \$700 and the book budget by \$5,848. We will need to use trust funds again this year.