

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting June 15, 2009
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Jim Cole, Lyn Kratz, Tom Boland

Others Present: Library Director Debra DeJonker-Berry, Assistant Director Mary Nicolini

Call to Order: Mick Rudd called the meeting to order at 7:18 PM.

1. **Public Statements:** There were no public statements.
2. **Minutes: Paul Benatti moved to accept the minutes of the May 11, 2009 BOLT meeting as amended. Jim Cole seconded the motion. The vote passed 3-0-1.**
3. **Agenda:** There were no changes in the order of the agenda.
4. **Resource Development Report (see Library Director's Report below)**
 - a. **Heritage Day** – Deb stated that it was one of the 10 best events held at the Provincetown Library in her 16 years as Director. She thanked Mary, Mick, and the team for a job well done. Jim seconded that sentiment. The BOLT discussed it further. Mick said that there was money available to make a film about the next 10 years. It was stated that the public wants to be able to request a DVD of the film.
 - b. **Wet/Dry Auction (July 11)** – VSB has produced posters for the library. Mary went over a list of what needs to be done before the event.
 - c. **Cash Report** – The monthly Cash Report for the Library Building Fund Campaign reflects an increase of \$425 in the month of May.
 - d. **Packard Event** – will be September 12th this year. Ann Packard has released a new book and will have it available at the event for a book signing.
 - e. **Naming Opportunities** – installation of signs/plaques – Deb spoke of the plaques that are now up in the library.
5. **Chair's Report**
 - a. **Library Director's Search:** There has been one meeting with the Search Committee. There are 7 well-qualified applicants. Interviews start next week, June 23rd. The follow-up interviews will be scheduled for July 2nd.
 - b. **Construction Update** – There is no further news. The pieces are still at the millwork.
 - c. **Landscaping Hearing** – will be June 29th at 6pm.
 - d. **Library Director's Celebration and Transition Event** – will take place on June 30th from 5-7pm. (The BOLT discussed the details at the end of the meeting after Debbie had left.)
 - e. **Vote to pay 3rd installment of Town Mortgage \$66,885.29** –

MOTION: Jim moved that at this June 16th meeting the BOLT vote to transfer the amount of \$66,885.29 from the Library Building Fund for the 3rd debt service payment. Paul seconded the motion. The vote passed 5-0-0.

6. **Resource Development Report**

- a. **Communications Advisory Board (CAB): Facebook, Communications Protocol, Events assessment, Website** - Tony Zampella has placed photos taken by John Bologna (Coastal Engineering) and Carol DiNinno

(Mass. Historic) on Facebook. CAB members met last Thursday and are working on a communications protocol to streamline communications between staff and CAB and events assessment for streamlining the planning of future events.

b. Entertainment License - Concern was expressed about the nature of licensing for library events. This will need to be reviewed.

c. Comcast Grant/Born to Read/Bedtime Stories - Deb said that the Library received a \$5,000 grant from Comcast to be used for children's programming in the summer and fall. Deb thanked Irene Gibbs-Brady for her hard work.

d. Website – will be updated within the next year.

e. Succession Plan – BOLT members have this information in their packets.

f. Tourism U – MOTT (Massachusetts Office of Travel and Tourism) will host a Tourism U event at the library on Tuesday, June 23rd at 10:30am. There will be a ½ hour overlap when the room will not be available to the general public.

g. Request from HOW (quilt display) – HOW asked to display a quilt that they will be using as a fundraiser in the library until the end of July. BOLT discussed placement among other issues.

MOTION: Lyn moved to approve the request from HOW to display a quilt in the foyer of the library from June 16th to the end of July. Tom seconded the motion. The vote passed 5-0-0.

h. Summer Computer Usage – BOLT discussed summer computer usage for library patrons with library cards.

7. Election of Officers

Paul nominated Mick Rudd for the position of Chair of the BOLT. Tom seconded the nomination. The vote passed 5-0-0.

Paul nominated Lyn Kratz as Vice Chair of the BOLT. Tom seconded the nomination. The vote passed 5-0-0.

Jim nominated Paul Benatti as Secretary of the BOLT. Tom seconded the nomination. The vote passed 5-0-0.

8. Other Business: Deb thanked the BOLT for their hard work over the years and stated how much she has enjoyed her time spent as Library Director of the Provincetown Public Library.

9. Adjournment: Lyn moved to adjourn the meeting at 8:45pm. Paul seconded the motion. The vote passed 5-0-0.

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

(The library Director's Report is attached)

(Minutes prepared by Jean Jarrett)

Director Report
June 2009

It is very hard to believe that this will be my last Trustees meeting as Director of the Provincetown Public Library. It has truly been an honor, and I have learned so much from the many staff, volunteers and community members over the past 16 years. The Communications Advisory Board has asked that the community has an opportunity to drop in to say “goodbye,” and I agree so we are all working together to plan a very informal gathering called “Celebrations & Transitions” at the Library on my last day, Tuesday, June 30th from 3:00-6:00 PM. Lipton Iced Tea will be served.

Resource Development

Heritage Day was held on Sunday. Through the work of Mick Rudd, Ewa Nogiec, Tony Zampella, Nancy Sirvent and Mary Nicolini, we received excellent publicity for the event (A copy of the June 11th Banner article is in your packet). Anyone involved expresses the sentiment that the experience will stay with them forever. Mary and the Script Committee did a fabulous job not only producing such a high-quality film but in keeping the length to 20 minutes. With so much content, containment was exceedingly difficult. The film, and the experience working with everyone involved, has been one of the most moving of our lives. The next steps for Heritage Day will be curating and preparing the paper archives (transcripts) for circulation and CAB is investigating the methods for distribution of the film. In terms of distribution, options include the History Preservation Project web-site, a special showing on PTV as well as other means that will provide more access to the film.

The Wet/Dry Auction will take place on Saturday, July 11th. Attached is a to-do list. Many artists have already come

in to research the building in preparation. Volunteers, especially those with auction experience, credit card and sales experience and Excel skills, will be needed.

The Cash Report is attached. The date for the Packard Gallery event still needs to be settled. Four Naming Opportunity signs have been installed by Sign-A-Rama including the Marc Jacobs Reading Room, the Children's Study Area given by the McNulty Family of the Lobster Pot Restaurant, the dedication of the view from the center Mezzanine Window in honor of Trustee Emeritus Arthur Pike and his "How Far Can You See?" Contest and the plaque dedicated to library aficionado and member of the original Capital Campaign Committee Roberta Lasley.

The Library has received a \$500 donation from Stop and Shop and has been awarded a grant from the Gale Fund of the Community Foundation of Cape Cod (\$2,100) for next year's work on the second installment of the AIDS film. Mary Nicolini, Mick Rudd, Catherine Russo and Jim Rann attended this year's Gale Fund Gala.

Chair's Report

The search for the next generation Library Director is on! We already have four applications on file with the Town Manager; and the Town Manager's Secretary, speaking from experience, says that we can expect to receive at least a dozen applications based on these initial four. The deadline is June 18th. We have advertised in the Banner, the Town Web-site, Simmons School of Library and Information Science's New England Job-line, the Massachusetts Board of Library Commissioners Job-line, CLAMS and the SEMLS (Southeastern Regional Library System) Job-line. The rounds of first and second interviews will be held within two weeks of the closing date. The Search Team is composed of the Town Manager, Chair and Vice-Chair of the Trustees, the Assistant Director (Representing the Library Staff), the Reference and Adult Services Librarian from the Truro Public Library representing the profession and the Town Clerk. CAB (the Trustees Communications Advisory Board) has provided input and guidance as well. The hope is to have a new Director on board in August.

Next week, we are expecting to begin to see the façade details being installed on the building. Both the web-site and the Facebook site have updates about façade construction and landscaping.

Tony Zampella placed photos taken by John Bologna (Coastal Engineering) and Carol DiNinno (Mass. Historic) on Facebook. These photos were taken when they inspected (and approved with a glowing report) the replication of the original, hand-crafted components of the library's façade reflecting the level of craftsmanship and stewardship required by this major historic preservation project. The original components are being replicated or restored using epoxy or restored using consolidation and Dutchman repair.



Grants Administrator and Community Housing Specialist Michelle Jarusiewicz will close out the Massachusetts Historical Commission's Preservation Projects Fund grant in my absence. It is still our hope that there will be additional year-end funding towards painting of the remaining portions of the façade.

The landscaping public hearing with the Board of Selectmen and Landscape Architect Martha Lyon is scheduled for June 29th at 6:00 PM at the Center for Coastal Studies. The Landscaping Plan is online at www.ptownlib.com. We learned this week that the Library landscaping will not receive stimulus funds. It is our hope that we can phase in the landscaping construction as we raise funds. Martha will present her recommendations on that process on the 29th.

Vote: The Trustees need to vote **to pay the 3rd installment of the Library Mortgage to the Town of Provincetown from the Library building fund in the amount of \$66,885.29**

The Library has received word that the Library Building Fund has been named as a beneficiary in the estate of Mary Kass for the amount of \$15,000. That estate is being contested, however, so it may be several years before any funding is received. On the recommendation of Paul Benatti, Town Counsel (Mary Giorgio) has filed an appearance on our behalf. In addition, the Library has been named a beneficiary in the will of Priscilla Randell for the amount of \$10,000. Priscilla was a long-term library volunteer.

Director's Report

The Communications Advisory Board met on Thursday. Beside the excellent work on publicity for Heritage Day, the Facebook launch and the beginning discussions of a library blog and ultimate web-site using a Content Management System. On discussion, CAB is working on a communications protocol to streamline communications between staff and CAB and events assessment for streamlining the planning of future events.

Upon application for a special entertainment license for the Wet Dry Auction, the Licensing Agent is proposing that the Library should get an annual entertainment license for all library events. This proposal has town-wide implications (Community Center and the School Department, for example) and needs to be discussed further.

The Born to Read program is about to move to St. Mary of the Harbor for the Summer. Thanks to the contact given to us by the Town Manager and the dogged pursuit of the funding by Irene Gibbs-Brady, we have just received a \$5,000

grant from COMCAST towards the program for the summer and fall. We are hearing that the Mass. Family Network funds may be cut by as much as 70%. If this happens, Born to Read will be heavily impacted. The COMCAST grant will help us provide this very important service. In anticipation of the cuts, we are severely limiting our summer children's programming in order to have funds to concentrate on winter programming when the service is so greatly needed.

MOTT (Massachusetts Office of Travel and Tourism and the Provincetown Tourism Director will host a Tourism U event at the Library on Tuesday, June 23rd at 10:30 AM. The Reading Room will be unavailable to the public for a half-hour that day because of the over-lap.

We have received a request from Lyn Mogell on behalf of Helping Our Women to display a Quilt that will be auctioned off Cape-wide this fall. (The request is attached to your packet.) I suggested that because the front lobby will be closed off in July because of the construction that the library could show it there. **This will require a vote by the Trustees, however.**

We have received a request from a patron asking that one of our public computers be reserved for residents. We received the same request from another resident last year. Unless we change the status of our local card-holders to a different code, this will be impossible. And, even so doing, this will not guarantee access for those individuals as they will have the same access to the machine as all our other local card-holders.

We had an excellent staff meeting last month with Chief of Police Jeff Jarran. The Chief strongly asks Library Staff to feel free to call them anytime they feel they need help. In addition, we have seen an officer come to the desk several times each day, making a presence and asking Staff if everything is ok. Since the installation of the staging, staff have had to try to strictly enforce the no-bicycles on the concrete ramps and walk-ways on Center Street. DPW has installed signage stating the bicycles will be removed, and staff are warning patrons. Next week, if this becomes a chronic problem, the Staff will have to call the Police Department to have the bicycles removed. We have had a complaint from a patron asking for special dispensation because of the need for handicapped access. We cannot, however, block access to the doors, the ramps or the book drops, and staff will suggest that the loading area or in a parking space on Center Street might be the only alternative until the staging is down and ultimately until the landscaping is complete.

Respectfully submitted,

Debra DeJonker-Berry,
Library Director

Thanks to Tony Zampella and CAB, we are live on Facebook. We have 109 fans so far.
<http://www.facebook.com/login.php>

