

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Public Meeting October 27, 2009**  
**Meeting was held at the Provincetown Public Library, 356 Commercial Street.**

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

**Members Absent:** Tom Boland (excused)

**Others Present:** Library Director Jan Voogd, Assistant Library Director Mary Nicolini

**Call to Order:** Mick Rudd called the meeting to order at 7:20 PM.

**1. Public Statements:** There were no public statements.

**2. Minutes:** Lyn moved to accept the minutes of the September 22, 2009 BOLT Meeting. Paul seconded the motion. The vote passed 4-0-0.

**3. Update of Safe Harbor II:** The library has been asked to be the Executive Producers of Safe Harbor phase two. The BOLT members discussed whether they wanted to extend themselves in this role. They will ask for more information in writing before they make their decision.

**MOTION:** Lyn moved that the BOLT assume the role of Executive Producer of Safe Harbor II inasmuch as this new production follows the model of Safe Harbor I in collecting primary source material for archival purposes, pending review of the phase II operating budget and funding strategy. Jim seconded the motion. The vote passed 4-0-0.

**5. Chair's Report**

- a. Ethics Commission** – Mick handed out Municipal Employee documents from the Town Clerk. It's each trustee's responsibility to submit a signed copy to the Town Clerk by December 28, 2009.
- b. Library Facility Usage Policy** – BOLT received copies of the Town Hall usage policy as requested. The Trustees discussed whether to update their own usage policy or to adopt the town's Building Usage Policy so that the library would be consistent with other town buildings, like Town Hall. Jan stated that she will tailor a version of the Library Facility Usage Policy using the Town's Hall policy as a model. Mick stated that the library will soon be receiving a check from the Schooner Regatta with a caveat that the money be used to maintain the Model of the Rose Dorothea. The BOLT discussed this topic in detail.
- c. Annual Town Meeting 2010 Ad Hoc Strategy** – The BOLT reviewed the goals that were set in the initial strategy outline. Topics discussed were: 1) lower level of the library. 2) Façade Phases II and III. 3) Landscaping and handicap accessibility. 4) Exterior painting. 5) Second floor air-conditioning.

**6. Director's Report** – Jan presented the Director's Report (please see attached).

**MOTION:** Paul moved that the Library Board of Trustees (BOLT) request a second custodian for the Library Building at 356 Commercial Street from the DPW's Department of Buildings and Grounds. This position will be full-time during the Tourist season and shared time with the Recreation Department's Community Center building in the off-season. Funding for this position will be provided through the DPW's Building and Ground's Operating budget. Jim seconded the motion. The vote passed 4-0-0.

**7. Resource Development Report** –

- a. Cash Report** – The monthly Cash Report for the Library Building Fund Campaign reflects an increase of \$18,580 in the month of September. The major portion of this money was from the Packard Gallery Event
- b. Cape Cod Foundation** – Provincetown Public Library has two separate Library building fund endowments with the Cape Cod Foundation totaling \$5,000. The funds need to be merged.

**MOTION: Mick moved to ask the Cape Cod Foundation to merge the two foundation endowments into one. Paul seconded the motion. The vote passed 4-0-0.**

**8. Other Business –**

A meeting is scheduled to review and discuss 2011 budget requests with Town Manager and Finance Committee on December 2, 2009 at 11am.

**9. Next BOLT Meeting –** November 17th at 7:15pm at the library.

**10. Adjournment: Jim moved to adjourn the meeting at 9:30pm. Mick 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)

**Library Director's Report  
September 2009**

With the talented staff in place, the energetic and capable Board of Trustees, and the helpful documentation of library policies and operating procedures provided by the previous library director, the standard ongoing operations of the library have been able to continue uninterrupted. The past two months (no BOLT meeting in August) saw the successful passage of the 2009 Schooner Regatta Commodore's Award Ceremony at the Library and the Packard Gallery Reception. Author Ellen Langer gave a presentation on her latest book, *Counterclockwise*.

The Lantern and Main Gable stage of the Building Restoration Project was finished this month, with the completion of all items on the last punch list and the removal of all scaffolding and fencing. This stage's final payment for Coastal Engineering has been vouchered.

One of the new areas of focus is programming, and to that end a Provincetown Public Library Programming Strategy has been conceptualized. This strategy aims to first identify groups within the Provincetown community, both literal and figurative, demographic and theoretical, library users and yet-to-be-users, served and under-served, and then to provide agile, multifaceted programming that targets the multiplicity of these groups within the community. The programming will achieve in three layers: 1) as content or experience that is relevant to the patron; 2) as outreach for the library to contribute to community life; and 3) as a form of survey tool to aid in the assessment of community needs.

Current research indicates that some of the groups include but are not limited to: artists/writers/musicians; long-term residents/fishing industry/maritime/Portuguese; LGBT; young adult (underserved); college-age Eastern European workers; Caribbean workers; senior citizens; un- and under-unemployed; world-wide visitors, short and long-term.

Some of the Initial Program ideas being planned or considered include:

Author Series (Ellen Langer 24 August; Suzanne Lewis 17 October; more to be determined); Drop-in Writers' Group, Saturdays at 2pm, beginning 12 Sep; Maritime Heritage Series (Tony Hilliard, Sea Chanteys, 27 Sep; more to be determined); YA Issues Series (Janet Young, author of *The Opposite of Music*, 28 Sep; more to be determined); Live Music Series (to be determined); Book Discussion Group (Provincetown Literature Group; Group with guest speakers); Genealogy Series (Tom Ruane on Heritage database; more to be determined); Community Learning (Computer Literacy Classes, Financial Literacy Classes, ESL Classes)

We have instituted a blog, to which staff and patrons will be able to refer for information on policies, procedures, and answers to reference questions. To see the beta version, go to the following URL: <http://provincetownlibrary.wordpress.com/>

In an effort to acquaint myself with the broad range of constituencies serving and served by the PPL, I have met with representatives of SEMLS, CLAMS, MBLC, the Provincetown Museum, the Provincetown History Project, the Provincetown Historical Commission, and Cape Cod Community College Nickerson Library Special Collections. I have also been meeting with various representatives from town departments to gain proficiency in proper town accounting practices, along with gaining information as to staffing policies and procedures.

Respectfully submitted,

Jan Voogd  
Library Director