

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Public Meeting October 5, 2010**  
**Meeting was held at the Provincetown Public Library, 356 Commercial Street.**

**Members Present:** Mick Rudd, Lyn Kratz, and Jim Cole

**Members Absent:** Paul Benatti (arrived later) and Tom Boland (excused)

**Others Present:** Mary Nicolini, Acting Director; Nancy Sirvent

**Call to Order:** Chairman Rudd called the meeting to order at 6:40 PM.

1. **Public Statements:** Nancy Sirvent read a public statement regarding air conditioning in the library. (Please see attached below)
2. **Agenda:** No changes.
3. **Minutes: Minutes from the last meeting were not available.**
4. **Director's Report** – (See attached report below)

Mary highlighted a few items from her report. She stated that the *Born to Read* program funding is down. It has now moved to the elementary school. It will be more closely coordinated with existing school programs.

Mary said that only 3% of the book budget has been spent due to a lack of staffing. Mick asked if this would affect our funding, but the answer was “no.”

Friends Book Sale – Tom is selling some of the books online. The last probable book sale of the year will be during Women's Week. The Trustees discussed alternative sites for book storage until after the construction of the lower level is finished.

5. **Library Director Search Update** – The town has hired Cheryl Napsha as the new Director. Cheryl comes with lots of public library experience and will begin around November 15<sup>th</sup>. The Trustees want publicly to thank Sharon Sullivan from the Truro Library for her participation in the Director's search.

**MOTION: Lyn made a motion that the Trustees send a letter to the Director of the Truro Library to thank the Director for allowing Sharon to devote her experience and expertise to the critical Director Search for the Provincetown Public Library. Jim seconded the motion. The vote passed 3-0-0.**

6. **Friends of PPL Book Sale** – Mick will meet with Sharon Lynn to find a new site for future book sales.
7. **Building Project Update** -
  - a. **Second Level Air Conditioning Design Strategy** – Mick stated that a major maintenance problem in the library is the air/heat system, and that the library needs a strategy to approach this matter. Mary is going to provide a report to the Trustees on the air quality in the library.

- b. Lower Level Design Strategy** – The Trustees discussed the Proposed Ground Floor Plan and the need for sufficient staff work/processing areas, space availability for both book stacks and desk space for patrons, and the housing of the collection of the Heritage Museum.

**MOTION: Lyn made a motion to postpone agenda items 8 & 9 until the next meeting on October 19<sup>th</sup> at 6:30pm. Jim seconded the motion. The vote passed: 4-0-0.**

**Adjournment: Lyn moved to adjourn the meeting at 8:10pm. Jim 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)

**To be read into the Minutes of the Provincetown Board of Library Trustees meeting on October 5, 2010.**

TO: Mick Rudd, Lyn Kratz, Jim Cole, Tom Boland, Paul Benatti;  
The Provincetown Public Library Board of Trustees

FROM: Nancy Sirvent;  
Library Supporter and Patron,  
Former co-chair of the Capital Campaign Committee,  
Former employee of the Provincetown Public Library

DATE: October 5, 2010

RE: Library renovation plans

On this last Friday, October 1, at approximately 2:30 pm, the second floor of the library was stifling hot. Outside, the weather was windy and pouring rain. The library director's office was 82 degrees, humid, and extremely uncomfortable to be in. The air-conditioning problem is not just a summer problem.

I am pleading with this Board to please not abandon plans to finish the second-floor air conditioning during this round of renovations. The townspeople were told—in these exact words—that we were going to “finish the job.” It was on the basis of that promise that I testified in favor of the 2.1M funding for the building. And it is on the basis of that testimony that I feel a responsibility to hold the Trustees accountable for keeping that promise.

Please consider the following:

1. The heat and humidity is very bad for the collection in that it degrades materials rapidly.
2. It is bad for the electronic and computer equipment, as computers are designed to run in cool temperatures. Higher temps force the fans in the units to overwork, causing the hard drives to burn out. This equipment is very expensive to replace.
3. It is bad for the interior of the building itself and may have already caused degradation to the interior structure. Fixing these things will cost far more money in the long run.
4. Heat and humidity breeds black mold, which can be very dangerous, and even deadly, to humans. Because we already know that the building is leaking, it is likely that we already have a mold problem somewhere. A black mold problem will cause the library to have to undergo extensive repairs and cleaning, during which time the building would be closed to all. Anything in the library infected by the mold would have to be discarded and replaced. More big expenses.
5. The second-floor is an impossibly uncomfortable work environment for both employees and patrons. The environment does not attract patrons, nor does it motivate employees. There is also a potential health risk to those with upper respiratory problems.
6. The bathroom on the second floor smells terrible because of the heat. The door to the bathroom is often left ajar to try and circulate the air and lessen the stink, but the smell wafts out into the library and into the children's area. It is really disgusting.

7. We have an excellent new Library Director who is arriving in about six weeks. She has extensive experience in library building renovation and restoration—we advertised for someone with those skills and that is partly why she was hired. But it now seems that there's a rush on to make some huge decisions without her input. She may have some excellent ideas and solutions. Can we *please* wait just a few weeks to get the benefit of her expertise?

Too much time has gone by. The building, employees, and patrons of the library have been suffering for five years. The time is now—not next year. Next year is about the library being a library—not a project. We have to work together and find a way to make this happen.

As you know, I asked if I could attend the last Building Committee meeting and was told that the meetings were not open to the public. Since that time I checked with the Mass Board of Library Commissioners and learned the following: “Meetings of the (Building) Committee should abide by open meeting laws and should be well publicized. Minutes should be kept and should be made available to the general public . . .” [MBLC Trustees Handbook. Section 12, page 4.] While I am sure that there was no malice intended toward me, the spirit of the MBLC guidance clearly supports including the public at the building meetings and hearing their input. I'm sure that those of us from the public who are concerned about this round of renovations would be far less anxious if we were able to hear the discussions and understand why some of these decisions are being made.

Thank you.

**Acting Library Director's report  
BoLT Meeting  
Tuesday 10.5.2010**

**Savings:**

1. Cancellation of Value Line, yearly \$900

Hardly ever used

2. Quinlan Zoning Bulletin, Thomson West Group \$200

Never cataloged as in collection so had no record.

3. We currently receive 16 children's journals. We are in process of selecting titles for cancelation.

**Receipts:**

Carnival \$5350, use of internet by Arnold Worldwide, and rental

A Night of Three Memoirs, 8/26 sold 135 tickets, receipts of \$1500 into Supporters account.

**Update:**

1. Born to Read is now held at the Elementary School.

We are storing the toys used in the program until Linda finds a location for them. I asked Susan Packard to set apart the items that were bought with Friends funds for the Library.

2. Book Acquisitions numbers are down to due to the workload.

3. Billing for lost books:

We ran the first report since 2005. M Nicolini will start calling those with the steepest bills for material that was never returned to the Library.

4. Tom is making steady progress on selling books online. We'll receive 80 boxes to fill for sale books soon. Friends will need to be notified soon about the end of their occupancy of the Lower level and where they will be going.

**5. Building:**

Discussion with Cheryl Napsha Wednesday morning at 10:00 AM

**Events:**

Hilde Oleson reading Saturday 10.9 at 2:30 PM

Thalassa Dune Shack, Allen Young Saturday 11/13 at 2:30 PM

Wendy Palliser from the Community Development partnership will be holding meetings with residents re: housing – will use Bowsprit room occasionally.

**Trainings:**

Martha Hyams, Clams Cataloging in Yarmouth

Tom Ruane, Sandwich ILL training

Mary Nicolini ebooks: Libraries at the Tipping Point – Falmouth. Online event attended by 2500 librarians across the country on the future development of ebooks.