

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting November 23, 2010
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti and Jim Cole

Members Absent: Lyn Kratz (excused) and Tom Boland (excused)

Others Present: Cheryl Napsha, Library Director; and Nancy Sirvent

Call to Order: Chairman Rudd called the meeting to order at 7:10 PM

1. **Public Statements:** There were no public statements.
2. **Agenda:** There was no change to the agenda.
3. **Minutes:** Jim moved to accept the minutes of the October 26, 2010 BOLT meeting as presented. Paul seconded the motion. The vote passed 3-0-0.
4. **Director's Report- Cheryl Napsha & Mick Rudd**
 - a. **FY2012 Budget Process** – With Cheryl now in place, meetings will ensue with Mick, Mary Nicolini and others to bring Cheryl up-to-date on the 2012 budget. The trustees discussed salaries, material spending, and a time to meet to approve the budget.
5. **Financial Report- Mick Rudd**
 - a. **Annual Appeal** – Because the capital campaign, as such, has mostly run its course, the trustees and the director discussed the substance and wording of this year's annual appeal letter. Paul, Mick, Cheryl, and Nancy Sirvent will meet on November 27th to create the annual solicitation letter. Nancy will begin a working draft to have at the meeting.
 - b. **Friends Book Sale Planning** – With construction soon to begin on the lower level of the library, the trustees discussed the need to have all the stored books for the book sales cleared out of that area. They also discussed the need for future downsizing of the books sales and the upcoming book sale over the Thanksgiving holiday weekend.
 - c. **Monthly Cash Report** - Lyn submitted the monthly Cash Report which showed a \$550 increase in the Building Gift Fund in the month of October.
6. **Building Project Update – Mick Rudd**
 - a. **Construction Bid Advertising 11/24/10 and Add Alt's** – Bids will soon be advertised. The contract could be signed in the 2nd or 3rd week of January.
 - b. **Provincetown Historical District Hearing** – There is one more public hearing necessary during the first week of December before the library building project can proceed. Marcene wants this meeting, in part, to serve as an informational forum and as a precautionary measure against future criticism.
7. **Events Update –**

a. **Staff Acknowledgement Bash** – 11/21/10 at Fanizzi's was postponed until Mary is better.

8. Other Business and Correspondence – The VSB budgeted an allocation of \$5,000 in 2012 for either benches or a bike rack for the library. Bob Sanborn received an additional offer for \$1,000 memorial to the library, possibly in the form of a bench in honor of the deceased.

Paul brought up issues of construction parking outside the library in the summer and suggested that notices should routinely go out to everyone. Mick stated that the construction will happen before the summer season.

The next meeting of the Board of Library Trustees will be December 4, 2010.

Adjournment: Paul moved to adjourn the meeting at 8:45pm. Jim seconded the motion. The vote passed 3-0-0.

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)