

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting February 15, 2011
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Lyn Kratz, Jim Cole and Tom Boland (arrived later)

Others Present: Cheryl Napsha, Library Director; Sharon Lynn, Town Manager

Call to Order: Chairman Rudd called the meeting to order at 7:15pm

1. **Public Statements:** There were no public statements.
2. **Agenda:** In order to accommodate Ms. Lynn's schedule, the Trustees decided to move agenda item 5 to the first order of business.

MOTION: Lyn moved to change the order of the agenda. Jim seconded the motion. The vote passed 4-0-0.

5. Building Project Update – Sharon Lynn, Cheryl Napsha and Mick Rudd

- a. **Building Committee, Timeline and Meeting Schedule** - Ms. Lynn informed the Trustees that she would be attending all of the construction meetings. She stated that Clarence Whatmough from the William Reich Company will be Clerk of the Works for the library restoration project. He was the Clerk of the Works for both Phase I and II of the Town Hall renovations, and Ms. Lynn spoke highly of him. He will work approximately 20 hours/week and will be responsible for project reporting. Because this project is coming in at over \$1.5m, there also needs to be an Owners Project Manager who will attend meetings, prepare minutes, and also report on the project.

3. Minutes – Paul moved to accept the minutes from the BOLT meeting on January 18th as presented. Jim seconded the motion. The vote passed 5-0-0.

4. Library Director's Report – Cheryl presented her report to the Trustees and highlighted a few items such as:

- Author Dennis Lehane will be speaking at a benefit for the library on September 16th. The only cost will be the cost of renting Town Hall.
- Cheryl reported on the success of both the Wednesday night movies and the knitting group.
- Cheryl also reminded the Trustees that the lower level will not only have to be renovated, but will also have to be furnished.

6. Financial Report – Lyn Kratz

a. **Cash Report** – Lyn presented the monthly cash report. A total of \$9,320 was deposited into the Building Gift Fund from the Annual Appeal Campaign. The total from the Appeal thus far is \$21,000.00. This is an increase over last year, which raised \$12,000, and \$8,000 in 2009.

c. **MBLC Waiver Update** – The library has been granted a waiver. Cheryl stated that next year the library will again need to apply for a waiver because, although the budget has been increased by 4.5%, it will be decided on a 3-year averaging basis.

7. Events Update -

- a. **Heritage Day** – The Trustees discussed ideas for Heritage Day on June 14th such as making it a weekend long event with a presentation of the heritage of the building. The event might possibly involving town members as speakers and a hands-on display of historic pieces of the building.

8. Staff-BOLT Relationship Development –

A retreat was suggested as well as a review of the three-year, Long-Range Plan

9. Other Business and Correspondence – None

- 10. Next Meeting Date -** The next meeting of the Board of Library Trustees will be March 1, 2011 at the library.

Adjournment: Jim moved to adjourn the meeting at 9:25pm. 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)