

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting November 19, 2012

Joint Meeting with the Provincetown Cultural Council

Meeting was held at the Provincetown Town Hall, 260 Commercial St.

Members Present: Patsy Greene, EveLyn Kratz, Mick Rudd, Donna Vaillancourt, Louise Venden

Members Absent: None

Others Present: Cheryl Napsha, Library Director

Members of Cultural Council Present: Judith Cicero, Francine D'Olimpio, Cheri Mittenthal, Brian O'Malley, Grace Ryder-O'Malley, Robert Speicer, Tina Trudel

Call to Order: Chairman Trudel called the Cultural Council meeting to order at 6:05 pm.

Chairman Kratz called the Board of Library Trustees meeting to order at 6:05 pm.

Ms. Trudel noted that since both boards were aware of the history of the project they did not need to provide an overview.

Ms. Kratz stated that the library board supported the project. Their concern was with the legal and moral obligations the board had to their donors. She also noted that the Mass Historic Commission would have to approve any changes to the facility as well.

Ms. Trudel stated that it was important for people to work together to achieve the common good. She noted that historically there were tensions between town committees and boards.

Ms. Kratz suggested that the area where the bike racks had been placed was 5 ft. deep by 9 ft. long, and would be an appropriate place for the memorial. She also noted that the library had a back garden area, but that it might not be a good idea.

Ms. Mittenthal suggested the reading gardens at the sides of the building. She noted that the RFP would provide only parameters on materials.

Ms. Trudel clarified that the Cultural Council was not seeking a 12 ft. by 12 ft. space, as had been reported. That size was the amount of space that had been allowed for the memorial when it was originally to be placed on Town Hall grounds, but that is not the size of the proposed sculpture.

Ms. Cicero noted that the Cultural Council had no pre-conceived notion of the project, and that they would wait for the responses from artists to make decisions.

Mr. Rudd asked what would happen if there was no consensus between the Cultural Council and the Board of Library Trustees.

Ms. Trudel noted that the Cultural Council can put parameters together, but the Art Commission has final approval of the project.

Ms. Kratz stated that if it is decided that the library is the final site for the memorial, the library board would like to be involved in the design.

Ms. Mittenthal agreed that she would like to have buy-in from the Aids Support Group as well as the local boards.

Ms. Trudel noted that the Cultural Council went through the public process and the library was selected as the site.

Ms. Mittenthal stated that the Cultural Council is looking only at the library as a site for the memorial.

Mr. Rudd noted that the library board has a separate mandate by Massachusetts law and is beholden to many different groups.

Ms. Trudel said she understood, and suggested that the Cultural Council and library board move through those and have a positive impact.

Ms. Venden stated that the library board wants to be involved in the process. The board only read about this project in the *Banner* and hadn't been informed before the public hearing that the library was a proposed site. The board is coming late to this process with their own issues.

Ms. Kratz noted that if they'd gone to the hearing the board could have saved time by informing the public of the library's restrictions and other issues. She noted that the Unitarian Universalist has a great space.

Ms. Trudel noted that there were restrictions on placing public art on private grounds. She asked for a roster of accountable agencies.

Ms. Rudd added that the library didn't take part in supporting the efforts of the community to respond to the AIDS crisis. The UU was a first responder and as such would be an appropriate spot.

Ms. Mittenthal noted that because it's town money it would have to be on town land.

Ms. Trudel suggested that the library board view the public hearing, which is available on PTV. The public perception of the library is that it's a place where people come together. The library's *Safe Harbor* video is an important documentary of how Provincetown dealt with the AIDS crisis.

Ms. Kratz stated that the library board would make no motion until after it met with the Board of Selectmen.

Ms. Greene made a motion to adjourn the meeting at 6:35 pm and re-convene at the library.

Call to Order: Chairman Kratz called the meeting to order at 6:44 pm.

Attendance: Patsy Greene, EveLyn Kratz, Mick Rudd, Donna Vaillancourt, Louise Venden

Others Present: Library Director Cheryl Napsha

1. Public Statements: None

2. Agenda Order: No changes

3. Approval of Minutes

Ms. Greene made a motion to approve the October 15, 2012 minutes. Ms. Venden seconded the motion, which was approved 5-0-0.

4. Director's Report

Ms. Vaillancourt expressed satisfaction with the high statistics for library programming for the year and asked what the number of programs had been before 2012. Ms. Napsha gave a rough estimate but said she would send out statistics and a list of programs for the past year.

Ms. Vaillancourt also noted that Ms. Napsha had attended a workshop on free cash and questioned her about that. Ms. Napsha clarified that that was not cash available to the library, but rather cash available to the town.

Mr. Rudd mentioned that it was important for the board to begin to seek new sources for fundraising.

Ms. Vaillancourt raised the issue of the upcoming strategic plan session and requested some documentation or study guide for the board.

Ms. Vaillancourt commended Ms. Napsha on a job well done for the Director's Report.

5. Review Community Event Policy

Ms. Kratz promised to get a copy of the town's event policy for the board to review.

She noted that the library's event permit will expire on December 31. Supporters President Robin Reid agreed to be on the December 20 agenda for the Zoning Committee to renew the permit.

There was discussion about the Provincetown Film Festival's interest in using the Marc Jacobs Reading Room as a venue for the 4 days of the festival next spring. Ms. Kratz noted that she had been in communication with the director and had a very preliminary email exchange about fees. The board agreed that it would not be possible for the Film Festival to use the room during the day, as that would exclude access to library users, but that it could be made available during the evenings. Mr. Rudd made a motion to authorize the library director to negotiate with the Provincetown Film Festival director for use of the Marc Jacobs Reading Room for no less than \$200 and no more than \$400 plus custodial fees, and to negotiate sponsorship advertisement. Ms. Venden seconded the motion, which was approved 5-0-0.

6. Long Range Plan

Ms. Kratz reminded the board that the strategic planning session would take place on Saturday, January 19 from 9 am to 1 pm in the Bowsprit Room. She requested Ms. Napsha gather materials for the board to review. She also requested that Matt Clark and Rebecca Levin attend the session.

7. Fundraising

Ms. Kratz reported that the board's annual winter appeal was complete and had gone to print.

Ms. Vaillancourt noted that the Alice party had been moved to the first weekend in June. The planning group was still discussing ticket prices and details. David Flower will produce the event and solicit volunteers.

Ms. Kratz added that the board should be thinking about other fundraising opportunities as well.

Ms. Venden stated that she was researching Provincetown's library budget in comparison with those of Truro and Wellfleet and believes that the board needs to develop strategies to increase the operating budget.

Ms. Kratz produced a maintenance contract for the Verdin bell. Mr. Rudd made a motion that the library director submit the Verdin bell maintenance contract to the town's Finance Director as an addendum to the library's Capital Improvement Plan. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

Ms. Napsha reported that Rose Basile wished to make a \$4,000 donation to the library to be used specifically for programming. Ms. Rudd made a motion to accept the generous donation of \$4,000 from Ms. Basile to set up a restricted fund for library programming. Ms. Greene seconded the motion, which was approved 5-0-0.

Ms. Kratz reported that a donor was interested in developing a capital improvement fund. Specifically, he believes that the existing CIP, which calls for the library to be repainted every 8 years, is insufficient. He calculated the difference in price that it would cost to repaint the building every 5 years, and estimates that an annual donation of \$11,250 would cover that difference. The Board agreed to accept the donation. Ms. Kratz is charged with speaking with the Board of Selectmen to see if this change in schedule to the CIP is agreeable to them.

8. Other Business & Correspondence

Mr. Rudd moved that the library board commend the library director for developing programming that connects the library to the community. Ms. Venden seconded the motion, which was approved 5-0-0.

Ms. Kratz noted that the board should begin to think about its Heritage Day program. Perhaps something could be done relating to the High School.

12. Next Meeting

The next meeting of the Board of Library Trustees will be held on Monday, January 14 at 6 pm in the library.

13. Motion to Adjourn

Ms. Greene made a motion to adjourn the meeting at 8:20. The motion was approved 5-0-0.

*Respectfully submitted,
Cheryl Napsha*

**Provincetown Public Library
Director's Report
October 9- November 15, 2012**

“Libraries change lives. They are the soul of a people.”

Diane Ackerman

PROGRAMMING

From Matt Clark, Director of Marketing and Programming:

Eco System Club Enrichment Program

Mondays in October/November

Grades 1-4

The Eco-System enrichment program has continued to run smoothly through the month with a group of 16 students from Provincetown Elementary. The tank, which was paid for by the Friends of the Library, has been properly prepared by Rebecca Levin and the class, and three guppies were put into the water on Monday, October 15.

Born to Read Children's Story Hour

October 12, 19, 26 (Fridays)

Lucy Gilmore made three trips to the Library this month to present her Born to Read program on Friday mornings in the Children's Area. Lucy has a loyal group that turned out each week to attend her planned curriculum. This program is now ended for the fall. Lucy is committed elsewhere through the winter, so we are seeking an alternate Friday morning program.

Old Lesbians and Their Brief Moments of Fame

Tuesday, October 9

Forty visitors turned up for a reading and book signing event at the Provincetown Library on Tuesday, October 9th at 2pm featuring the new book entitled *Old Lesbians and Their Brief Moments of Fame*. This book of 36 stories written by lesbians from various walks of life was compiled by Joy Griffith and Karen Gibson and edited by J. Ross. All three collaborators were on hand to discuss their work and answer questions from the crowd.

Free Video Workshop sponsored by PTV

Thursday, October 11

Melissa Yeaw had a class of six attend her Free Video Workshop in the Marc Jacobs Room. The program lasted just under two hours, and was a collaborative effort between the Library and PTV. Beth O'Rourke was extremely helpful in the scheduling of the event and also helped by paying Melissa's fee. The course utilized the video projector to give several examples of the skills and tips being taught.

**Bold Strokes Book Signing
Friday, October 12**

Author Leslie McGrath visited the Library for a book signing event sponsored by major lesbian publishing house Bold Strokes Books. The Women's Week event was held in the Marc Jacobs Reading Room and had a surprisingly large attendance rate with just over 50 people in the crowd. Books were sold and signed.

**ViRAGO in Concert
Friday, October 12 & Saturday, October 13**

Rock duo ViRAGO performed two shows in the Marc Jacobs Room as part of the Library's Women's Week programming schedule. Complimentary wine was served. 18 attended the Friday night show, and Saturday's event had 21 in the crowd.

**Scrabble Club
Tuesday, October 16, 23, & 30**

**E-Reader/Tech Help Hour
Thursdays at 10:00 am**

The E-Reader/Tech Help Hour has continued to see a steady weekly attendance and high satisfaction rate under the guidance of Member Services Coordinator Rebecca Levin. She has been able to help patrons with questions on a diverse range of topics and operating systems including iPads, laptops, smart phones, and Droid tablet devices. Complimentary coffee has continued to be generously provided by Wired Puppy.

**Sam Baltrusis: Ghosts of Boston: Haunts of the Hub
Thursday, October 18**

Sam had an audience of seven attend his book reading event which lasted just under one hour. He had some great interaction from the crowd and even found a few people to help him with his upcoming book focusing on Provincetown hauntings. Sam passed out promotional pins as well as free copy of *Boston Haunts*, the magazine he writes for regularly.

**Family Movie Night: *Hocus Pocus*
Wednesday, October 24**

The first monthly Family Movie Night was very successful with a nice mix of over 25 kids and parents in attendance for the screening of *Hocus Pocus*. Students from Provincetown Schools wore costumes and were treated to plenty of free candy during the film. The event's attendance rate was definitely helped by some additional promotion within the school thanks to Beth Singer and Kim Pike.

**Multiple Sclerosis Presentation with Yvonne deSouza
Thursday, October 25**

Yvonne's deSouza's Multiple Sclerosis Presentation in the Marc Jacobs Reading Room went very well. She was very easy to work with and had a surprisingly large audience of 25 people listen to her speech about her battle with MS. Although the actual program lasted just over one hour, Yvonne stayed almost an additional 30 minutes discussing and giving advice on various MS topics with various people who attended.

**Seashore Point E-Reader/Tech Help Hour
Monday, October 22 & November 5**

This month the Seashore Point Tech Help Hour was moved to 7:00 pm in an attempt to better fit the schedules of the residents. We are happy to report that our Tech Help Hour at Seashore Point is catching on. With questions ranging from downloading ebooks to setting up new telephones, we have been able to help where it is needed most, paving the road to technological comfort. We hope that with its new evening time slot, its popularity will grow even further.

**Provincetown Schools Freegal/Freading Presentations
October 2-15**

The collaborative effort between the Library and Provincetown Schools was very successful. Each grade from 3 to 12 visited our building to sign up for CLAMS cards and also tour the building to learn about the various resources available to them as students. Rebecca Levin and I also visited the students in the school's Mac Lab a total of eight times to provide tutorials on how to use Freegal, Freading, and the Library's new user friendly website. Amy Rockiki and Val Golden were both very helpful in making this project a reality.

**Truro 4H Club Lobster Visit
Wednesday, November 14**

16 members of the Truro Elementary School 4H Club visited the Library along with their parents to learn about the Lobster industry in Provincetown. Susan Packard helped with the presentation by reading *Lobster Lady* to the students and also leading an art activity featuring collages of ships. The 4H club also viewed the short film, *Let's Go Lobstering*, which gave them some great insight into the daily life of a professional lobster boat crew. The Truro 4H Club plans to visit the Library again in the near future to learn about the Rose Dorothea.

ProvincetownLibrary.org is Now Live!

The Provincetown Public Library is proud to unveil our new user-friendly website at www.ProvincetownLibrary.org! Visit the site to check out several new features including:
All New Design and Navigation Menus
Improved Programming Calendar
Original Content focusing on Authors, Community Programming, and Provincetown News
Freegal and Freading pages
Updated Online Databases and Student Resources
Fun links including Twitter, Facebook, and Tumblr
The Library will host an open forum in the Marc Jacobs Reading Room on November 20 to encourage members of our community to contribute to the website.

Upcoming Programs:

How to Negotiate the Holidays with Food & Exercise or Do They Have an App yet for Holiday Party Eating? Thursday, November 15
ProvincetownLibrary.org Open Forum Tuesday, November 20
Seashore Point E-Reader/Tech Help Hour Monday, November 19
National Seashore Education Ranger Presentations Wednesday, November 28
Author Mary Dearborn Friday, November 23

OTHER NEWS

I'm very pleased with how our programming has developed in the year since Matt's been here. Under Matt's leadership we've offered 270 programs with an audience of 3,258 attendees. This is an unprecedented growth for a one-year period. Our programming will slow down for the next few winter months, during which time Matt will focus more on marketing the library.

I've continued to attend CLAMS meeting. In addition to the bi-monthly director's meeting in October, I attended a meeting of the Finance Committee, where we had the opportunity to discuss some long-range planning and use of free cash.

Matt and I have been working with Denise Gaylord as she prepares for another Provincetown Fitness Challenge. We hope to collaborate on programming with her during the Challenge, and have started with a series of 5 pre-PFC programs this fall. While the first program didn't attract an audience, we hope that as the holidays near people will connect more with the need to get healthy.

The Seashore Point Book Club continues to grow in number and interest. We alternate fiction and non-fiction books each month and I've enjoyed the opportunity to read titles I wouldn't normally select. I'm finding the discussions to be thought-provoking and diverse, and enjoy this monthly event.

I met with Martha Lyon and Mick to discuss the exterior landscaping and update Martha on proposed changes.

The Massachusetts Library System provides continuing education programs for librarians throughout the Commonwealth. I attended a program at Chatham library on strategic planning. I thought it would be helpful as we prepare for our strategic planning process but found that there was little with which I was not experienced.

I completed the second and final part of the state aid report, which concentrates on finances and statistics. This was accomplished with the assistance of Finance Director Dan Hoort, for which I am thankful.

I'm planning to replace the furniture on the mezzanine, and have been working with a representative from Brodart, the company that furnished our lower level. I'd like to have 2 tables with 2 chairs each, and 2 comfortable fabric chairs with computer swivel arms. Right now I'm working on space planning and selecting fabrics and finishes.

The library's budget was due to Town Hall this week. I presented the first draft, which will be reviewed by Town Manager Sharon Lynn and Finance Director Dan Hoort. As you know, this is the first stage in the budget process which involves meeting with the BOS and FinCom.