

TOWN OF PROVINCETOWN

Public Library

Board of Library Trustees

Minutes of Public Meeting April 15, 2014

Provincetown Public Library

Members Present: EveLyn Kratz, Donna Vaillancourt, Louise Venden

Members Absent: Mick Rudd

Others Present: Cheryl Napsha, Library Director; Rebecca Levin, Public & Member Services Coordinator (Recording Secretary)

Call to Order: The meeting was called to order at 6:05pm

1. Public Statements:

Ms. Kratz noted that the meeting was being recorded for notes of the Recording Secretary. Mr. Westman announced that the two unopposed Board of Library Trustees candidates would be giving 3 minute statements at the beginning of Candidates' Night on Thursday, April 17 at 5pm.

2. Agenda Order: No changes

3. Approval of Minutes

Ms. Vaillancourt made a motion to approve the March 24, 2014 minutes. Ms. Venden seconded the motion, which was approved 3-0-0.

4. Director's Report

Ms. Kratz mentioned that the February/March Director's Report was also on the table because the March meeting did not happen. Ms. Kratz pointed out that the Director's Report contained some very good news. Town Meeting approved the Capital Improvement Request to redo the first floor's carpeting. Ms. Vaillancourt recommended a product made from ecosurfaces.com made from recycled tires, which generates all its own power for production, is beautiful, impermeable, comes in many thicknesses, helps deaden sound and is not exorbitantly priced. The Board clarified with the director, that the Library gets to pick the threads per inch, patterns and specs it requires, but is bound to accept the lowest qualified bid. Board members further espoused the benefits of this

product in that it is much easier to clean than traditional carpet and has a good array of colors.

Ms. Kratz noted the recent donation towards an LGBTG Collection at the library, donated by Brian McNaught. This is kind of special collection that the Board would like to keep going.

Ms. Levin spoke on the new Instructional Computer Classes at the Council on Aging. This series of weekly classes will cover the basis and already has a waiting list for the next introductory series, with plans for an intermediate calls series to follow that. It was remarked that the class became so popular that the Council on Aging requested that the library stop marketing it for the time being.

Ms. Napsha spoke about recent developments with the McNaught Rental Collection. Provincetown Public Library has been developing this collection for two years, with the original intent of having the books only available to walk-in patrons at the Provincetown Public Library. There is a glitch however, as a CLAMS rule dictates that you can only have a rental book if you have a circulating copy. The Provincetown Library has solved this by re-cataloguing a rental copy to circulate if we do not own another copy. There is another glitch in that theoretically rental books require a fee to be paid to the library. Since the library does not want to ask people to pay money for their books, they will charge a penny and leave a dish of pennies by the desk. Since Provincetown Public Library receives the benefit of the rental fees, this should not be a problem. Other libraries charge as a way to make money, but Ms. Napsha does not feel it would be appropriate for Provincetown Public Library to do so.

Ms. Kratz brought up that all of the external doors have been rekeyed for the first time since reconstruction. Ms. Napsha added that all employees signed to confirm receipt of their key, with the understanding that their last paycheck could be withheld until the key was returned. Ms. Napsha has also collected a list of all others who have keys, including DPW, the Fire Department, the Police, etc.

Ms. Kratz asked for more information regarding the creation of a separate revolving account for the Provincetown Public Press. Ms. Napsha said that she thought Mr. Hoort had created it, but it would go into effect the following day. Ms. Kratz noted that there has been money trickling in and therefore approximately \$20 to be switched to the right place.

Ms. Vaillancourt expressed her gratitude for the attendee counts for recent programs. She stated that it is good to know what enough people know about so that the Board of Library Trustees can help by talking up those programs around town. She hopes to see program attendee counts on a regular basis. Ms. Kratz agreed that the trustees need to be better at promoting all that that library has and does.

The Board discussed the role of the annual report and the opportunity to celebrate the library's accomplishments that it provides. The Board also discussed general library statistics and the importance of the Provincetown Public Library's hours and location in serving the not-to-be-downplayed bathroom needs of the community. Gratitude was ex-

pressed for the help that those needs give the Library in obtaining budgeting for longer hours.

5. Recognition of outgoing board members. Discussion of open Library board seat. Request to Board of Selectmen to post opening

Ms. Kratz expressed the thanks on behalf of the Library to Ms. Venden, Mr. Rudd and Ms. Packard. She specifically thanked Ms. Venden for her two years of hard work, valuable input, stirring up the pot, and getting things happening. As the only present outgoing board member, Ms. Venden expressed her happiness to be involved and her intention to join the Supporters of the Provincetown Public Library and to continue to support the Library.

Ms. Kratz honored Ms. Packard saying her one year on the Board of Library Trustees was preceded by years of service to the Library. She is an active library user, major financial contributor and was involved even before the library moved to its current location. Ms. Kratz believes it appropriate to send a card of thanks for all of her work. The rest of the Board agreed.

Ms. Napsha recounted a practice in a previous library where books were added to the collection in honor of the outgoing board members. Discussion followed on how the system worked. Ms. Venden expressed interest in picking her own book to be added to the collection.

Ms. Kratz honored Mr. Rudd, recounting his service on the Board of Library Trustees beginning in 2005 and including chairing the Board from 2005-2011. She stated that he may be the single reason the Library building got finished, as he spearheaded the efforts at town meeting with Tom Boland, Jim Cole, Paul Benatti and Ms. Kratz, herself. She suggested that a letter to the editor be written to thank Mr. Rudd for his service. The rest of the Board agreed and recommended a heritage book be added to the collection in his honor due to his connection to the Provincetown Heritage Collection.

Ms. Napsha talked about working with Mr. Rudd during renovations and complimented his remarkable dedication, especially over a nine year period. It is obvious that he loves the library and wonderful to see that level of commitment.

Ms. Kratz reported from her meeting with Mr. Johnstone that the Board of Selectmen will act to fill the appointment for the trustees. If the Board of Library Trustees wants to be a part of the appointing processes, they must write a letter to the Selectmen within 30 days of the vacancy. The Board discussed whether or not this impression was correct, but agreed that if they were invited to be a part of the process, they should do so. Ms. Kratz noted that whoever is appointed will serve until May 2015, then have to run for a 1 year term if they wish to continue as a Library Trustee.

6. Spring Fundraiser update –Provincetown artists' donation to Library

Ms. Kratz announced that Tim-Scapes has offered to do a T-shirt and have some of the proceeds go to the Library. Sally Brophy has had a white line drawing and had some of the proceeds coming to the library as well. Ms. Kratz proposed to the Board the idea of

inviting more artists and having an opening event with sales. The event likely would not make a lot of money, but it would keep the Library on the radar. The Board discussed potential artists to invite, a desire to avoid auctions, the potential benefits to artists and galleries, and other specifics including food and beverage. It was decided that a committee would be formed to plan further, including Ms. Napsha, Ms. Kratz, Ms. Levin, Mr. Clark, and Mr. Mark Westman, incoming board member.

7. Update on revolving account to pay Library staff hosting rentals; Provincetown Public Press account

It was announced that Town Meeting passed a non-library-specific motion regarding revolving accounts. This allows the Library to use a revolving account to pay staff when it hosts weddings, receptions and other special events. All after-hours events require one Library and Maintenance staff to be present. Previously the operating budget had to be used. With this change, the Library can afford to host events without fear of bleeding the operating budget.

8. Long Range Planning Update

Ms. Napsha and Ms. Kratz reported upon having met with Ms. Sky Freyss-Cole recently regarding getting the ball rolling on Long Range Planning. The May Board of Library Trustees meeting will be a part of this. The rough plan is as follows:

-Meeting I 5/14/14: 10-12 Library stakeholders should be present, including users, school connections, some staff & trustees, etc. The purpose of this meeting is to get focused.

-Meeting II 5/19/14 (5pm): All staff and trustees should attend this meeting. This must be a public meeting, ideally in the Marc Jacobs Reading Room. The purpose of this meeting is to get trustee and staff input. *First meeting of the new Board of Library Trustees to follow.*

-Meeting III 6/24/14 (6pm): "World Café Dialog" or Community Conversation involving 5 tables with one host each. Sort of like speed-dating, everyone swaps tables except for the hosts. This would be publicized as a community hearing and ideally be held at the Council on Aging.

-Meeting IV Week of 7/14/14: 10-12 Core group of Library stakeholders meet again.

Ms. Vaillancourt expressed concern about who will be available in July. It seems important to consider this when selecting people for the small group at the first meeting. Ms. Napsha suggested that the May meetings might choose a different time for later meetings if more amenable to the group.

The Board discussed who should be invited to the core group. They hope for individuals who represent the school committee, elected officials, young people, second-home owners, everyday users (especially winter computer users), parents, the Chamber of Commerce, the Provincetown Business Guild, artists and writers, FAWC and/or PAAM staff, etc. Ms. Kratz will make certain that the Library Trustees get packets on how to

contact people. Ms. Freyss-Cole will give an executive summary of expectations from these Library stakeholders. The idea is to have four meetings close together followed by a gap of months and a fifth meeting in the fall. The Long Range Plan has to be drafted in between. The fifth meeting will be to “review the draft and celebrate what has been accomplished.” The Board discussed and decided that Ms. Kratz and Ms. Napsha would write said draft.

Ms. Venden as well as the general public will be encouraged to join in the Community Conversation. The Board discussed options for publicizing this stage of the Long Range Planning process. The Provincetown Banner and Provincetown.com were pointed out as particularly good resources.

9. Set policy on Moving or Removing Items on Library property

In part in response to the recent issue of the disappearing murals, the Trustees discussed the importance on setting policy to make it clear that use of the Library does not constitute unlimited right to the spaces used.

Ms. Venden moved that no library property may be removed from the premises without prior permission from the Director. If the value exceeds \$500, Board of Library Trustee permission must be sought. All permission must be granted in writing. Ms. Vaillancourt seconded the motion, which was approved 3-0-0.

Ms. Kratz specified that this policy should be added to the website.

10. Other Business and Correspondence

Ms. Kratz noted that Center Street is once again a two-way street. Ms. Napsha expressed regrets about this with regards to the safety of those using the Library bike rack. Ms. Kratz concurred that it is a safety issue.

Ms. Kratz mentioned that she will meet with Acting Town Manager David Gardner on Thursday, April 17th to discuss the fate of the Library outbuilding used for Friends of the Provincetown Public Library book sales. She read emails from both the Acting Town Manger and the Building Department. It was noted that these emails were written without having entered the building. Ms. Kratz suggested the hiring of a mold consultant and/or seeking the opinion of the Health Department. Ms. Napsha’s email stated that she had been told the Library outbuilding was, “not fit for use,” and that sharing this information had added tension to relations with the Friends of the Provincetown Public Library.

The email from Acting Town Manager Mr. Gardner to the Building Department specified the critical nature of the issue and need for clarity due to the fact that the Library outbuilding is open to the public. An official determination needs to be sent to the Board of Selectmen and the Board of Library Trustees. Mr. Braun of the Building Department will make the final decision.

Ms. Kratz noted that there are plans to get a generator for the nearby firehouse and that one potential solution would be to put in a bigger generator that could serve the library

as well. She suggested that an ideal solution would be to tear down the current building and replace it with a trap shed large enough to hold the larger shared generator and potential space for book sales.

Ms. Napsha stated that the books in the building have been exposed to mold and must be disposed of. Ms. Levin questioned whether an advisory needed to be sent out to those who purchased books there recently. Ms. Kratz restated the importance of getting someone to officially evaluate the levels of mold in the Library outbuilding. Ms. Napsha suggested that the Library outbuilding is dangerous, therefore it should be the job of the Department of Public Works to pay for a mold expert.

Ms. Venden reminded the Board of the importance of bringing in the Friends of the Provincetown Public Library so that they are a part of the process and understand what is going on. Ms. Kratz clarified that she had been talking to the head of the Friends. After further discussion on the matter, Ms. Kratz summarized for the Board that there are two main concerns, concern for the fate of the building and concern for the fate of the book sales that would need to be relocated. Ms. Napsha reminded the Board that aside from the books in the Library outbuilding, there are approximately 500 boxes of books stored within the Library to be used for sales. The Board discussed potential alternative locations and creative ideas but did not come up with a conclusive solution.

11. Next Meeting May 2014

The next regular board meeting will be held on Tuesday, May 20th, 2014 at 6pm in the library.

12. Motion to Adjourn

Ms. Venden made a motion to adjourn the meeting at 7:36pm. The motion was approved 3-0-0.

Respectfully submitted,

Rebecca Levin