

## **TOWN OF PROVINCETOWN**

### **Public Library**

#### **Board of Library Trustees**

#### **Minutes of Public Meeting May 9, 2014**

#### **Provincetown Public Library**

**Members Present:** EveLyn Kratz, Donna Vaillancourt, James Johnson, Mark Westman

**Members Absent:** None

**Others Present:** David Gardner, Acting Town Manager; Matt Clark, Interim Library Director; Rebecca Levin, Public & Member Services Coordinator (Recording Secretary); Tom Ruane, Circulation & Technical Services; Susan Packard, Circulation Staff; Jan Kelly, Friends of the Provincetown Public Library; Stephen Borkowski; Stephen Desroches, Candidate for open Board of Library Trustees Position; Kathleen Fitzgerald of the Provincetown Banner

**Call to Order:** The meeting was called to order at 5:34pm

#### **1. Public Statements:**

Ms. Kratz noted that the meeting was being recorded for notes of the Recording Secretary.

Ms. Packard welcomed new Trustees, Mr. Westman and Mr. Johnson.

Ms. Kelly reported on her meeting with the Art Commission, noting their conclusion that the missing murals are not on their art list and therefore (she suggested) not town property. Ms. Kelly also related an incident from earlier that day in which she came to ask for the key to the library outbuilding and was told to talk to Ms. Levin. Ms. Kelly complimented the reliability and history of proactive responsibility of Mr. Ruane and Ms. Packard and expressed concern that they did not have access to the key. Ms. Kelly said she appreciates the work of Ms. Levin and Mr. Clark, but does not want to see others overlooked in favor of these relatively newer staff members.

#### **2. Election of Officers**

Ms. Kratz introduced the two new Board of Library Trustee members, Mr. Jim Johnson and Mr. Mark Westman.

**Ms. Vaillancourt nominated Ms. Kratz for the position of Chair of the Board of Library Trustees. Mr. Johnson seconded the motion, which was approved by a vote of 4-0-0.**

**Mr. Westman nominated Ms. Vaillancourt for the position of Vice-Chair, which Mr. Johnson seconded. The vote was approved 4-0-0.**

**Mr. Johnson nominated Mr. Westman for the position of Financial Officer, which was seconded by Ms. Vaillancourt. The vote was approved 4-0-0.**

### **3. Agenda Order:**

Ms. Kelly requested item **7. Update on Murals from Art Commission** be moved up in the agenda. The Board agreed to take this item before agenda **item 4. Minutes April 2014**. To avoid confusion, the agenda items have been renumbered below according to their order in the meeting on May 9, 2014

### **4. Update on Murals from Art Commission**

Acting Town Manager Mr. Gardner and Trustees Mr. Westman & Ms. Vaillancourt attended the Art Commission Meeting.

Mr. Westman stated that Chairman of the Art Commission, Mr. Jim Bakker confirmed that the murals were not a part of the town art collection and had, in fact, never been seen by the Art Commission. The Art Commission decided it had no jurisdiction over the matter, considering the murals were not a part of their collection; however one or two members urged action from the Board of Library Trustees.

Ms. Kelly of the Friends of the Provincetown Public Library added to Mr. Westman's report that the Art Commission recommended action but no police action.

Discussion followed on the article previously placed in the Provincetown Banner. No further information was received after the article went out. Mr. Westman pointed out that the artist was quoted as saying he has no idea what has happened to them.

Mr. Westman reminded everyone that Ms. Josephine Del Deo requested an investigation as did former Director, Ms. Cheryl Napsha.

Mr. Gardner stated that the murals were never registered to the Art Commission. The items were part of the Heritage Museum and transferred to the town after the close of the museum. They were originally stored with other artifacts at the highway garage but were transferred to the library with other items from the Heritage Museum collection. The murals were property in Town custody. Perhaps, even if nothing is learned an investigation will put the issue to rest and/or raise other concerns about security and control of the building.

Ms. Kratz said the Board had learned the importance of being more mindful of property. She said the Friends of the Provincetown Public Library, Supporters of the Provincetown Library and all staff and other groups will be made aware 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.”** (as per BOLT motion made April 15, 2014)

Ms. Vaillancourt and Mr. Gardner suggested asking for help from the police. At the Board’s request, Mr. Gardner clarified that he did indeed mean a police investigation.

Discussion followed on the value, ownership, and provenience of the pieces as related to the seeming lack of claims on them. Ms. Vaillancourt reminded everyone that the murals had value to the town as part of a collection.

**Mr. Westman moved that the Trustees file a complaint with the police department of missing property and request an investigation. Mr. Johnson seconded the motion, which passed 4-0-0. Acting Town Manager Mr. Gardner said he would do so on behalf of the Board of Library Trustees**

Ms. Kratz thanked Ms. Kelly for coming and asked her to let the rest of the friends know that the Board of Library Trustees was working on the issue.

#### **4. Approval of Minutes**

Mr. Gardner clarified that public statements should be written in the minutes if public statements were given and advised listing all board members and staff present at Board of Library Trustee Meetings.

Mr. Johnson made a **motion to approve the April 15, 2014 minutes**. Ms. Vaillancourt seconded the motion, which was approved 4-0-0.

#### **5. Welcome New Board Members**

Ms. Kratz thanked Mr. Westman and Mr. Johnson for stepping forward. She then handed out handbooks to the two new Library Trustees, noting that larger binders of information would follow soon.

#### **6. Open Board Seat and Discussion of Appropriate Candidate**

Ms. Kratz announced that the Board had a very appropriate candidate in Mr. Stephen Desroches. She noted that the Board of Library Trustees will meet to recommend Mr. Desroches to the Board of Selectmen on Tuesday, May 27<sup>th</sup> at 6pm. At least three Library Trustees will need to be present that night for a quorum.

**Mr. Westman made a motion to approve and recommend Mr. Stephen Desroches's application to the Board of Library Trustees. Mr. Johnson seconded the motion, which was approved 4-0-0**

Ms. Kratz noted that the Board of Library Trustees would not be meeting on May 20<sup>th</sup> due to the close proximity of the date to both this early meeting and the upcoming meeting with the Board of Selectmen on May 27<sup>th</sup>.

## **7. Library Director Resignation and Search Committee**

Ms. Kratz announced that Acting Town Manager David Gardner had posted the open position for Library Director on several online sites the previous week and in the Banner for the upcoming week.

Ms. Kratz said she had been hearing from staff a desire for input in the process and search for a director.

Mr. Westman and Ms. Kratz have already volunteered to be on the search committee. Mr. Gardner suggested that the committee include a librarian from one of the local communities to sit in on the screening process. Ms. Vaillancourt suggested that Ms. Nancy Ray, who had been considered as a long range plan consultant would make an excellent addition.

When asked, Acting Town Manager Mr. Gardner commented that there were up to six search committee members involved in the last search process, but usually the number is closer to four. He suggested that if the Board as a whole would like to be a part of the search committee, it would simply have to be posted as a meeting and held in public. After some conversation, the Board of Library Trustees agreed that they would like to interview the candidate finalists after the screening process of a more diverse search committee. Mr. Gardner stated that including staff, volunteers, Friends of the Provincetown Public Library, etc. would be up to the Board of Library Trustees.

Mr. Johnson asked who would be in charge until a new Director was selected. Acting Town Manager Mr. Gardner announced that Programming Director Mr. Matt Clark will act as Interim Director.

Ms. Kratz complimented the competence of the library staff as a whole. Ms. Susan Packard added her agreement, reminding everyone that in the last few years the staff had run the library twice without the supervision of a Director. On behalf of the library staff, she expressed confidence in running the library without a problem during this interim.

Mr. Johnson checked that the staff would feel comfortable to approach Mr. Gardner or Ms. Kratz with any problems. Both Ms. Packard and Mr. Ruane agreed that staff would feel comfortable to do so.

Acting Town Manager Mr. Gardner clarified that everyone would continue to do their current jobs, with the change that operational questions would be referred to Mr. Clark. He also encouraged all present to bring forward any concerns so that they can be addressed. Ms. Kratz noted, that Acting Town Manager Mr. Gardner would sign off on all final vouchers.

## **8. Postponement of Long Range Planning Process**

Ms. Kratz announced that though it is a valuable process, long range planning would be put on hold for the vision of the new director.

## **9. Provincetown Public Press Financial Accounting**

Mr. Westman noted that when it was set up the Provincetown Public Press was not a trustee project but the trustee account was used as a temporary account to which funds were directed. As a new revolving account has been set up for the Provincetown Public Press, Mr. Westman moved to request the Town Treasurer to move the Provincetown Public Press funds to the new Provincetown Public Press account.

A motion was made and retracted regarding putting the Provincetown Public Press on hiatus. In consideration to previous project commitments, Mr. Clark and Mr. Gardner recommended and agreed on honoring existing commitments but committing to no new projects until a new director is in place. Ms. Vaillancourt recommended leaving the Provincetown Public Press to be managed as mentioned by Mr. Gardner and Mr. Clark.

Discussion followed regarding how the Provincetown Public Press functions. It was decided that Mr. Westman would set up a meeting with Mr. Clark to learn more about the Provincetown Public Press. It was made clear that the Press belongs to the Provincetown Public Library and to the Town of Provincetown, having received its starting funds from a donation earmarked to for the project. Ms. Kratz suggested that further discussion on the Provincetown Public Press be added to the next agenda and/or incorporated into the job description for Provincetown Public Library director.

## **10. Other Business and Correspondence**

Ms. Kratz announced the Open Meeting Law Forum at Town Hall to be held on May 14<sup>th</sup> and requested that all members attend if possible.

Ms. Kratz reported that it came to her attention the day before the meeting that the Provincetown Library outbuilding should not be used by the public. She said that Mr.

Mel Cote of the Friends of the Provincetown Public library was working with Mr. Carlson of the Health Department to assess the mold situation. No book sales will be able to be held there this summer. The lower level of the library has been suggested as an alternative. Ms. Kratz said she had spoken with Ms. Kelly regarding mold removal and the impossibility of items from the outbuilding coming into the main library building.

Ms. Vaillancourt asked who has keys to the outbuilding. Ms. Kratz responded that the keys were left in her mailbox in the staff room. Mr. Gardner clarified that the building has not been condemned, personal property should be accessible to the Friends of the Provincetown Public Library, and it would be important to find out if the books were safe to sell and transfer them if so. He stated that Capital Improvement planning and long term planning would be necessary regarding the future of the building and finding new homes for its current uses (book sales, storage, etc.)

Discussion followed concerning other possible locations for the book sales. Mr. Gardner requested the Board of Library Trustees look for alternate locations, speak with the Board of Selectmen, and lead talk with the Friends of the Library regarding book sales in alternative locations on library property.

Compliment was paid to the impressive amounts of money raised by the Friends of the Provincetown Library through book sales, especially since the group is currently so small yet dedicated.

#### **11. Next Meeting May 27, 2014**

The next board meeting will be a joint meeting with the Board of Selectmen, held on Tuesday, May 27<sup>th</sup>, 2014 at 6pm in Town Hall.

The next regular board meeting will be held on Tuesday, June 3<sup>rd</sup>, 2014 at 6pm in the library.

#### **12. Motion to Adjourn**

Ms. Vaillancourt made a motion to adjourn the meeting at 6:35pm. The motion was approved 4-0-0.

*Respectfully submitted,*

*Rebecca Levin*