

## **TOWN OF PROVINCETOWN**

### **Public Library**

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

#### **Minutes of Public Meeting July 15, 2014**

#### **Provincetown Public Library**

**Members Present:** EveLyn Kratz, James Johnson, Stephen Desroches, Stephen Borkowski, Donna Vaillancourt

#### **Members Absent:**

**Others Present:** David Gardner, Acting Town Manager; Rebecca Levin, Public & Member Services Coordinator (Recording Secretary); Eric Larsen, Deputy Director of the Department of Public Works; Barbara Klipper, candidate for open Library Director position

**Call to Order:** The meeting was called to order at 6:03pm

#### **1. Public Statements: None**

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

#### **2. Approval of Minutes**

Mr. Johnson made a motion to approve the June 17, 2014 minutes. Mr. Desroches seconded the motion, which was approved 3-0-2.

#### **3. New Trustee Introduction**

Ms. Kratz introduced Mr. Stephen Borkowski to the rest of the Board. Donor confidentiality statements were passed out to Mr. Desroches, Mr. Johnson, Mr. Borkowski, and Ms. Levin.

#### **4. Update on Outbuilding**

Mr. Larsen gave a brief report to bring the Board up to date on the Library outbuilding. Mr. Larsen had noted visible black mold, mildew and basement block failure to Mr. Braun before his departure. Mr. Braun had in turn written a letter stating that the building should not be entered by the public. A field test sample conducted by third party mold doctors tested positive for mold that was not a major life issue, but a common consumer of houses. At the time the mold was dormant, the humidity of the summer is likely to

have changed that. A third party structural review suggested that the building could be taken down to the foundation wall level and repaired or be demolished and rebuilt. A mold remediation plan would cost just under \$1,000. Books would need to be treated and stored or otherwise recycled.

Mr. Gardner stated that the Town of Provincetown would be responsible for the next step now that the public safety concern has been confirmed.

The Board discussed the fate of historic materials in the outbuilding basement, the books housed within the outbuilding, the chilling unit and acoustical enclosure attached to the outbuilding, the possibility of housing a generator in that space, and potential plans for the removal of the building and its contents.

**Ms. Vaillancourt moved that the Department of Public Works determine the best way to remove the books & dispose of them and work with Mr. Borkowski to evaluate potential preservation of historic materials. Mr. Johnson seconded the motion, which passed 5-0-0.**

It was suggested that the contents could be removed in the near future, while demolition would have to wait until the dead of winter.

Mr. Gardner encouraged those present to make use of the upcoming Capital Improvements Planning and estimate the cost of demolition.

#### **5. Request from Tennessee Williams Festival to borrow table**

After discussion on the fragility of the table requested and the hard use proposed by the Tennessee Williams festival, the Board reached a conclusion.

**Mr. Desrosches moved not to approve the request by the Tennessee Williams Festival, but to communicate concern of the table's fragility and that the board would be interested in the future in communicating with the Festival. Mr. Johnson seconded the motion, which passed 5-0-0**

#### **6. Request from Wildlife Conservation Society to hold Bake Sale**

Ms. Kratz presented the request made by children to hold a bake sale in the July 21- July 25 range in order to raise money for an antipoaching campaign.

Ms. Kratz expressed support for the proposal. Mr. Johnson, Mr. Borkowski, and Mr. Desrosches expressed concern over how little was known about the specifics of the request.

**Mr. Borkowski moved to respectfully decline the request due to the fact that the Board of Library Trustees does not know the parameters and due to the short timing of the request. Mr. Johnson seconded the motion, which passed 4-1-0**

## **7. FY2014 Financial Wrap**

Ms. Kratz announced that though the Board brought in \$40,000 in 2014, it did not make the \$57,000 required by the debt service.

The Board currently oversees \$131,000 split between the following three accounts:

1. \$21,000 Maintenance- Funds reserved for painting the exterior of the building. These funds come from a single donor who calculated the difference in cost of repainting the exterior every five years instead of every eight years. The fund receives \$12,013 annually.
2. \$82,000 Fund for the Building
3. \$48,009 New Account, may be used for Provincetown Public Library as a whole

The board paid \$57,417 toward the debt service using money from the building account. This account will provide a buffer for at least one more year. However, the debt service does not fall under \$50,000 until 2020. Mr. Johnson remarked on the importance of paying larger amounts even if it costs more money to do so. Both Mr. Gardner and the Trustees expressed confusion as to why the Library is paying a mortgage.

## **8. Approval of funds from Friends' Contribution to Summer Programming**

Ms. Kratz explained that the Friends of the Provincetown Public Library had made a donation toward Summer Programming at the library. This donation came in the form of a single check which was deposited within the Trustee Accounts.

The Board discussed concerns with this unusual way of doing things as well as the potential difficulties of backing money out.

**Mr. Johnson moved to return payment of \$2,400 made by the Friends of the Provincetown Public Library deposited via administrative error. Ms. Vailancourt seconded the motion, which passed 5-0-0**

\*\*\*Acting Town Manager Mr. Gardner agreed to discuss the issue with Mr. Hoort and further advise the Board the following day.

## **9. Fundraiser with Michael Lennon/Mailer Biography-August 15**

Ms. Kratz and Mr. Johnson brought the Board up to speed on the status of the Michael Lennon/Mailer Biography Fundraiser. Books had been ordered, a pouring license

issued, and TIPS trained volunteers were found. Cosmos will cater the event, Ms. Kratz will donate wine, and Ms. Vaillancourt will donate sparkling water. Promotion specifics were shared and discussed.

#### **10. Fall Fundraiser September 13-Pirates Ball**

The Board discussed host committee levels and benefits as well as the price for general admission. Ms. Levin presented an idea regarding seeking assistance with decorations. Further specifics of the event were discussed.

Mr. Johnson suggested that each trustee be assigned 5 tickets to sell. Ms. Kratz, Ms. Vaillancourt, and Mr. Desroches agreed.

#### **11. Other Business and Correspondence**

Ms. Levin announced her excitement regarding a recent large donation made by a patron to be earmarked for the purchase of hardcopy audiobook CDs.

#### **12. Next Meeting August 19, 2014**

The next regular board meeting will be held on Tuesday, August 19, 2014 at 6pm in the library.

#### **13. Motion to Adjourn**

Mr. Vaillancourt made a motion to adjourn the meeting at 7:57pm. The motion was approved 5-0-0.

*Respectfully submitted,*

*Rebecca Levin*