

**Board of Library Trustees
Minutes of Public Meeting October 22, 2014**

Provincetown Public Library

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

Members Absent: None.

Others Present: Matt Clark (Acting Library Director), Ellen C. Battaglini (Recording Secretary) and Laura Shabott (friend of the Board).

Call to Order: The meeting was called to order by Mr. Johnson at 6:01 pm.

1. **Public Comments:** Ms. Shabott commented that she thought the Library had been functioning well lately and that the public seemed satisfied. She also noted that lately there had been no negative articles in The Banner concerning the Library.

Ms. Kratz suggested that Agenda items #5 and #6 be dealt with first, as they are simply motions and can be completed quickly.

Ms. Kratz moved to reposition Agenda items #5 and #6 to follow Agenda item #2, as they are motions that can be dispensed with quickly. Mr. Desroches seconded the motion, which was approved, 5-0-0.

5. **Motion to approve payment of recording secretary to Matt Clark for September 16 and September 25:**

6. **Motion to approve payment of recording secretary for Ellen Battaglini:**

Ms. Kratz moved that the Board of Selectmen vote, as Commissioners of the Library Gift Fund (#1107), pursuant to M.G.L. c. 44, § 53A, to approve the use of the funds in the Library Gift Fund to pay for the secretarial services used at each of the Board of Trustees meetings for the taking and completion of the minutes of each meeting throughout fiscal year 2015. Mr. Borkowski seconded the motion, which was approved, 5-0-0.

2. **Approval of Minutes:**

September 16, 2014: *Mr. Desroches made a motion to approve the September 16, 2014 minutes. Ms. Vaillancourt seconded the motion, which was approved, 5-0-0.*

September 25, 2014: *Mr. Desroches made a motion to approve the September 25, 2014 minutes. Ms. Kratz seconded the motion, which was approved, 5-0-0.*

3. **Begin Planning of Annual Appeal:** Ms. Kratz suggested that a new approach for the annual appeal would be needed, as the previous years' appeals have not been very successful. She stated that there are two critical components to consider in an appeal. The

first is the content, which is what you are appealing for and is driven by the Director and what the Library needs, and how that is presented. The second is the mailing list. In the past, she and Ms. Napsha had gone through the gift works database, which contains the names of everyone who has ever contributed to the Library, and separated out those who donated more than \$100 and made sure they got a mailing. They also looked through the Town's Assessor's database to find second home owners, and others who might contribute, based on the value of their homes. They then sent this information to the Board and told them to make sure any of their friends who might contribute, or anyone else they thought might contribute, are added to the mailing list. Ms. Kratz said that after that process, you have to figure out how many pieces of mail need to be sent out. She said that the appeal letter should be sent out by Thanksgiving at the latest, for tax purposes.

Mr. Johnson asked for two Trustees to volunteer to work on the appeal letter and mailing. Mr. Desroches and Ms. Kratz volunteered. Ms. Kratz passed around last year's appeal letter. Mr. Johnson will meet with the two Trustees separately to discuss ideas and then send out a proposed appeal letter to the Board for its consideration. Mr. Clark will give some content to Mr. Desroches. The Board discussed the printing process. Mr. Clark recommended using Staples. Last year, according to Ms. Kratz, the process was rushed and Sir Speedy had to be used, which was expensive. Ms. Vaillancourt suggested looking into using a local business, The Mail Spot, for printing and mailing. The Board agreed that the appeal letter should be simple and not as busy as last year's. Mr. Johnson will research printing and postage prices. Ms. Vaillancourt will check with the Supporters about its mailing status. The Board discussed the options for preparing the appeal letter mailing and the postage issue and was sure a better rate could be found for this year's mailing.

4. Discuss meeting with Art Commission or Historical Commission regarding the missing murals: Mr. Johnson said that the murals were not on the records of Town-owned property. The Board has had a meeting with the Art Commission. Mr. Borkowski said that the murals are not under the purview of the Historical Commission or the Art Commission. He suggested that the Board had fulfilled its obligation and done its due diligence in regard to this issue and it should not be a continuing agenda item. There is an investigation currently underway. Only if any new information becomes available should the Board discuss the issue.

7. Discussion of Director Search: Mr. Johnson said that David Gardner had asked to meet with him about next steps in the search for a new Director. He wants to work with the same search committee as was used previously. Mr. Johnson requested that he be on the search committee. Ms. Kratz would also like to be on the search committee because of her past work as a librarian. Mr. Johnson discussed with Mr. Gardner whether the committee should re-evaluate prior applications or go out and solicit new applications. It was the sense of the Board thought that it was not under its purview to decide that issue. The Board makes recommendations of candidates to Mr. Gardner. Mr. Johnson will check with Mr. Gardner about scheduling a search committee meeting.

8. Discussion of building walk-through with Eric Larsen of the Provincetown Dept. of Public Works: Mr. Johnson had a handout of items from a walk-through with Mr. Larsen. It is broken down into three categories in order of importance. The carpeting is going to be done in a couple of days, in November. They will try to get two floors done for the price of one. The carpet will be laid in squares, which will be easier to install and replace, if necessary. Mr. Clark said that it will be done during the day, with only slight disruptions to the public, however a late Library opening may be necessary if problems arise. The old carpeting will be taken out completely. Jim and Mario will be trained in replacing individual squares for swapping out when damage occurs. Mr. Clark said that a total overhaul of the lighting on the lower level to the mezzanine, including exterior lighting and totaling about \$4200 worth of LED bulbs and wiring, was completed. The exterior lights should last about 3-4 years and neighbors seem to like them. He asked if the Board would like to send a thank-you note to Artie Martinez, of Quahog Electric, who donated labor to relighting the boat.

Mr. Johnson said that one of the primary concern areas was the out building. He said that it is a wreck. It is totally emptied out. It would be an expensive option, according to Mr. Larsen, costing about \$30,000-\$35,000, to knock the building down because of the way it is built and its location. A crane would be needed to accomplish the knockdown. Mr. Clark said that Mr. Larsen's suggestion is that it just be boarded up. The Board discussed the issue and the DPW recommendations. The Board wanted to take a somewhat more aggressive stance with the Town in getting repairs to the building done. The Board also wanted to make it clear to the Town that the responsibility for maintenance of the building was the Town's and not the Library's. Mr. Desroches asked if the out building was a public safety and liability concern. Mr. Johnson said that the building needed to be sealed to prevent people from getting in during the winter. The Board agreed that the concern about safety and liability should be conveyed to DPW and Mr. Gardner. Mr. Clark will contact DPW about sealing up the out building with plywood and posting a "no trespassing" sign on it.

Mr. Borkowski moved that the Board contact DPW about its concern regarding the safety and liability of the out building and ask if DPW would secure it against access. Mr. Desroches seconded the motion, which was approved, 5-0-0.

Ms. Kratz mentioned that the CPA was currently taking applications for grant money. The library building was historic and she wondered if an application could be submitted to pay for the mezzanine windows. Mr. Clark didn't know how much replacement windows would cost. Mr. Johnson said that some of the windows were coming apart in pieces and that the windows were not airtight. Mr. Clark volunteered to contact DPW and ask about the cost of replacing the mezzanine windows. Mr. Borkowski said that the Board should periodically review Mr. Larsen's list and thanked Mr. Johnson for organizing and conducting the walk-through.

Mr. Borkowski moved that the Board ask DPW to come up with a proposal to replace and repair the mezzanine windows in order that the Board can submit a grant proposal

to the Community Preservation Committee. Ms. Kratz seconded the motion, which was approved, 5-0-0.

9. **Discussion of Library staffing needs:** Mr. Johnson said he put this item on the agenda when he thought the Library would be losing its catalogue and other staff. Mr. Clark said that the Library would be losing Nan, who works 12-16 hours per week. In addition, he said that Eric would be leaving, if not right now, then within the next year. Tom, the cataloguer, will be leaving for two months around New Year's and it is not certain if he will be returning. Mr. Clark said that staff doesn't always give adequate notice when they leave or take time off. Ms. Kratz asked if anyone was trained to do Tom's cataloguing job. Mr. Clark said that he and Rebecca Levin were taking courses through CLAMS. Ms. Shabott mentioned that she had asked Mr. Clark just today for a job working at the Library. She would welcome the support of the Board for her application. Mr. Johnson suggested that there should be an employee policy in place for taking time off. The Board briefly discussed the issue.

10. **Financial Update:** Mr. Johnson said that they are working on the budget and Dan Hoort has walked them through it. The Board reviewed the budget. There were questions about the budget that the Board would like clarified by Mr. Hoort, including some salary figures. The Board thought it was a workable budget. Mr. Borkowski would like each of the categories clarified as to what is included in them. The Board discussed the 'materials' line item, which had to be a certain percentage of the budget, according to Ms. Kratz, and was state-mandated for the Library's certification. The Board discussed how to get more people to participate in donating money. Mr. Borkowski suggested that underwriting some of the costs of the Library, such as magazine subscriptions or DVD expenses, could be mentioned in the appeal letter as an idea about how to donate. He thought it best to give donors ideas about how to participate, no matter what amount of money they could donate. He added that the appeal letter could also emphasize how tight the budget is, what the budget pays for and that a donor could fund various items in the budget. The Board discussed the ideas.

Ms. Kratz said that the Library was almost out of money. They are able to pay one more debt service and that is all. The total debt service payment, paid on an annual basis, is about \$55,000. She said that there is \$36,475 in the Library Building Fund and \$48,319 in the Library Gift Fund. This equaled one year of debt service payment. The Board needed to talk to Mr. Hoort and Mr. Gardner about having the Town take over this responsibility, as the Library is a Town-owned building. It discussed strategy, including speaking with members of the Board of Selectmen and the Finance Committee. Having the Town pay the debt service would allow the money from the Library's fundraising to be earmarked for enhancing and updating the building. The Board decided that it made sense to try and put something on the Spring Town Meeting warrant. Mr. Johnson and Ms. Kratz volunteered to speak with Mr. Gardner and Mr. Hoort.

11. **Memorial Bench Request:** Ms. Kratz got a request from Annette Lopes to purchase a memorial bench in memory of her brother and wanted it to be placed on the sidewalk in front of the Library, possibly where the bike rack used to be. Mr. Johnson said that the

Board is in the process of finding out the cost of the bench. He suggested that it be located next to David Gallerani's bench, which is currently being re-painted. Ms. Kratz will contact Ms. Lopes and let her know the cost and timeframe.

Ms. Kratz asked if there was a lot of alcohol being served at Library programs. She cautioned that in the future, a one-day permit would be needed if any alcohol were to be served at an event.

Motion to Adjourn: Ms. Kratz made a motion to adjourn the meeting at 7:34 P.M., which was approved 5-0-0.

Respectfully submitted,

Ellen C. Battaglini