

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting April 14, 2009

Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Chair; Paul Benatti, Secretary; Jim Cole; and Lyn Kratz

Members Absent: Tom Boland

Others Present: Debbie DeJonker-Berry, Library Director; Mary Nicolini, Assistant Director;
Tony Zampella, and Robin Reid, SSPL

Call to Order: Mick Rudd called the meeting to order at 7:15pm

1. **Public Statements:** There were no public statements made.
2. **Minutes:** Lyn moved to accept the minutes of the March 3, 2009 BOLT meeting as amended. Paul seconded the motion. The vote passed 4-0-0.
3. **Agenda:** Deb asked for a change in the order of the agenda to accommodate Mary's schedule.
4. **Web 2.0 Presentation** – There have been two planning sessions since the last BOLT meeting, a prep session and then a strategy session to set up 3 working groups – 1) Policy, 2) Long-range planning, 3) Impact on the community. Tony stated that he was impressed with the level of participation in the group. Mick stated that this is important because it gives the library a chance to extend out to the community beyond the library walls and library's open hours. Lyn voiced concern that the site be monitored regularly. The "Communications Committee" will be a BOLT member, a staff person, and a member of the community.

MOTION: Lyn moved to create an advisory group of BOLT called the "Communications Advisory Committee" that would be comprised of library staff, a trustee, and up to three others with specific expertise in communications, Internet (development/marketing), brand awareness, and/or public relations/outreach for creating and managing a communications strategy incorporating Web 2.0 components or other methodologies to enhance the library's outreach to the community. Jim seconded the motion. The vote passed 4-0-0.

5. **Resource Development Report** – Mary reported on a timeline for the summer events and other items. She felt that the computer classes were a success with 12 participants, and the library hopes to continue it next year.
 - a. **Heritage Day (June 14)** – Mary showed and discussed the Heritage Day timeline sheet with the BOLT along with other items like the John Lennon artwork fundraiser which was discussed.

MOTION: Paul moved to approve the use of the library building on Labor Day weekend (September 7, 8, and 9) for a John Lennon book exhibit. No one seconded the motion. The vote did not pass.

Other events were discussed:

- Packard Event – September 12th or 13th?
- Schooner Regatta's use of the library building in September.
- An evening fundraising event for the library with Berta Walker during Thanksgiving weekend at her gallery.
- Friend's Book sale ongoing throughout the summer.
- Mary Oliver reading – set up task force by 5/4/09.

MOTION: Lyn moved to name the Reading Room the Marc Jacobs Reading Room. Jim seconded the motion. The vote passed 4-0-0. Brief discussion followed.

MOTION: Lyn moved to empower Mick to contact the Schooner Regatta regarding their Award Ceremony for the Gloucester/ Provincetown Schooner race at the library. Paul seconded the motion.

The vote passed 3-0-1.

- b. Cash and Gift Report** – The monthly Cash Report for the Library Building Fund Campaign reflects an increase of \$2,275 in the month of March. This included several donations in honor of both Margaret Mayo and Priscilla Randall.

6. Chair's Report –

- a. Budget/Town Meeting update** – The library stands at a 1% increase over last year. (See Director's Report for further details.)
- b. Façade Update** – The change orders were not available, so no vote was possible.

The BOLT discussed a memo to Sharon Lynn regarding the Campbell construction which will begin the end of April. The memo discussed safety issues for patrons using the library, the moving of library items on the grounds, and the two change orders.

7. Director's Report - (see Director's report below for details)

- a. Fines** – The staff met twice, exploring equitable ways to handle library fines. Further discussion about this topic will develop in future staff meetings.
- b. Patron Behavior** – BOLT discussed problem patrons and how to take control of the situation. They also discussed a revised Patron Complaint Form.

MOTION: Paul moved to adopt the attached Complaint Form for Library Staff to give to patrons. This form will be reviewed by the Library Director who will forward complaints that cannot be addressed to the Library Trustees. Lyn seconded the motion. The vote passed 4-0-0.

MOTION: Jim moved to place the following signs in the public rest rooms: Please be considerate of others and leave these Rest Rooms as clean as you have found them. Mick seconded the motion. The vote passed 4-0-0.

- c. Broadband Seminar** – Deb and Beth O'Rourke are going to a seminar on Broadband sponsored by Bill Gates.
- d. Elevator** – The elevator has failed inspection. It can be used, but the library must correct the problem in 60 days. The repair people should be at the library in the next few days.

8. New Business -

The grant application to the Hiebert Foundation is due at the end of the month.

MOTION: Mick moved to apply to the Hiebert Foundation in this funding cycle for a seed grant to leverage major donations and foundation grants to fund the final construction phase. Jim seconded the motion. The vote passed 4-0-0.

9. Other Business and Correspondence –

- 10. Next meeting -** The next meeting of the BOLT will be Tuesday, May 5, 2009.

Adjournment: Jim moved to adjourn the meeting at 9:29pm. Paul seconded the motion. The vote passed 4-0-0.

These minutes were approved by a vote of the Provincetown Library Board of Trustees present at their meeting on _____.

Respectfully submitted: _____
Library Board of Trustees signature

_____ Title

(Minutes prepared by Jean Jarrett)

Director's Report
April 2009

We have had a very productive month. This report encompasses only a tiny portion of all that has been going on. Reports are attached from the two sub-groups have been meeting from the Supporters (adult education and the Web 2.0). In addition, the CLAMS upgrade proceeded uneventfully. During school vacation week, the Town MIS Department will upgrade all the software for the public computers, attempt to allow patrons with laptops access to the laser printer, and, in the near future, move the Digital newspaper archive to the new server that was purchased by the Friends. I am in the process of getting a quote for the remaining issues to be digitized (pre 1918). Also, all the newspapers have been returned from New England Micrographics and are safe in our archives or returned to the Banner. In addition, the Chatham Library has just launched its digital newspaper project. There are more than 2,000 hits when "Provincetown" is searched.

Town Meeting has concluded so the Library budget stands at a 1% increase over last year. The Library will need to use Trust Funds again in FY2010, and it will be an incredibly lean year. The Landscaping group will meet with the architect in a couple of weeks in order to review the public comment from the traffic hearing. Because Center Street cannot be made a one-way street, the group will have to develop a new mechanism to handle bicycles. In addition, architect Martha Lyon and engineer John Bologna will be meeting to review ways to improve access to the Center Street door. This access includes parking, a bicycle rack for the disabled and water run-off. On April 15th, Associated Elevator will repair the smoke alarm and change the color of two warning lights. This will bring the elevator back to code so that it will pass inspection.

The pre-construction meeting was held last week with contractor, Greg Campbell, engineer John Bologna, Carol DiNinno and Jen Paulson from Mass. Historic, David Guertin, Brian Cowing, Mick Rudd and the Library Director. Work will begin within 3 weeks with the setting up of staging. The front doors will be closed off until construction is completed (mid-July). Solid, metal construction fencing will be placed around the front of the property. A cap over the Center Street walkway will be built allowing safe egress from the Center Street emergency exit. The concrete pad will be used for a dumpster. Bike racks and the bench will move to the opposite side of the stairs. The two closest parking spaces will be dedicated for the contractors. The building permit is in process, and the MHC sign should be in place by the end of next week. There will be two change orders presented immediately: The first to paint the lip below the belfry so that it blends and the second to paint the entire

façade. Since the façade will not be completed now, it is important to apply a coat of paint for protection. Carol DiNinno also told us that there may be as much as an addition \$20,000 in "surplus" funds that might be dedicated to our project which would mean that we will be receiving a total of \$70,000 from the Massachusetts Historical Commission's Preservation Projects Fund.

Because we are being advised by experts including Preservation Consultant Lynne Spencer, engineer John Bologna, Preservation Planner Carol DiNinno, amongst others, that the building badly needs painting before deterioration begins.

Using the proceeds of the Wet/Dry Auction, a grant request that is in the works to the Hiebert Foundation and other funds available in the Building Fund, I am requesting that the next effort the Library undertakes is painting the exterior of the Library (the remaining three sides). I would project this would to be done in the fall of 2009.

The plan for Heritage Day 2009 is the preview of the new Library film about the Town's response to the early AIDS crisis. Thanks to Assistant Director Mary Nicolini and her remarkable "script committee," the production is on schedule. The group is discussing a way to have a special exhibit of the artwork that was created by community members who lost the battle with AIDS as well. The existing kiosk will be re-modeled by Adam Levinson of Truro Designs to incorporate the new film. The needed equipment is in the building and will be tested.

In addition, Pat Bruno and Mary are working on the planning for the July 11th Wet/Dry Auction. A meeting was recently held with auctioneer Jim Bakker's whose suggestions will be incorporated to make a smooth-running event. The plan is that the live auction can be held on the second floor, with the auctioneer actually standing on the Rose Dorothea. A silent auction will take place on the same day. Mary is working with Michelle DeMarco on a potential Labor Day weekend fundraiser: an exhibit highlighting the art of John Lennon (This exhibit was held at the Unitarian Church last year and was very successful).

The Library Staff has met several times and is discussing how to handle fines on Library cards. The staff is hesitant about removing fines from patrons' cards and is discussing ways to better inform Library patrons of outstanding fines. I will be attending a two-day Gates Foundation sponsored broadband conference on April 30 with PTV Director Beth O'Rourke. We will be concentrating on raising the awareness for bandwidth for public libraries and hope that stimulus monies tied to broadband will make it as far as Provincetown.

The Staff are continuing to review the Patron Behavior policy, and many good revisions are coming from it. The Staff are meeting again on Thursday. In addition, we are having many incidents involving inappropriate use of the rest rooms by patrons (from shaving to leaving bottles in the trash receptacles). Staff has requested that we place signs about proper rest room use in each room. I would also ask that the Trustees approve of the Complaint Form (attached).

Finally, I am requesting that the Trustees approve the following Reading Room Naming Opportunity. We have received payment for the first half of the \$100,000 level and will receive the second payment by the end of 2009. The room will be named The Marc Jacobs Reading Room. Signarama will replace the generic Reading Room sign with 7-foot silver lettering for the room.

Respectfully Submitted,

Debra DeJonker-Berry, Library Director