

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting May 11, 2009
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Jim Cole

Members Absent (excused): Tom Boland, Lyn Kratz

Others Present: Assistant Director Mary Nicolini; Library Director Debra DeJonker-Berry; Tony Zampella BOLT Communications Advisory Board (CAB).

Call to Order: Mick Rudd called the meeting to order at 7:17 PM.

1. **Public Statements:** There were no public statements made
2. **Minutes: Paul Benatti moved to accept the minutes of the April 14, 2009 BOLT meeting as amended. Jim Cole seconded the motion. The vote passed 3-0-0.**

3. **Agenda:** There were no changes in the order of the agenda.

4. **Communications Advisory Board Report.** Tony Zampella reviewed with the Board the organizing document which is a recap of what has happened to date. Membership is now composed of Nancy Sirvent, Robert Schleebaum, Tony Zampella, Debra DeJonker-Berry and Mick Rudd. Robert is a programmer who has developed the site Provincetownlive.net, Nancy brings a vast amount of editorial experience with her and a knowledge of the book world, Deb represents the staff, Mick the Trustees, and Tony will guide the group strategically. The group has committed to a one-year term ending in January 2010. They will draw from other community members to augment the group's skills or other needed resources on an ad hoc basis. CAB will meet at the least monthly to develop strategic input and will recommend communications strategy to BOLT.

MOTION: Jim moved to adopt the organizational document for CAB as submitted which constitutes authorization and policy for its (CAB's) work going forward. Paul Benatti Seconded the motion. The vote passed 3-0-0.

Tony discussed the concept of a communications plan and presented the Trustees with a list of things to consider in developing a communications plan. Tony reviewed the Policy for Social Media. Mick described the proposed policy as a distillation of other libraries' policies. The proposed policy is more succinct than the others and represents the kind of community Provincetown has and also embraces the concept of self-monitoring and thus self-regulating that Web 2.0 users embrace. Paul was concerned about the amount of staff time monitoring in the summer might require. Tony explained that the plan for the launch (limiting the launch to just Facebook and planning the Blog for the fall) severely limits the opportunity for public interaction. Tony explained that Part III of the policy will be the public part because it is the part that the public needs to know.

MOTION: Paul moved to adopt the Library Policy for Social Media document. Jim seconded. The motion passed 3-0-0.

5. Chair's Report

- a. **Landscaping /Schedule Public Hearing:** Mick reported that he attended a Selectmen's meeting with Mark Forrest of Congressman Delahunt's office about the possibility of stimulus funding coming to Provincetown. Mick thought that the library may be able to access Rural Development Administration funds from Washington. He proposed that the Library pursue these funds because it is in the Town's best interests to show the Library's donors that the Trustees are making every effort to seek out funding from many different sources so that one source is not left overburdened. Mick suggested that the Trustees schedule a joint meeting with the Board of Selectmen for the purposes of a public hearing on the final draft of the landscaping plans and to ask the Board of Selectmen to approve a RDA grant application.

MOTION: Jim moved to authorize the Library Director to apply for RDA funding and to schedule a convenient and

appropriate date for a joint public hearing with the Board of Selectmen and landscape architect to review the final draft landscaping plans and submit the grant application. Paul Benatti seconded the motion. The motion passed 3-0-0.

b. Construction Update Mick reported that the scaffolding is up and that John Bologna has been on site to review progress to date.

6. Resource Development Report

a. Heritage Day Mary reported that the AIDS film covers more than 20 hours of interviews. The 20 minute film covers art, pictures and newspaper articles from that time as well. The Script Committee participation has been a very moving experience for everyone involved. The film will premier on Sunday, June 14th at 3:00 and will play on a loop throughout the day. The 20 hours of film and the transcripts will eventually be housed in the Josephine C Del Deo Heritage Archives. Pasquale Natale has prepared a poster about the film for this year's Gale Fund Gala. Mary received word today that the Gale Fund has awarded a \$2,500 grant towards next year's project which will be a continuation of the film.

b. Wet/Dry Auction Mary discussed the need for a larger committee to help with the auction and to appeal to the artistic community for volunteer help with the event which will be on Saturday, July 11.

c. Naming Opportunities Deb presented three plaques to finalize three naming opportunities.

MOTION: Jim Cole made a motion to approve all three plaques and that Deb should have all three installed. The motion was seconded by Paul Benatti. The motion passed 3-0-0

d. Cash and Gift Report Mary presented the Cash and Gift report

7. Director's Report

a. Patron Behavior Policy Deb discussed the contributions made by the Library Staff at the two Staff meetings. Andrew Aull suggested some more positive and assertive language, refined some of the points and also brought the most pressing concern, that of Staff and Patron safety to the forefront of the Staff procedures page. The key revisions recommended by the staff are: prohibition of cell phone use in the Library, prohibition of laptop use on the first floor and deletion of the section on personal hygiene from the policy page.

MOTION: Paul Benatti made a motion to approve the Patron Behavior Policy as presented in Pages 1 & 2 of the attachment. Jim Cole seconded the motion. The motion passed 3-0-0.

b. Construction Update (See under Chair's Report above.)

8. New Business: Mick notified the Board that Brian Cowing's mother Marguerite has passed away. The Board and Staff will send a letter of condolence.

9. Other Business and Correspondence: There was none.

10. Next Meeting. The next meeting will be held on Tuesday, June 16 at 7:15 PM at the Library

11. Adjourn: The meeting adjourned at 8:58 PM.

Library Director's Report May 2009

Through the work of the Communications Advisory Board (CAB), tremendous progress has been made on developing a Web 2.0 strategy. The Committee now consists of Tony Zampella, Nancy Sirvent, Robert Schleebaum, Mick Rudd, and Debra DeJonker-Berry. With the Trustees' approval, CAB plans to launch its Facebook site, work with the Tourism Director to offer a weekly Social Networking Users' Group for local businesses and non-profits and launch a new web-site which will be built on Open Source Content Management Software such as Joomla <http://www.joomla.org/> The goal now is to further develop a time-line.

As you know, the scaffolding is up, and construction will start next week. I have updated the library web-site to include information about the construction and also with Martha Lyon's final schematic design. Therefore, the Landscaping Design is ready for a public hearing, and I recommend the Trustees schedule one for sometime in the month of June. Last week, Mick Rudd attended a Selectmen's meeting with Mark Forrest and presented a request for support for the Library's landscaping. I have submitted a request to the Hiebert Charitable Foundation for the façade. Our new construction sign is ready and just needs to be picked up in Hyannis. We should hear back by the end of June.

Mary Nicolini is working very hard to finalize the plans for Heritage Day Sunday, June 14th 2009 at 3:00 PM. The film is very moving and is titled "*Safe Harbor* Provincetown: A community Responds to AIDS-The First Decade: 1983-1993." Right on Heritage Day's heels is the auction. We are looking for volunteers to help with the preparation, auction event and the break-down if you have time or know of anyone who would like to help. Stop & Shop has responded to Felicia's funding request. We should know more next month. Lyn Kratz has upgraded the library web-site. In addition, she and Mary have successfully restored operations to our Network for Good link.

In your packets are the revised Patron Behavior Policy and Procedure book. It has been a helpful process for the staff and I to go through. For our final staff meeting before the summer, the Staff hopes to meet with the Chief of Police to go over security issues.

There are several outstanding memorial and honoree plaques for donors that need to be installed at the Library. I recommend that we proceed with those and have included them in your packets.

Finally, last week I attended a conference in Newton summarizing how important libraries and their internet service are to their communities. Below is a link to a summary about that conference and to a Youtube video called "Did you know?" The video is about the exponential spread of information and is one of the most powerful videos I have ever seen. I recommend watching it.

<http://mblc.state.ma.us/mblc/news/releases/past-releases/2009/nr090504.php>

<http://www.youtube.com/watch?v=jpEnFwiqdx8>

Brian Cowing's mother passed away last week. Marguerite Cowing was the Town Treasurer for many years. Her memory is preserved in the Library's minutes in discussions with Mary O'Malley about the Library Trust Funds.

Respectfully Submitted,

Debra DeJonker-Berry,
Library Director