

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting September 22, 2009
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Jim Cole, Lyn Kratz,

Members Absent: Tom Boland (excused)

Others Present: Library Director Jan Voogd, Assistant Library Director Mary Nicolini, CAB members – Tony Zampella and Nancy Sirvent

Call to Order: Mick Rudd called the meeting to order at 7:18 PM.

1. **Public Statements:** There were no public statements.
2. **Minutes:** Lyn moved to accept the minutes of the July 15, 2009 Library Director Interview Meeting meeting. Paul seconded the motion. The vote passed 3-0-1.

Lyn moved to accept the minutes of the July 15, 2009 Library Director Interview Meeting Executive Sessions. Jim seconded the motion. The vote passed 3-0-1.

Lyn moved to accept the minutes of the July 28, 2009 BOLT Meeting as amended. Paul seconded the motion. The vote passed 4-0-0.

3. **Agenda –** There was a change in the order of the agenda, moving CAB’s report from item #9 to #5, and moving item #5 to later in the meeting.
4. **Update of Safe Harbor II:** It was stated that there is a real desire to continue telling the story of the AIDS epidemic in Provincetown 1993-present. Money from GALE is earmarked for producing Safe Harbor II. Mary detailed possible funding sources for the next phase. Lyn stated that Phase I needed finishing. Tony stated that the final interviews were being done and the final product, the “Director’s Kit”, will be completed within 30 days. There will be a script committee meeting with CAB, Mick, and Jan on September 24th at the library at noon. CAB and BOLT discussed closure of Phase I and, meeting the obligations of Phase I before moving on to Phase II
5. **CAB Report –** Tony presented the minutes from the August 14th CAB meeting and discussed some of the highlights.
 - There needs to be a completion of the handing out of the Safe Harbor DVDs to the list of participants.
 - CAB met with Jan twice in the past month.
 - There is the possibility of a strategic grant from the Cape Cod Foundation to fund the new position of Communications Coordinator. This would be a 20 hour/week position at \$25/hour. Nancy will be working on the grant which has a deadline of October 1st.
 - Tony acknowledged Lee Ciliberto for her hard work with CAB. She might have found money available from the Town’ Education Fund.
 - Banner meeting is set up for September 24th at 10pm so that the Banner can interview Jan, and also discuss programming. There is the hope that there will be a regular spot in the newspaper each week dedicated to library news and events.

6. **Chair’s Report –** has been deferred to the next agenda item due to lack of time remaining in BOLT meeting.

7. **Let’s Get It Done Strategy –** Mick presented the Provincetown Public Library 2010 Annual Town Meeting Strategy Outline to BOLT. He developed a strategic outline to look at the library building project in its entirety. Mick explained in detail the history of the library building project. The library made a commitment to the Town at Town Meeting to renovate the structure at 356 Commercial Street and make it into the town library. He stated that it is in everyone’s best interest to finish this building project, and that BOLT needed to be the group to galvanize a movement to implement the 2010 Strategic Outline at the Spring Town Meeting. BOLT then discussed topic in earnest and considered establishing a working group to advise it.”

8. **Packard Gallery Reception Wrap-up** – The event raised \$18,000.

9. **Director's Report** – submitted as written (see attached)

10. **Resource Development Report** –

a. **Cash Report** – The monthly Cash Report for the Library Building Fund Campaign reflects an increase of \$1,800.00 in the month of August.

11. **New Business** –

MOTION: Lyn moved to authorize the director, Jan Voogd, to proceed in planning and building a new office space for the Assistant Director in the room adjacent to the current Director's office, which is now a large under-utilized closet, and to use the Building Funds for the construction contingent on BOLT's approval of the project's plans and budget. Jim seconded the motion. The vote passed 4-0-0.

12. **Next Meeting** – October 20th at 7:15pm at the library.

13. **Adjournment:** Jim moved to adjourn the meeting at 9:52pm. 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)

**Library Director's Report
September 2009**

With the talented staff in place, the energetic and capable Board of Trustees, and the helpful documentation of library policies and operating procedures provided by the previous library director, the standard ongoing operations of the library have been able to continue uninterrupted. The past two months (no BOLT meeting in August) saw the successful passage of the 2009 Schooner Regatta Commodore's Award Ceremony at the Library and the Packard Gallery Reception. Author Ellen Langer gave a presentation on her latest book, *Counterclockwise*.

The Lantern and Main Gable stage of the Building Restoration Project was finished this month, with the completion of all items on the last punch list and the removal of all scaffolding and fencing. This stage's final payment for Coastal Engineering has been vouchered.

One of the new areas of focus is programming, and to that end a Provincetown Public Library Programming Strategy has been conceptualized. This strategy aims to first identify groups within the Provincetown community, both literal and figurative, demographic and theoretical, library users and yet-to-be-users, served and under-served, and then to provide agile, multifaceted programming that targets the multiplicity of these groups within the community. The programming will achieve in three layers: 1)

as content or experience that is relevant to the patron; 2) as outreach for the library to contribute to community life; and 3) as a form of survey tool to aid in the assessment of community needs.

Current research indicates that some of the groups include but are not limited to: artists/writers/musicians; long-term residents/fishing industry/maritime/Portuguese; LGBT; young adult (underserved); college-age Eastern European workers; Caribbean workers; senior citizens; un- and under-unemployed; world-wide visitors, short and long-term.

Some of the Initial Program ideas being planned or considered include:

Author Series (Ellen Langer 24 August; Suzanne Lewis 17 October; more to be determined);

Drop-in Writers' Group, Saturdays at 2pm, beginning 12 Sep; Maritime Heritage Series (Tony Hilliard, Sea Chanteys, 27 Sep; more to be determined); YA Issues Series (Janet Young, author of *The Opposite of Music*, 28 Sep; more to be determined); Live Music Series (to be determined); Book Discussion Group (Provincetown Literature Group; Group with guest speakers); Genealogy Series (Tom Ruane on Heritage database; more to be determined); Community Learning (Computer Literacy Classes, Financial Literacy Classes, ESL Classes)

We have instituted a blog, to which staff and patrons will be able to refer for information on policies, procedures, and answers to reference questions. To see the beta version, go to the following URL: <http://provincetownlibrary.wordpress.com/>

In an effort to acquaint myself with the broad range of constituencies serving and served by the PPL, I have met with representatives of SEMLS, CLAMS, MBLC, the Provincetown Museum, the Provincetown History Project, the Provincetown Historical Commission, and Cape Cod Community College Nickerson Library Special Collections. I have also been meeting with various representatives from town departments to gain proficiency in proper town accounting practices, along with gaining information as to staffing policies and procedures.

Respectfully submitted,

Jan Voogd
Library Director