

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting December 15, 2009
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Jim Cole

Members Absent: Lyn Kratz and Tom Boland (excused absence)

Others Present: Library Director Jan Voogd, Assistant Library Director Mary Nicolini

Call to Order: Mick Rudd called the meeting to order at 7:20 PM.

1. **Public Statements:** There were no public statements.
2. **Minutes:** Jim moved to accept the minutes of the November 17, 2009 BOLT Meeting as amended. Paul seconded the motion. The vote passed 3-0-0.
3. **Chair's Report –**
 - a. **Annual Appeal -** Lyn and Mick have been concentrating on getting the Annual Appeal letter finished by 12/31/09. There's a different approach this year with a newsletter instead of letter of appeal. This will include a section to return with a donation. Volunteers will stuff envelopes.
 - b. **Historic Commission -** Mick met with the Mass. Historic Commission. They gave the library \$75,000 last year. Mick updated them on the library's intentions to move forward to finish the restoration project. They were encouraging. Mick also met with the Provincetown Historical Commission, and members offered to be an ad hoc committee to help the library with a financial strategy for Town Meeting.
4. **Director's Report –** Jan presented her Director's Report (please see attached below).

There was discussion of planning a retreat for the BOLT and library staff so that the staff could get a better idea of the role of the Trustees.

The Tuesday night movies are moving ahead, even though letters to abutters still need to be mailed. There will be a meeting with the Licensing Board on 12/22/09 at 5pm at the Community Center for a special entertainment license.

Jan said that there is talk of working on the building out behind the library so that the Friends can move their book sales out there freeing up the downstairs.

Paul asked for an update on SEMLS delivery system. Jan said that its fate is still unknown, but that they should know more in the spring.

5. **Resource Development Report –**
 - a. **Community Learning Project –** This is a cooperative program between the library and the Provincetown schools where classes will be provided by the library and held at the schools for a nominal fee. Some courses will be taught by the Community Development Partnership.
 - b. **Safe Harbor II –** New stationery has been designed for the project. Catherine and Bruce are moving towards acquiring more funding.
 - c. **Cash Report –** The monthly Cash Report reflects an increase of \$2,100 in the month of November.
6. **Library Rental Policy –** The Trustees discussed liability issues and decided to table further discussion at this time.
7. **FY 2011 Budget –** Jan handed out copies of the 2011 budget to the Trustees. She focused on the major areas of change from the 2010 budget.

MOTION: Paul moved to support the FY2011 Library budget, section 610 as presented and formatted by

the Library Director with the Town Manager and the Finance Director. Jim seconded the motion. The vote passed 3-0-0.

8. Other Business and Correspondence – none

9. Next BOLT Meeting – January 19, 2010 at 7:15pm at the library.

10. Adjournment: Paul moved to adjourn the meeting at 9:13pm. Jim seconded the motion. The vote passed 3-0-0.

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 December 2009

Programming

- The schedule of courses and the infrastructure of the Provincetown Community Learning Project, a cooperative venture between the Provincetown Public Library and the Provincetown Public Schools, has been confirmed and finalized. Registration for the nominally priced (\$5-30 depending on overhead to be defrayed) classes is now open.
- The PPL Film Series, Tuesday evenings, January through March, is moving ahead. Staff have been working hard to develop this movie program, which has required much research and bureaucratic hoop-jumping for the license to provide.

- CDP Housing Rehab Program Manager Wendy Palliser gave an informational program/counseling opportunity for the public who might want to apply for the CDP housing rehab funding

Networking/Professional Development

- LyraSis Public Library Symposium, Old Sturbridge Village, MA, 4 Dec
- CLAMS Member Meeting, Hyannis, 9 Dec
- SEMLS Annual Meeting, Easton, MA 20 Nov

Operations

- Publicity: "Below the Belfry," the Library public announcements column appearing on a space-available basis in the *Banner* has been provided to the newspaper weekly, and has appeared 2 out of the last 4 weeks; PPL representatives Mary Nicolini and Diana Maher spoke about the Provincetown Community Learning Project on a Provincetown Public Schools radio program, broadcast on WOMR on Sunday, 6 Dec
- Collection Management: in addition to Better World Books, the Library is now funneling deaccessioned material to Got Books, another organization that sells books to benefit charitable entities; with increased options for weeding, the Friends Book Sale is reducing their inventory in preparation for moving into the Library's Outer Building, in order to facilitate the renovation of the Library's lower level.
- State certification: Massachusetts Board of Library Commissioners notified us that we were **0.3** percent short in meeting the materials expenditure requirement; fortunately, we were able to get a flexibility waiver on account of the library being open for so many hours per week
- CPA grant application submitted.

Other

The Library staff is very interested in getting acquainted with the work of the Library Board of Trustees and the Trustees themselves, and would welcome an opportunity to meet informally in the near future at some point.

Budget

- The FY11 Budget Review Process has begun, and has passed through the first stage of review with the Town Manager and the Town Finance Director. Current version is attached.

Respectfully submitted,
Jan Voogd
Library Director