

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Public Meeting May 25, 2010**  
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

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

**Members Absent:** Tom Boland (excused)

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

**Call to Order:** Mick Rudd called the meeting to order at 7:23 PM.

1. **Public Statements:** There were no public statements.
2. **Agenda:** Mick changed the order of the agenda to accommodate Sharon Lynn's attendance at the meeting.

**MOTION:** Paul made a motion to change the order of the agenda at the 5/25/10 meeting of the BOLT to read as follows: #1, #2, #3, #8, #9, #4, #5, #6, #7, #8, #9, #10. Jim seconded the motion. The vote passed 4-0-0.

3. **Election of New Officers:**

Lyn made a motion to nominate Mick Rudd as Board of Library Chair. Paul seconded the motion.

Jim made a motion to nominate Lyn Kratz as Board of Library Vice Chair. Paul seconded the motion.

Mick made a motion to nominate Paul Benatti as Board of Library Clerk. Lyn seconded the motion.

Jim moved to accept the nominated slate of officers to read as follows: Mick Rudd, Chair; Lyn Kratz, Vice Chair; Paul Benatti, Clerk. Lyn seconded the motion. The vote passed 4-0-0.

8. **Library Director Search** – The position has been advertised with regional associations like CLAMS, SEMLS, MBL, and Simmons College, to name a few. The deadline for the submission of applications is June 15<sup>th</sup>. Mary felt that they posted to all the major online sources as well as the local newspaper. Lyn also suggested Craig's List. BOLT discussed the process of interviewing with Sharon Lynn. It was decided that there would be two trustees, the Town Manager, and a member of the community.
9. **Building Project** – Mick gave BOLT a summary of the meeting he attended two weeks ago. He stated that the library was just under the wire of needing a Clerk of the Works. Russell Braun will be the Owner's Project Representative for this project. Sharon felt that he would be a good choice for this position. The Historical Committee is now acting as the Building Committee. It will be involved as well. Mick handed out a PPL construction project list to all present.
4. **Minutes:** Paul moved to accept the minutes of the May 12, 2010 BOLT meeting as amended. Jim seconded the motion. The vote passed 3-0-0.
5. **Director's Report** – Jan presented a Disaster Plan draft to Mick, Lyn and Mary for their review. She stated that it's a template, and that the relevant PPL data could be inserted into this standard form. It would be housed on the internet so that it would readily available to anyone with the correct security access. Lyn thanked Jan for this draft as well as preparing a comprehensive Policy & Procedure manual,

compiling important documents into two accessible and well-executed binders. Jan stated that they are works in progress and will need constant updating. Sharon Lynn took a moment to acknowledge Jan's contributions to the library, and the Trustees presented Jan with a card.

6. **Chair's Report** – Mick felt that he had already given his report during the meeting and had no further remarks.

7. **Events Planning** –

a. Heritage Day is set for Monday, June 14<sup>th</sup> at 11:30am, and will be advertised in various places.

b. Kate Clinton – reading, book signing and reception on June 23<sup>rd</sup> at 7pm.

Lyn also stated that \$18,000 was raised by Robert Duffy/Marc Jacobs with the sale of t-shirts. The money has already been deposited in the library account.

It is the wish of some members in the community that the production of the Safe Harbor documentary be expanded. In the poster for this fundraiser, the library is mentioned as Executive Producer, and Lyn felt that that sentence and the library's responsibility should be removed because the library has not been an active participant. The Trustees were in agreement. Lyn said that she wishes the project well and hopes that they are successful.

Mick stated that the Schooner Regatta event is expanding and the library's role in that event is also expanding.

10. **Other Business and Correspondence** – Paul presented copies of amendments to the Open Meeting Law. The records that have to be kept from such meetings include the meeting minutes.

**Next BOLT Meeting** – Tuesday, June 8 at 7:15pm at the library.

**Adjournment:** Lyn moved to adjourn the meeting at 9:35pm. 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)