

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting April 16, 2008

Meeting was held at the Provincetown Town Hall, 356 Commercial St.

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

Members Absent: None

Others Present: Debbie DeJonker-Berry, Library Director

Call to Order: Mick Rudd called the meeting to order at 7:25pm

1. **Public Statements:** There were no public statements.
2. **Minutes:** Paul moved to accept the minutes of the March 19th BOLT meeting as amended. Jim seconded the motion. The vote passed 3-0-1. There was no discussion.
3. **Agenda:** There were no changes.
4. **Chair's Report –**
 - a. **Budget/Town Meeting Discussion –** Mick reported that the Library budget passed with the other Town budgets during Town Meeting. The Library was one of three proposed recipients of \$50,000 from the Community Preservation Committee.
 - b. **Long-Range Plan –** Two facilitated planning sessions have taken place at the library. Jackie prepared the results of the prioritized service responses. The BOLT discussed the Library's Long-Range Planning process results. Mick and Deb commented on how well the Planning Committee worked together as a group, and also on how hard they worked.

MOTION: Lyn moved to adopt the recommended service responses, as generated by the Planning Committee (numbers 1-5 as noted below) in a memo dated April 7, 2008 from the Library Director and to authorize the Library Director to develop strategies for implementing these goals over the life of the 5-year strategic plan. Paul seconded the motion. The vote passed 4-0-0. There was no discussion.

#1 Visit a comfortable place: Physical and Virtual Places: Residents will have a safe and welcoming physical place to meet and interact with others or sit quietly and read and will have open and accessible virtual spaces that support networking.

#2. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure: Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options (combined with Connect to the Online World: Public Internet Access. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the every-growing resources and services available through the internet.)

#3 Satisfy Curiosity: Lifelong learning: Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives. (Combined with Create Young Readers: Early Literacy: Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.)

#4 Know Your Community: Community Resources and Services: Residents will have a central source for information about the wide variety of programs, services and activities provided by community agencies and organizations.

#5 Celebrate Diversity: Cultural Awareness: Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

MOTION: Lyn moved to commend the Library Committee and Bill Schneider for a thoughtful and productive planning results, and to send a letter of thanks for their service to the Library and an

invitation to continue to participate in future library endeavors. Paul seconded the motion. The vote passed 4-0-0. There was no further discussion.

c. Heritage Day Update – The library is concentrating on June 14th, and decided to focus on the interviewing of fire personnel and their memories of the fires around 1998. The public will be invited to offer their memories as well.

5. Resource Development Report –

a. Gift and Cast Report – There is \$218,481 available in unrestricted funds. There was \$1,000 deposited into the Building Gift Fund in March along with an additional \$200 deposited in the Tracy Bliss Gift Fund, \$200 into the Landscaping Fund, and \$1,000 into the Furniture Fund. Jim reported on the Supporters fundraising ideas such as the Mary Oliver reading in memory of Howie Schneider, possibly in July or August. Locations were discussed. Mick brought up the need for a Spring Appeal Letter that would highlight upcoming events.

b. Resource Development Planning: Grant Writer – Deb met with Felicia Penn to explain the library's needs. Felicia sent Deb a report that Deb shared with the BOLT. Deb would like more information on the organization that Felicia noted on her spreadsheet. Lyn felt the library needed to be more focused on what the library is expecting from the grant writer.

c. Pledge Letters – There have been some positive responses.

d. Major Gifts: Landscaping RFQ: – The BOLT discussed plans for landscaping the library grounds. Deb proposed that the library buy soil and hire someone to spread it and install Curlez to stabilize the ground and to keep it from running into the sidewalk. Then wildflower mix would be planted. Deb felt that this is a serious project that will need more professional help. It is too big a job for volunteers.

MOTION: Jim moved to authorize the Library Director to spend \$5,000 to implement the Temporary Landscaping Proposal, Item #1 of the Draft Landscaping Plans. Lyn seconded the motion. The vote passed 4-0-0. There was no further discussion.

Deb asked that the BOLT meet again next week to finalize a draft RFQ (Request for Qualification) for the Landscaping Architect. The BOLT discussed the wording of the draft.

MOTION: Paul moved to authorize the Library Director to prepare a scope of vision for an RFQ publication for the design of the landscaping of the entire grounds of the PPL. Jim seconded the motion. The vote passed 4-0-0. There was no further discussion.

6. Director's Report –

a. Building Issues & Operations-Updates: Furnace & Emergency Exterior Repairs – Deb will be directing complaints about the library directly to the DPW. Deb presented a 2-page document from Paul Holitz of the Mass. Historical Commission regarding the restoration of the library façade.

b. Josephine Del Deo Heritage Archives Construction & Draft Policy – Deb would like the library to create a plan for the public to have access to the collection. She felt the current policy needs revision and input.

c. Children's Safety Policy – Draft and Discussion – Deb stated that the library should have a Child Policy for children's safety while in the library. There was no need for such a policy before in the Freeman building because the children were in plain view of the circulation desk.

MOTION: Paul moved to approve the Unattended Children Policy as presented by the Library Director. Lyn seconded the motion. The vote passed 4-0-0. There was no further discussion.

d. Website – Deb stated that the website will be up and running by the end of the week of April 20th.

7. New Business: Deb presented the job description for the new Resource Development staff position. The BOLT discussed the job description and advertising for the position. Mick stated that the position has been accepted at

Town Meeting so the library is free to move forward. Lyn mentioned advertising in ALA and other non-free publications.

MOTION: Lyn moved to approve the job description as set for the in Draft 4-15-08 for the position of Assistant Director/Director of Development, and to authorize the Library Director to initiate the advertising and hiring process. Paul seconded the motion. The vote passed 4-0-0.

Discussion: Responses will go to Town Hall. The library will organize the interviews. Closing date will be in a month. The BOLT will schedule a meeting to set up the search committee.

Summer Planning – The PPL might be short-handed this summer if Karen finds a job and leaves before her ending date. There will be no extra open hours. The BOLT discussed the possibility of cutting the children’s programs that occur outside of the library.

Public Libraries Fund – Deb stated that \$7,000 might be cut. Deb informed the BOLT that the extra custodial coverage has not been successful. Brian Cowing has offered to come and fill, giving him overtime. Deb felt it would be better to give the hours to Brian than try someone new.

8. Other Business and Correspondence -

With Town Hall closed, the library might be getting more request for rentals for meetings.

The BOLT needs to be ready on Election Day with stickers to write in Trustees on the ballots.

Deb presented a large-format time-line display for the box out front to house upcoming events.

The next meeting of the BOLT will be at May 21st at 7:15pm.

Adjournment: Paul moved to adjourn the meeting at 10:03pm. Lyn 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)