

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting January 17, 2012

Meeting was held at the Provincetown Public Library, 356 Commercial St.

Members Present: Tom Boland, Patsy Greene, EveLyn Kratz, Mick Rudd

Members Absent: Mary-Jo Avellar

Others Present: Cheryl Napsha, Library Director; Matt Clark, Marketing and Program Director; Susan Avellar; Cheryl Andrews.

Call to Order: Chairman Kratz called the meeting to order at 6:02 pm.

1. Public Statements: None

2. Agenda Order: No changes.

3. Approval of Minutes

Mr. Rudd made a motion to approve the December 20, 2011 minutes. Ms. Greene seconded the motion, which was approved 3-0-0.

Mr. Boland entered at 6:07.

4. Provincetown Yacht Club/Great Provincetown Schooner Regatta

Ms. Andrews and Ms. Avellar discussed the annual Governor's Reception that is traditionally held at the library. They expressed interest in adding display cases in some part of the library where the racing cups could be displayed.

Mr. Rudd moved to authorize the director to explore possibilities of displaying the trophy. Ms. Greene seconded the motion, which was approved 4-0-0.

5. Director's Report

The full report is attached.

Ms. Napsha introduced Mr. Clark, the library's new Marketing and Program Director. Ms. Clark discussed his work thus far and answered questions about programming.

There was discussion on the position that is currently open.

6. Financial Report

Ms. Kratz reported that the library raised \$65,733 in 2011. She will provide a full annual report at a later date.

7. Grand Opening Planning Update

Talk centered around the April 14 reception and details on how best to showcase the library and thank the town for their support through the years.

Mr. Boland left at 7:35.

8. Resource Development

This discussion was tabled until the next meeting.

9. Board Seat Vacancies

Mr. Boland is not running for re-election for another term on the Board, due to other commitments. There are 3 positions open for the coming election.

10. Other Business:

None.

11. Next Meeting:

The next meeting will be Tuesday, February 21 at 6 pm in the Bowsprit Room.

12. Adjournment:

Mr. Rudd moved to adjourn the meeting at 8:02 pm. Ms. Greene seconded the motion, which was approved 3-0-0.

*Respectfully submitted,
Cheryl Napsha, Director*

Provincetown Public Library

**Director's Report
December 16- January 13, 2011**

**“Imagination is more important than knowledge. Knowledge is limited.
Imagination encircles the world.”**

Albert Einstein

LIBRARY CONSTRUCTION

The punch list was completed last month. I still have some issues with some of the exterior brickwork, but they're relatively minor details. I hope to have them addressed this spring.

We're awaiting the arrival of the HVAC unit and completion of the project. The expected date for installation is late January, so it's possible that the project will be completed by the end of February.

PROGRAMMING

From Matt:

This month, the library is proud to announce the beginning of a unique partnership with the Provincetown Fitness Challenge for the duration of the program in early April. This year's Challenge has 95 members registered, and the partnership will give the library exposure to a whole new segment of patrons. We will use this joint venture as part of our new effort to become better involved in the community, while hosting three officially scheduled Fitness Challenge events each week:

Thursday Morning Community Run and Coffee Hour- Our group will meet in the library lobby weekly on Thursday mornings at 8:30 for a run/walk. There are 3 routes, 1-mile, 3-mile and 5-mile, led by me. The activity will be directly followed by a coffee/ newspaper hour in the Marc Jacobs Reading Room. All experience levels are welcome to beat the cold, enjoy a run, and get fit! The run is free of charge, and open to all comers.

Provincetown Fitness Challenge Pot Luck Dinners- Held each Tuesday night at 6:30. Weekly speakers are planned, and the dinner be held in the second floor.

Provincetown Fitness Challenge Weekly Food Check In- Monday nights at 6:30. Weekly Food Check in for members of the Provincetown Fitness Challenge that will meet in the Marc Jacobs Reading Room.

On Thursday, January 12 Katie Reed of FarmMaid Organic Foods Inc. presented the film "Forks Over Knives," and hosted a presentation featuring the foods highlighted in the movie. Forty-five people attended, and their feedback was overwhelmingly positive. They enjoyed sampling the variety of foods provided and are excited about the increased library programming. This was the first of what we hope will be many visits by Katie to our library providing free organic cooking classes and tips.

Authors Max Grinnell and Chip Bishop have been scheduled to make appearances next month at the library. Max Grinnell is a writer and urbanologist who will speak on February 10th about his various travels and adventures. He is also hosting a writing competition with prizes going to the best entries. Chip Bishop is a Mashpee native and author of the book "The Lion and the Journalist," which is the true story of the friendship between his uncle and President Theodore Roosevelt. Mr. Bishop will present his book on February 23rd at 6:30 PM.

Thanks to Beth O'Rourke's instruction and willingness to train me in multiple film editing programs, I have been able to complete a 35 second introduction that will be used for all library programming shown on PTV. I have been able to learn filming techniques as well, and will now begin recording the various programs we will host at the library to create original content for the station.

I have worked with Lisa Colley from the Provincetown Public Schools after-school enrichment program in order to host her students 2 days per week beginning at the end of January. The library is tentatively scheduled to host a bead making course and a creative writing course in the children's library in the afternoons. We will provide snacks to the kids, who will be transported over to our building by Lisa and her staff using the school's activity bus. The program has a built-in audience, and will be an exciting and manageable start to our partnership with the public school system.

Brandon Motta of the Recreation Department and I have come together to collaborate on a school vacation week program to be held during the February

break. The library will host his kids from 1 to 3 PM February 20-24, and will provide snacks, story time, and an activity each day they are here. I'm very appreciative to Brandon for letting us be a part of this program, and will put a great effort in here to make sure that these kids want to come back to visit the library.

For the next 6 weeks, the Pre-School and Kindergarten classes at Provincetown Elementary will be studying a "People in the Community" unit. The library will be included in this curriculum by presenting "Construction Day," complete with a story, activity, snack, and presentation by Abbie Our of the Robert B. Our Company. RBO Co. has been extremely helpful in getting this program together, and will even be bringing replica hard hats to give out to the students. I am working with Sandy Bostwick to schedule a date that works for her to bring her classes to the library during the next month.

Finally, all of the above mentioned programs will have food, drinks, and the necessary supplies donated through new partnerships with Wired Puppy coffee, Far Land Provisions, and Stop 'n Shop. All three businesses have been very generous to the library, and will greatly enrich and improve our new programming through their contributions.

OTHER ACTIVITY

Matt also met with a focus group of students from Nauset High School. One of the more interesting ideas was that students are looking for SAT prep, even if they have to pay for it. He spoke with one of the administrators at the Fine Arts Work Center to explore the possibility of the FAWC fellows tutoring students in writing or SAT prep. The students are also interested in video games, and Matt is investigating ways to get a large screen TV for that purpose.

As you can see from Matt's report, he's doing an incredible job of building partnerships and relationships throughout the community. I'm so pleased with all that he's accomplished in such a short time, and look forward to seeing our programming develop in the coming months.

We continue to offer our Born to Read program on the 2nd and 4th Fridays of the month. Although the groups are small, they're getting a top quality program that incorporates early learning techniques with storytelling and crafts. There's a dedicated audience of very small people who enjoy this program.

On the Fridays that we're not offering Born to Read, we just partnered with the Cape Cod Children's Place to offer our space for a preschool playgroup. It's another opportunity to get children in the building and connect them to our books, so I'm very pleased.

We've been short-staffed during the holidays and as a result of one of our staff being hospitalized. I've been spending more time at the Circulation Desk, which I greatly enjoy. It's fun to finally get time to spend with patrons and staff.

As you know, we had a consultant here two months ago to evaluate and weed the children's collection. Since then I've been working on purchasing new materials to fill in the gaps of the collection that were defined. There's been an influx of children's materials, with many more to come. One of the areas of greatest need was the Easy Reader collection, which has a controlled vocabulary and is suitable for children just learning to read on their own. There are typically 3 levels of Easy Readers, beginning with books with only 1 short sentence on a page, and allowing children to develop to books with a paragraph on a page. Our consultant weeded out the majority of the collection as it was worn and/or out of date. I purchased a large amount of books at the 3 levels of reading and am looking forward to a bright new collection. Our new collaboration with the school should increase the interest and use of all the children's collections.

I learned to use the Cataloging and Acquisitions modules of our automated system and, along with the Technical Services staff, am working hard to eliminate the backlog of materials that have been purchased.

I presented the library's FY13 budget to the Town Manager and Finance Director in December, and we reached consensus on the total. Earlier this month I presented the budget to the Board of Selectmen, who approved it as presented.

Recently we posted an advertisement for the position of Public and Member Services Coordinator. I had the opportunity to interview one qualified applicant, and am scheduled to meet with another candidate in the coming days.

At an earlier meeting we discussed purchasing a sign for the front lawn that identifies the library. I met with one of the owners of a Cape sign company and developed specifications. At the meeting I will show you preliminary mock-ups of the proposed sign.

I've been having some challenges getting our security system to work correctly. After many phone calls and several visits, I think I now know how to operate the

system correctly. In addition, the company has scheduled a maintenance person to adjust the cameras and replace one camera that is not working correctly. This will improve security for our staff and patrons.

Our former maintenance person, Brian, was re-assigned to another building. We now have Bobbie Jo, a delightful young woman who is doing an excellent job of maintaining the building.