

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting September 17, 2012

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

Members Present: Patsy Greene, EveLyn Kratz, Donna Vaillancourt, Louise Venden

Members Absent: Mick Rudd (Excused)

Others Present: Cheryl Napsha, Library Director; Sharon Lynn, Town Manager; David Gardner, Assistant Town Manager.

Call to Order: Chairman Kratz called the meeting to order at 6:04 pm.

1. Public Statements: None

2. Agenda Order: Ms. Venden made a motion to change agenda item #9 to #6. Ms. Greene seconded the motion, which was approved 4-0-0.

3. Approval of Minutes

Ms. Vaillancourt made a motion to approve the August 20, 2012 minutes. Ms. Venden seconded the motion, which was approved 4-0-0.

4. Director's Report

Ms. Kratz complimented the library's active programming schedule. The other board members agreed that programming was successful.

Ms. Greene asked for more information on the upcoming library collaboration with Jay Critchley's "Ten Days That Shook the World." The event will take place at the Herring Cove Bath House, which is scheduled for demolition. The library will host an Open Mic event there as part of the activities.

Ms. Kratz was pleased that the children's computers have been re-configured to restrict their use to children for safety reasons.

Ms. Kratz was interested in "The Hollywood Librarian" film screening at the library. Ms. Napsha added that the filmmaker, Annie Seidl, would be there for discussion following the film.

Ms. Venden noted that she had heard author Ira Wood speak on other occasions, and that this will make a great program for our library.

5. Update on Fundraiser

Ms. Vaillancourt provided an update on the library's fundraiser scheduled for October 6, 2012 from 4-7 pm.

Ms. Napsha was asked to contact the Licensing Department to get information on where a banner could be hung, and to make arrangements for that to happen. The posters for the event have arrived, and the cards should be arriving within the next two days. The banner will arrive within the week.

Approximately 32 volunteers will be needed to staff the event. Each board member is charged with commandeering at least 5-6 volunteers.

The board made the decision that staff should be invited as honored guests along with their significant others, as acknowledgement for the excellent work that they do.

Sharon Lynn and David Gardner entered the room at 6:35.

6. Other Business and Correspondence

Ms. Kratz referenced a letter that the Board received from the Bicycle Committee demanding that the bike racks on Commercial Street be removed, as they violated the Americans with Disabilities Act when bicycles were parked improperly.

She informed the Board that the Bicycle Committee had sent a similar letter last year and that the Board of Library Trustees met with the town's Board of Selectmen on the issue. At that meeting an email from architect Mark Almeda was shared stating that removal of the bike racks would cost approximately \$8,000. The Selectmen, who are responsible for the property, made the decision to maintain the bike racks as is. That information was conveyed to the Bicycle Committee at that time.

The Board discussed options for solving the problem. The most expedient solution would be to have DPW remove the bike racks and have a bench installed on top of that area. DPW would remove them in a way that the appearance of the area would not be compromised.

Ms. Lynn reminded the Board that the Selectmen own the building, and that the Library Trustees need to have a joint meeting with the Selectmen to discuss solutions to the problem.

There was general discussion about adding a bike rack in the Center Street parking space closest to Commercial Street, as the Bicycle Committee suggested. Ms. Lynn stated that that was the Selectmen's realm.

Ms. Greene made a motion to recommend removal of the bicycle racks on Commercial Street in response to the request from the Bicycle Committee and Disability Commission, and that an alternate site be recommended at the corner of Center and Commercial streets. Ms. Vaillancourt seconded the motion, which was approved 4-0-0.

Ms. Venden made a motion to add a bench in place of the bicycle rack. Ms. Greene seconded the motion, which was approved 4-0-0.

Ms. Lynn and Mr. Gardner exited the room at 7:10.

Ms. Kratz reviewed with the Board the memo regarding the upcoming Mass Library Trustee meeting. Ms. Napsha stated that due to the distance of the meeting and the content of the program, it wasn't imperative that Board members attend.

7. Review Community Event Policy

Ms. Kratz remarked on the need to work on a marketing plan which will work in conjunction with the event policy. Ms. Venden volunteered to be point person for developing rental opportunities for library space.

The discussion on the policy was tabled until the next meeting.

8. Schedule Long Range Planning Session.

Ms. Kratz would like to have an initial meeting before the end of October. She requested that all board members check their schedules to coordinate open days.

Christie Hardwick has tentatively agreed to serve as moderator for the plan. There will be need to coordinate with her schedule, as she travels frequently for her consulting work.

9. Plan Winter Appeal

Ms. Kratz noted that it was important to have an end-of-year appeal prepared in a timely fashion. The Board discussed the tone and content of the appeal letter. It was agreed that Ms. Napsha would draft a letter for Board review.

10. Next Meeting

The Next meeting will be Monday, October 15 at 6 pm at the library.

11. Adjournment

Ms. Venden moved to adjourn the meeting at 7:38 pm. The motion was approved 4-0-0.

Respectfully submitted, Cheryl Napsha

**Provincetown Public Library
Director's Report
August 18- September 13, 2012**

“Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek.”

President Barack Obama

PROGRAMMING

From Matt:

Children's Programming:

The Animal World Experience on August 22 was very well attended with a crowd of over 25 people. The 90 minute program featured seven live animals that the audience was able to pet and interact with as part of this fun end of summer program.

Despite the Recreation Department skipping the event at the last minute due to weather concerns, Ranger Jon Way of the National Seashore still had fifteen people attend his whale program on August 28. Jon brought actual whale bones among other items which the kids really enjoyed. This was Jon's third trip to the Library since June, and we look forward to continuing to work with him on children's programming.

The Library's nine week collaborative Activity Hour with the Recreation Department concluded at the end of August. Attendance for this Monday morning program saw very impressive numbers ranging from 20 to 45 kids composed of both visitors and locals. The kids were entertained with movies, games, educational presentations, and even two "fitness days with Trainer Tim." The Library has received an extremely positive reaction from the community on the work we did to ensure our building was used by children during the busy summer months.

Lucy Gilmore also concluded her summer children's story hour programming at the end of August. Every Friday at 10:30, Lucy regularly had over ten people attend her group. Lucy is scheduled to begin her story hour again in mid-September.

Author Appearances:

The Library had several author appearances in August from a wide range of writers both local and national.

On August 21 author Todd Pittinsky presented his book *Us Plus Them*. He had twelve people attend.

Michael Cunningham filled the Marc Jacobs room with an audience of over 94 for his appearance at the Library on August 30. Cunningham opted to read an unpublished,

original piece he is working on, which was a rare experience for everyone in the room. The event has been taped and will be on PTV next week.

Community Programs:

Ken Gloss had a great turnout of 35 people for his program entitled "Is There Value in Your Old and Rare Books?" Ken, who has appeared on Antiques Road Show and also owns his own antique book shop, was very engaging and gave an excellent presentation. He even appraised a book from an audience member at \$1500!

The Swim for Life Prayer Reading on August 26 was a very special event for the Library, and brought some great exposure to the building thanks to the beautiful exhibit Jay Critchley set up on our front lawn. Over 50 people helped with the meditative ceremony on a sunny Sunday afternoon. The Library will collaborate with Jay again for our October 3 Open Mic night event being held at the Herring Cove Bath House.

Richard Ferland gave an interesting presentation on traveling to China on August 31. He had 17 people come to his program.

The Library held our second Open Mic Night in the Marc Jacobs Room on September 6. Writers both visiting and local, including Mailer Center residents came out to support the event and read their original pieces. 22 attended the event.

Free Movie Nights have continued to run with a steady attendance rate. We have moved the event back into the Marc Jacobs Room.

Tech Help with Rebecca Levin has also continued to help the community with their computer/e-reader questions each Thursday. This month, the Library will begin an increased focus on Tech Outreach in town by sending Rebecca to Seashore Point and the Council on Aging to conduct help sessions.

Upcoming Programs:

National Seashore Ranger Education Program
Wednesday, September 19 10:00 am

Eco System Club Enrichment Program
Mondays starting on September 24 3:15 pm
Grades: 1-4

Born to Read Children's Story Hour
September 14, 21, 28 (Fridays) 10:30 am

Sign Up and Sign Out Week September 24-28

Building Provincetown Presentation with David Dunlap
Thursday, September 13 6:30 pm

Author Ira Wood
Thursday, September 27 6:30 pm

Free Movie Nights
Wednesdays in September 6:00 pm

Seashore Point E-Reader/Tech Help Hour
Monday, September 17 10:00 am

Provincetown Council on Aging Tech Help Visit
Wednesday, September 19 1:00 pm

PC Virus Seminar with Billy the Computer Guy
Thursday, September 20 6:00 pm

E-Reader/Tech Basics
Thursdays in September 10:00-11:00 am

From Rebecca:

The dress-up clothes and treasure chest have arrived at last. By the time you read this, they will have found their home in the Children's area to the enjoyment of many. I am very excited to have played a part in fulfilling one of Cheryl's goals for this library.

Matt and I have been in communication on another addition to the children's section, a teaching aquarium. In preparation for the Eco System Club Enrichment Program, we have been researching fish and aquarium basics in the hopes of providing a very interactive learning experience.

Soon after the enrichment program starts, further outreach to our younger population will bring instruction on Freegal and Freading to grades three through eight at the elementary school.

The E-Reader/ Tech Help Hour at the library has been going strong and will be extended to new locations to reach a wider demographic. At 1pm on Wednesday, September 19th the workshop will visit the COA. A semi-monthly E-Reader/Tech Help Hour at Seashore Point will begin on Monday, September 17th at its usual 10am timeslot.

The recent abundance of new library cards, in addition to demonstrating the strength of our new policy, brought up an interesting issue this month. As we passed into a new sequence of card numbers, we found that the new numbers were being accepted by neither the computer reservation system nor either of our E-book providers. Through discussions with the main CLAMS office and with Jaimex (our Envisionware provider) not only was the problem resolved, but I gained a much better understanding of the system and the skills to maintain it.

As a result of those skills learned and the understanding gained, I was able to re-restrict our Family Computers upstairs. They are now set up to accept only Staff, Young Adult and Juvenile patron cards, along with Juvenile temporary card numbers. This should make it so that any of us with fine-exempt or institution cards will still be able to access the computers without trouble, while the typical adult patron or visitor will not have access without the assistance of a child. With hope, this will remove the pressure and confrontations associated with policing the Family Computers.

While the research oriented reference questions have quieted down a bit in the last month, I have been happy assist a great number of patrons and visitors with their Facebook, email, and printing questions and difficulties. I am finding as well, that more patrons are seeking me out for tablet and E-Reader assistance outside of my Thursday workshops and have had a few private tutoring sessions with happy results.

OTHER INFORMATION

The Bicycle Committee requested that the library remove the bicycle racks in front of the building. The Board of Selectmen approved the BoLT recommendation to remove the racks. This should happen in the near future.

The annual State Aid forms come in two parts. I recently completed the first part, which deals with statistics- circulation, collection, usage, etc. Currently I'm working on the more challenging section, which is the financial report. I attended a workshop at Brewster to gain insight into the forms, which require input from the town's Finance Manager and Town Manager.

I've begun work on the FY 14 budget, which will be due to the Town Manager sometime around Thanksgiving.

Matt and I have been assisting the Board with their annual fundraising party. The planning has inspired a great amount of creativity, some of which requires more time than we have available before the party on October 6, but which is being reserved for a future party.

I attended the 2nd part of a continuing education seminar sponsored by the town on the Open Meeting Law Act. It's a very complex law that will impact the board in how it communicates information among itself and with the public.