

## **TOWN OF PROVINCETOWN**

### **Public Library Board of Library Trustees**

#### **Minutes of Public Meeting October 15, 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

**Others Present:** Cheryl Napsha, Library Director

**Call to Order:** Chairman Kratz called the meeting to order at 6:05 pm.

**1. Public Statements:** None

**2. Agenda Order:** No changes

#### **3. Approval of Minutes**

Ms. Greene made a motion to approve the September 17, 2012 minutes. Ms. Venden seconded the motion, which was approved 4-0-0.

#### **4. Director's Report**

Ms. Kratz noted that the Board of Selectmen had voted to remove the bicycle racks from the front of the library. This will be done later in the fall by DPW.

Ms. Napsha added that an individual would like to donate funds for a bench for the front of the library where the bicycle racks currently reside.

Ms. Kratz shared her letter to the Massachusetts Board of Library Commissioners. Ms. Napsha discussed the waiver process.

*Mr. Rudd entered the room at 7:00.*

#### **5. Fall Fund Raiser Party Wrap-Up**

Ms. Vaillancourt gave an overview of the party, providing details on the process of volunteers, caterers, and the 50/50 raffle. Ms. Kratz provided a spreadsheet with the preliminary financial information. She noted that the Supporters had paid all expenses for the party.

Mr. Rudd made a motion to thank the Supporters for sponsoring this event. Ms. Greene seconded the motion, which was approved 5-0-0.

#### **6. Review Community Event Policy**

Ms. Kratz expressed the wish to convene a subcommittee to work on that policy. Ms. Greene volunteered to serve on the subcommittee with Ms. Kratz and Ms. Napsha.

### **7. Schedule Long Range Planning Session**

The Session is scheduled for Saturday, January 19 at 9 am in the Bowsprit Room. Christie Hardwick will serve as moderator for the process.

### **8. Plan Winter Annual Appeal**

Ms. Napsha offered to draft a letter, which Ms. Venden would edit. The decision was made that the letter should be in people's mailboxes by mid-November. Ms. Kratz suggested that the Board try to develop other fundraising opportunities, including stocks.

### **9. Marketing of the Library Strategy**

This item was tabled.

### **10. Film Festival Reading Room rental request**

Ms. Kratz reported that the Provincetown Film Festival has expressed interest in using the Marc Jacobs Reading Room for next year's festival. They requested use from 10 am until 10 pm for a 4 day period. Ms. Napsha determined that it was not reasonable to make that room off-limits during all library hours for 4 days, so Ms. Kratz counter-offered the room from 5 pm until 10 pm for 4 days. The PFF responded that it is too early in their process to make a final decision, but that they would take this under consideration.

### **11. Other Business & Correspondence**

None.

### **12. Next Meeting**

The next meeting of the Board of Library Trustees will be held on Monday, November 19 at 6 pm in the library.

### **13. Motion to Adjourn**

Ms. Venden made a motion to adjourn the meeting at 7:41. The motion was approved 5-0-0.

*Respectfully submitted,  
Cheryl Napsha*

**Provincetown Public Library  
Director's Report  
September 14 – October 8, 2012**

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**“(Librarians are) the secret masters of the universe. They control information.”**  
*Author Spider Robinson, 1948-*

**PROGRAMMING**

*From Matt Clark, Marketing & Program Director:*

**Thursday, September 13: David Dunlap of Building Provincetown**

New York Times writer David Dunlap, who is also the man behind the historic housing website **Building Provincetown**, gave a presentation in the Marc Jacobs Room. The event ran almost a full two hours and had an audience of 23 people. David used a projector to demonstrate his site in real time and to look up properties mentioned by members of the audience.

**Friday, September 14, 21, and 27: Born to Read Children's Story Hour**

Lucy Gilmore made three trips to the Library this month to present her Born to Read program on Friday mornings in the Children's Area. Lucy has a loyal group that turned out each week to attend her planned curriculum. This fall the group has more toddlers, so Lucy has borrowed soft climbing and play structures from the Cape Cod Children's Center.

**Monday, September 17: Tech Help Visit to Seashore Point**

The Library's collaborative Tech Help hour held at Seashore Point began on September 17. Rebecca Levin is scheduled to visit the retirement community on the first and third Monday of each month through the end of the year. The class, which is held in the Point Room on Seashore Point's second floor had three residents attend. Rebecca was able to help all three people with their various technology questions. We will continue to attempt to improve the program and find ways to continually become more effective each time we visit.

**Tuesday, September 18: *The Hollywood Librarian***

Screening of the movie *The Hollywood Librarian* was held in the Marc Jacobs Reading Room before an audience of 11 people. *The Hollywood Librarian* is a documentary which examines the role of librarians in American film and in the real world. The film's creator, Annie Siedl also was present at the Library to answer questions from the crowd at the conclusion of the program.

**Wednesday, September 19: National Seashore Park Ranger Education Program**

Ranger Glenn Mitchell visited the Library on the morning of September 19 in what was originally planned as a field trip to our building by Sandy Bostwick's kindergarten class from Provincetown Elementary School. Sandy had an issue with the school's bus the morning of the program, so Glenn and I instead traveled to Provincetown Elementary. Glenn was a good sport about the last minute location change, and gave his presentation to eleven students. He brought animal bones, skins, and shells, all of which the kids found very exciting. We plan to have one field trip per month for the duration of the school year and will plan for the subject matter to be relevant to what the kids are learning in the classroom.

### **Wednesday, September 19: Council on Aging Tech Help Outreach Visit**

Member Services Coordinator Rebecca Levin Visited the Council on Aging to conduct a help session as part of the Library's revamped effort to provide the aging members of our community with increased technology outreach. Six people attended the program, and she received positive reviews from Council on Aging administration. We are hoping to plan another visit to the COA for this month.

### **Thursday, September 27: Author Ira Wood**

Wellfleet author Ira Wood read from his new book *You're Married to HER?* in the Marc Jacobs room for an audience of 13 people. The crowd really enjoyed the humorous excerpts that he shared. After an hour of reading, he held a brief question and answer session for which nearly everyone stayed. Ira also sold and autographed several copies of his book.

### **Monday, October 1 and October 17: Seashore Point Tech Help Visit**

Rebecca Levin traveled to Seashore Point retirement community twice this month to host the Library's October technology help outreach visits. In her first visit to the building she had two people attend her event and focused mainly on laptop computers. In an attempt to increase attendance, we will hold the next tech help hour at 7:00 pm on October 17 as Beth Chapman has advised this time slot may work better for residents.

### **Mondays in September and October: Eco System Club Enrichment Program**

The Library's collaborative after school enrichment program with Provincetown Schools began on September 24 and has met twice since its initial date. Rebecca Levin has handled the curriculum and overseen the visits of sixteen students between the ages of 6 and 10. Rebecca has been helped with additional supervision provided by library staff Susan Packard and Martha Hyams, both of whom are experienced teachers. The course has focused on the set-up of a fish tank so far, and fish will be added next week. The Friends of the Library are providing funding for all of the necessary supplies, which have cost roughly \$275 to date.

### **Wednesdays in September and October: Free Movie Nights**

Free Movie Nights have been moved back into the Marc Jacobs Reading Room for the Fall/Winter season at the Library. Regular attendees have returned after a busy summer, and have seen the following films:

September 19: *A Separation*

September 26: *The Best Exotic Marigold Hotel*

October 3: *Snow White and the Huntsman*

### **October 2-15: Provincetown Schools Freegal/Freading Presentations**

Rebecca and I have been visiting the Provincetown Public Schools to give tutorials on the Library's Freegal and Freading services to students of all ages. Freegal and Freading are digital music and ebook databases that all Provincetown Library CLAMS card holders have access to free of charge. This is the final step in a monthlong effort to register all Provincetown students for CLAMS cards and also to exhibit all of the resources to which they have access.

### **Wednesday, October 3: Open Mic Night at Herring Cove**

The Library's collaborative Open Mic event with the 10 Days of Art Festival was held at the Herring Cove Bath House. Despite some challenging weather, over thirty people attended the event which featured ten original acts. Poems, short stories, plays, and songs were performed in the main hall of the building under a unique blend of lighting and artistic scenery. There was a brief intermission featuring wine, coffee, tea, and light snacks. The program ran for roughly two hours.

#### **Thursday, October 4: Cape Cod Medical Reserve Corps Outreach Event**

The Lower Level Program Room was utilized by the Cape Cod Medical Reserve Corps for a day-long outreach event Thursday. The goal of the program was to mobilize local residents for response to natural disasters and other events that could potentially be dangerous to our town. The event was organized by Provincetown Public Health & Safety Officer Morgan Clark.

#### **Upcoming Events:**

***Old Lesbians and Their Brief Moments of Fame***

**Tuesday, October 9, 2:00 pm**

**ViRAGO in Concert**

**Friday, October 12 & Saturday, October 13 7:00 pm**

**Sam Baltrusis: Ghosts of Boston: Haunts of the Hub**

**Thursday, October 18, 6:30 pm**

**Multiple Sclerosis Presentation with Yvonne deSousa**

**Thursday, October 25, 6:00 pm**

**Born to Read Children's Story Hour**

**October 12, 19, 26 (Fridays), 10:30 am**

**E-Reader/Tech Basics**

**Thursdays in October, 10:00-11:00 am**

**Free Movie Nights**

**Wednesdays in October, 6:00 pm**

October 10: *The Five Year Engagement* (124 Minutes)

October 17: *Moonrise Kingdom* (94 Minutes)

October 24: *Hocus Pocus* (Family Night) (96 Minutes)

October 31: *The Thing* (109 Minutes)

**Free Video Workshop sponsored by PTV**

**Thursday, October 11, 6:00 pm**

**Scrabble Club**

**Tuesday, October 16, 23, & 30, 6:30 pm**

**Bowsprit Room Knitting Group**

**Friday October 19 and 26, 12:00 pm**

**Thursday Morning Community Walk/Run and Coffee Hour**

**Thursday, October 18 & 25, 8:30 am**

*From Rebecca Levin, Public & Member Services Coordinator:*

The last month has been a wonderfully busy one, full of outreach and new programs. The Ecosystem Enrichment Club is going marvelously, thanks to the help of Martha and Susan P. We expect to have the aquarium ready for its first fish on October 15<sup>th</sup>. All sixteen children got a chance to be a part of setting up the tank last week, after learning about what an aquarium needs. With many projects in the works, we expect this to be a colorful winter at the library.

While the numbers at my new Seashore Point Tech Hour cannot hope to match those of the Ecosystem Enrichment Club, I am happy to report that the lower group size has allowed for one-on-one help for a variety of technological media. I've been able to answer questions about tablets, Mac programs, and new telephone answering machines alike. Next month we will be trying out an evening session to see if a later time slot attracts more interest.

At the Council on Aging, I had a lovely time teaching six people all I know about E-Readers and some of the best free apps available for tablets and smartphones. The group seemed very pleased and I was happy to be able to move through such a wide variety of material. It was a very positive experience.

As I am sure Matt has mentioned, we have been working to make sure that all of the Provincetown Public School students have library cards and know of all the wonderful things available through our library. In addition to touring the library, each grade is taking time to learn about Freegal and Freading with us at the schools Mac Lab.

In addition to the new tech help outreach, I have had the opportunity to schedule some private tutoring sessions with a couple of individuals very new to tablets and computer technology in general. Words cannot express how happy it makes me to see a woman, who during the summer brought an assistant to help her look at websites, send her first emails and even place international orders online. I feel very privileged to be a part of her learning process.

I am pleased as well, to report that we have received some technology donations which should help in these many scheduled and unscheduled tech help opportunities. In my weekly Tech Help/E-Reader Workshop at the library, as well as on some of my Seashore Point visits, I have found that people often come interested in seeing what the tablets and E-Readers look like. It will be a great help to be able to have devices on hand to demonstrate their ease and decrease their intimidation factor.

On the note of learning tools, the manipulatives have arrived and can be found in the children's section imparting excitement and gross motor skills to our young patrons.

Since the soft play items loaned to us by Cape Cod Children's Place have been a great source of play, I have researched the cost of duplicating the experience. We are requesting that the Friends of the Library help us to recreate our present, fabulously attractive Children's Area experience.

In addition to these many new endeavors, it brings me daily joy to continue assisting our patrons with printing, email and public computer questions. This month has brought a few more research queries, including family history, town history, and a delightfully specific request to help identify publicly accessible sites of Edward Hopper paintings. Even one of the PPS Guidance Counselors joined in the asking and, as a result, now has the skills to help any student interested in our language learning database (Mango) and more resources to supplement that learning.

All in all, it has been a marvelous month.

## **LIBRARY NEWS**

We've made some additions to the play area in the Children's Department. While our town has a relatively small number of children who are full-time residents, we receive a great number of visitors who are either 2<sup>nd</sup> home owners or are vacationing for short or longer periods. The department gets very busy, and I've been making an active attempt to upgrade the learning components of the area.

One of the first things we added is a toy chest filled with dress-up clothing. Rebecca did an excellent job of finding a wide array of costumes- everything from fairy wings and princess dresses to police officers, doctors, knights and dragons. Creative play is an important part of child development and early literacy. Playing dress-up helps children to develop imagination, making up their own stories and acting out roles. It also facilitates language development. Since adding the toy chest, I've seen children from

toddler age through 3<sup>rd</sup> grade playing with the items, and it's added a sense of joyfulness to the area.

We just added a series of manipulative toys that are used to develop gross and fine motor skills, as well as encouraging reasoning and problem-solving abilities. One of the toys is a series of moveable alphabet blocks, with the letter on one side and a graphic on another (apple for A, and so on). There are also magnetic mazes and other wondrous playthings.

Currently Rebecca and I are investigating the cost of purchasing the soft play structures that are on loan from Cape Cod Children's Place. They've been exceedingly popular from toddlers through elementary age children. We are requesting funding from the Friends of the Library for this.

I've been interested in upgrading some of the furnishings here, as we currently have an amalgamation of new and beautiful furniture (on the lower level), interesting vintage furniture, cheap computer tables and chairs, and cast-offs from motels and homes. I've been investigating some comfortable chairs with computer arms for people using laptops or just reading.

## **OTHER INFORMATION**

I seldom have the opportunity to provide tours of the library, so it was a special pleasure to provide a comprehensive tour to the five Provincetown 1<sup>st</sup> graders and their teacher. I showed them all the special things, including the archives, and explained the various collections in the Children's Department and how they would be used. The most exciting part of the tour, however, was the elevator. Some of the children had never been in an elevator, and that proved more alluring than our dusty archives and chapter books! One of the takeaways, however, was that their teacher learned about our Easy Reader book collection for new readers, and that we were able to provide her with a teacher card for the classroom. All the children left with books that they had pre-ordered in their classroom using the CLAMS website.

We were fortunate to receive a new phone system, so we are now part of the town's state-of-the-art system. This makes life easier, as citizens can reach us through the town switchboard as well as through our direct number.

I was interviewed for a national internet radio show, "Merle's Whirls", and discussed the library and its ship. The interview lasted for 30 minutes and the host, who is a frequent visitor to town, had some great questions about the library and its unique treasures.

Matt and I had a phone interview with a woman from OCLC, the major national technology research consortium, to discuss programming. She is trying to develop a pilot program that would include 30 libraries across the nation and would create special programming for those libraries selected. Her main focus is on the library's place as a builder of community, and she was pleased with the programming and activity happening here.

I attended a seminar for town employees on loss control as part of the continuing education that they offer. It focused primarily on insurance issues and gave an overview of how coverage worked.

Work continues on preparation of the financial component for the state aid report. I've enlisted the help of town Finance Director Dan Hoort to provide the necessary budget figures.

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