

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting January 14, 2013

Provincetown Public Library

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

Members Absent: None

Others Present: Cheryl Napsha, Library Director

Call to Order: The meeting was called to order at 6:03 pm.

1. Public Statements: None

2. Agenda Order: No changes

3. Approval of Minutes

Mr. Rudd made a motion to approve the November 19, 2012 minutes. Ms. Vaillancourt seconded the motion, which was approved 5-0-0.

4. Director's Report

The maintenance contract on the Verdin bell was paid. Ms. Kratz will follow up on determining a maintenance schedule.

Ms. Kratz questioned the practice of the director requesting board approval to accept donations. Ms. Napsha replied that she believed that was a requirement.

Motion: Mr. Rudd moved to empower the director and/or the Chair to accept restricted donations on the behalf of the library board of trustees. Ms. Greene seconded the motion, which was approved 5-0-0.

Ms. Vaillancourt discussed the library's meeting with the Zoning Board. Along with Supporters of the Library President Robin Reid and Library Director Cheryl Napsha, Ms. Vaillancourt appeared before the Zoning Board in December to renew the library's entertainment permit. The Board approved the library's application.

Ms. Napsha reported that she had presented the library's budget to the Board of Selectmen. She will send a copy of that budget to the Board for their review.

Ms. Napsha discussed the proposed publishing company, which was detailed in her monthly report. Ms. Kratz asked if it could be used as a revenue-generating resource for the library. Ms. Napsha responded that it could not, as its purpose is to generate income for the artists and writers who would participate.

Ms. Kratz reported on a major donation that is to be restricted for the purpose of exterior maintenance, particularly painting the building every five years.

Motion: Mr. Rudd moved the following: The Trustees wish to thank Steve Smith for his generous and forward-thinking donation to establish the restricted Exterior Maintenance Fund specifically to paint the exterior of the library every five years.

The Trustees will monitor the Town's maintenance program to coordinate timing for authorizing any funds to be released from this fund for Library painting maintenance. Ms. Venden seconded the motion, which was approved 5-0-0.

5. Review Community Event Policy

Ms. Kratz reiterated the importance of updating the policy. Ms. Napsha volunteered to draft a policy for the board's review.

6. Prepare for Long Range Planning Session

Ms. Kratz provided an overview of the planning session and questioned board members on their desired outcome. There was consensus that the plan should not be too detailed, as library formats and technology change so rapidly, and that it should focus on enhancing the experience of library users.

7. Winter Annual Appeal Update

Ms. Kratz reported that the winter appeal raised slightly over \$10,000. This will be added to the library's gift fund for use in library upgrades.

8. Other Business & Correspondence

Ms. Greene does not wish to have a second term on the board. A short discussion focused on members soliciting people to run for the empty position.

Mr. Rudd and Ms. Venden offered to research regulations regarding the library's responsibility for the facility.

Ms. Kratz discussed the need for a board meeting to set general policy for the use of funds in restricted accounts.

9. Next Meeting

The next regular board meeting will be held on Monday, February 18 at 6 pm in the library.

In addition, the board will meet with the Board of Selectmen on Monday, February 25 at 6 pm.

10. Motion to Adjourn

Ms. Venden made a motion to adjourn the meeting at 7:40. The motion was approved 5-0-0.

*Respectfully submitted,
Cheryl Napsha*

**Provincetown Public Library
Director's Report
November 15, 2012 – January 8, 2013**

**"Libraries will get you through times of no money
better than money will get you through times of
no libraries"**

–Anne Herbert

LIBRARY NEWS

The CLAMS biannual Legislative Breakfast will be held on Friday, February 8 at Mashpee Library at 8:30 am. Several Cape legislators will attend, including Dan Wolf. Sarah Peake attended the last one in 2011. Board members are encouraged to attend. I'll be attending, so if others would like to attend we can carpool.

I started the FY14 budget process by meeting with Town Manager Sharon Lynn and Finance Director Dan Hoort. That meeting went well, and I am looking forward to meeting with the Board of Selectmen on January 9th and the Finance Committee later this spring.

Donna Vaillancourt, Robin Reid and I met with the Zoning Committee to gain approval for an extension of our entertainment license. As you'll recall, when we were given the license, it was for one year only. The terms remain the same, with outdoor events only during library hours, and no amplified music outside.

I ordered furniture for the mezzanine. Using the same company that provided the furniture for the lower level, I purchased 2 square tables, 6 2-position upholstered chairs (like the ones on the Lower Level), and 2 lounge chairs with swivel arms for laptop use. They should be delivered by early April.

The Friends of the Library sponsored a holiday party for staff at Harbor Lounge. Food was catered by Fanizzi's. It was a lovely event for all.

The children's librarians on the Lower Cape meet irregularly to discuss issues, and I participate on behalf of our library. The December meeting was an opportunity to say farewell to Wellfleet's Children's Librarian, who recently retired, and to greet her replacement.

Matt and I enjoyed the iBook creation project so much that we're exploring a new venture. Futurists are predicting the death of the print book and a huge growth in ebooks. We had the idea to create an e-publishing company, Provincetown Public Press, which would assist our many starving artists and writers with developing ebooks. Matt is currently researching the equipment and software we would require, and I'm looking into grant resources. The concept is that we would act as a publishing company, selecting a certain amount of applications each year. Matt would provide X hours of free

training on the Mac, and the artist/writer would create their project. We would have final editing capability, as would a regular publisher, and the end result would be published under our imprint. Other patrons would have the ability to use the Mac when it's available, but their work would not have the P3 imprint.

As Chair of the American Library Association's Charlie Robinson Award, I had the pleasure yesterday to speak with the woman who was selected as this year's winner. It's always nice to deliver good news, and this was especially good as the winner, Sari Feldman of Cuyahoga County Library System in Ohio, had no idea she'd been nominated.

PROGRAMMING

From Matt Clark, Director of Marketing and Programming:

How to Negotiate the Holidays with Food & Exercise or Do They Have an App Yet for Holiday Party Eating?

Thursday, November 15

Denise Gaylord had five people attend her second installment of the Provincetown Fitness Challenge Warm-Up Series in the Marc Jacobs Reading Room. Her program ran just under one hour, and all who participated left with free Fitness Challenge merchandise.

Author Mary Dearborn

Friday, November 23

Author Mary Dearborn discussed the various biographies she has written during her career to an audience of 12 people on the day after Thanksgiving. The event was very low key, with a nice amount of back and forth interaction between the author and those in attendance. Mary's planned presentation lasted roughly 45 minutes and she then held a question and answer session which lasted an additional 20 minutes. Mary has done much of her writing while staying in Provincetown, so she had many interesting stories to share with the audience. Mary sold several hard cover copies of her books at the completion of the program.

Provincetown Fitness Challenge: Why Can't I Get Results in my Fitness or How I Look??

Saturday, December 8

Provincetown Fitness Challenge founder Denise Gaylord worked with a group of 12 on how to clarify what really will keep you motivated through something hard, like a fitness challenge. This was a very encouraging turnout despite having the program on a Saturday afternoon. The PFC Warm-Up Series has gradually built momentum and seen better attendance with each event. There were several group activities and Denise prepared some very helpful handouts for all who attended.

How to Win and Plan for the Provincetown Fitness Challenge

Tuesday, December 11

6:30 pm

Denise continued to build good momentum heading into the 2013 Provincetown Fitness Challenge. She had 14 people in attendance to receive helpful tips from past participants on how to achieve their goals in the Challenge.

National Seashore Education Ranger Presentations**Wednesday, November 28**

Barbara Dougan of the Cape Cod National seashore visited the Provincetown Elementary school kindergarten students for a morning presentation focusing on tree buds in winter and how local mammals and birds survive the winter. The program also asked questions about how climate change might impact plants, animals and habitats on Cape Cod. Barbara brought several props and models to aide her presentation.

Provincetown Public Library Open Mic Night**Thursday, December 6**

The Library's fifth straight monthly Open Mic night was held in the Marc Jacobs Room. Coffee, tea, and light snacks were served to the audience of twelve who turned out despite some chilly December weather. Five writers shared their original work and the program ran just over 45 minutes total.

Eco System Club Enrichment Program**Mondays in November/December**

After several weeks off in November due to Thanksgiving and in-service days at the school, the Eco System Club continued to hold weekly meetings during early December. With help from Rebecca Levin, the students have been able to keep the fish healthy and alive while also successfully maintaining a clean, working tank for them to live in. The last meeting before Christmas Vacation will be held on December 10. I have spoken with Lisa Colley and we plan to resume meeting each week after the new year.

Free Movie Nights**Wednesdays in December/January**

Free Movie Nights have transitioned into the winter months with the Library's reliable group of 15 to 20 attendees coming out to view each screening. With everyone in the room knowing each other, unlike the summer where it's mostly tourists in attendance, the group has really started having fun. For Rock of Ages on December 5, patrons brought cupcakes, brownies, drinks, and also sang along and applauded during different scenes of the film. I'm excited for the next few months with these people who truly look forward to our film each week!

E-Reader/Tech Basics**Thursdays in November/December**

The E-Reader/Tech Help Hour has continued to see a steady weekly attendance and high satisfaction rate under the guidance of Member Services Coordinator Rebecca Levin. She has been able to help patrons with questions on a diverse

range of topics and operating systems including iPads, laptops, smart phones, and Droid tablet devices. Complimentary coffee has continued to be generously provided by Wired Puppy. Rebecca has also transitioned into private appointments with several of her best “clients.” We have discussed trying to capitalize on this trend by also offering special one on one tech sessions next year to those who would prefer her undivided attention.

Provincetown Pet of the Week

Began December 1

ProvincetownLibrary.org unveiled the new Pet of the Week page on December 1 and announced our first winner on December 7. Mr. Pippin, a local Cavalier King Charles Spaniel, took honors for the first week. Through Constant Contact, newsletters, and laminated fliers displayed around town, I have done a significant amount of publicity. I am hoping to keep up this level of effort so that the contest will catch on by the spring season and greatly increase the amount of traffic on our website.

Website of the Week

Began December 1

ProvincetownLibrary.org also started a new Website of the Week category in mid- November. Like Pet of the Week, I am hoping that this Friday morning post will gain a bit of a following over the next few months to increase hits on the Library’s site by spring.

Food for Fines

Began December 1

Rebecca Levin and I created a large donation box and display at the circulation desk for the Library’s new “Food for Fines” program. As part of the holidays, the Library will forgive \$5 worth of late fees for every non-perishable food item a patron donates to our food drive. Susan Packard and Tom Ruane have also been very helpful with the program by handing out postcards to patrons with fines on their account. All of the food collected was brought to the Methodist Church food bank on January 3.

Born to Read Children’s Story Hour

Fridays in January

10:30 am

Lucy Gilmore made her return to the Library after a brief hiatus to conduct her weekly story hour. Eight families attended the first date in January. Lucy has been scheduled through the end of February.

Thursday Morning Community Walk/Run and Coffee Hour was postponed during the month of December. The program will restart on January 17 as an official part of the upcoming **Provincetown Fitness Challenge**

Rebecca’s Report:

The Ecosystem Club is going well and is happy to announce a healthy batch of fry (baby guppies) which delight everyone regardless of age. Our new tumble mat has arrived around the same time as the fish, adding more color and versatility to the Children's Area.

On the first floor, I have found my appointments increasing with both regulars and newcomers grateful for more one-on-one tech help. I have been happy as well, to have had a few chances to research on behalf of our patrons.

Though the Seashore Point Tech Help Hour has been suspended for the time being, we are looking forward to creating new programs that might attract a larger audience. In the meantime, the COA has invited us this week to help increase the public's comfort level with any technological gifts they may have received.
