

## **TOWN OF PROVINCETOWN**

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

#### **Minutes of Public Meeting February 18, 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 6:05 pm.

**1. Public Statements:** None

**2. Agenda Order:** No changes

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

Ms. Greene made a motion to approve the January 14, 2013 minutes as amended. Ms. Venden seconded the motion, which was approved 5-0-0.

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

Ms. Vaillancourt requested some clarification on the new Provincetown Public Press. She expressed concern that there would be a screening process and the equipment would not be available to all. Ms. Napsha explained that in order to maintain the quality of the label, it was necessary to ensure that those whose work would be issued by the P3 imprint were of good content. As staff become familiar with the equipment and get a sense of how long each author/artist will need to produce their work, it is possible that the equipment will be available to the general public to produce their own work, but without the P3 imprint.

Ms. Kratz suggested that this be an agenda item for the next board meeting.

#### **5. Lillian Lynn Memorial Donation**

The Board made a commitment to donate funds to HOW in memory of Lillian Lynn, mother of Town Manager Sharon Lynn.

#### **6. Joint Meeting with Selectmen Planning**

Ms. Venden made a presentation of a summary she had created that explained the library's position regarding its responsibility for the facility and grounds. Mr. Rudd discussed his research regarding state statutes for Board responsibilities. There was a general discussion regarding the presentation that the Board would make to the Selectmen.

#### **7. Board Vacancy- Candidates**

Two people had been approached to run for the empty position on the Board of Library Trustees. Both had chosen not to commit to the position. Several other potential candidates were discussed.

### **8. Long Range Planning Updates**

Ms. Kratz and Ms. Napsha volunteered to draft a plan for editing by the entire board. Ms. Kratz requested that Ms. Napsha send Christie Hardwick's notes to everyone for review.

### **9. Special Event Policy Refinement**

Ms. Kratz discussed the need to update the policy in lieu of the board's interest to rent the facility. She provided a copy of the town's policy for review by the library board.

### **10. Heritage Day Discussion**

Ms. Kratz provided an overview of the history of the annual Heritage Day celebration. She believes that with the capital campaign over the board should concern itself with fundraising activities for maintenance of the facility, and let staff work on programming. The board agreed that the purpose of Heritage Day had been served and that library programming will take the place of that event.

### **11. June Fundraiser Planning**

Ms. Vaillancourt reported on the event. The illustrations for promotion are near completion. The event will be titled "The Mad Hatter's Tea Party," and will be held on June 8<sup>th</sup> from 7-10 pm.

### **12. Fall Fundraiser Planning**

Ms. Kratz reported that staff would handle this event. They may choose to select a theme related to **The Great Gatsby**, the book that will be part of the 'Everyone Reads' program. The tentative date is September 14. Ms. Kratz will check with Zoe Lewis to see if she is willing to perform that evening.

### **13. Other Business & Correspondence**

The Friends of the Library sent a letter to the board asking for requests for funding. The board discussed several ideas, including upgrading the outbuilding or providing landscaping in the rear of the building.

### **14. Next Meeting**

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

### **10. Motion to Adjourn**

Ms. Venden made a motion to adjourn the meeting at 8:05. The motion was approved 5-0-0.

*Respectfully submitted,  
Cheryl Napsha*

**Provincetown Public Library  
Director's Report  
January 9 – February 14, 2013**

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**"The man who has no imagination has no wings."**

*Muhammad Ali*

**LIBRARY NEWS**

The CLAMS biannual Legislative Breakfast was cancelled due to the snow storm. There are no plans to reschedule it at this time.

The storm caused the library to close at 3:00 on Friday, February 8 and remain closed on Saturday the 9<sup>th</sup>. In addition, the library closed at 3:00 on Monday the 11<sup>th</sup> when the entire town lost power. I've spoken with DPW about getting a generator for the library, and we are on the list of buildings to receive one.

I met with the Board of Selectmen on January 9<sup>th</sup> to gain their approval for the FY14 library budget. On February 14<sup>th</sup> I met with the Finance Committee. They did not approve our budget, pending answers to some questions they had for the Town Manager.

Rebecca organized the first meeting for the Mass Memories Road Show that will occur during the fall. Town Clerk Doug Johnstone, Pilgrim Monument Director John McDonough, PTV director Beth O'Rourke and I met to discuss which community members should be brought into the development process. We came up with a rich list and are responsible for contacting them prior to the next meeting in March.

The Board of Selectmen approved the library's publishing company, Provincetown Public Press. Beau Jackett received a quote for the equipment and software, and I gave him approval to order it. Matt and I must now develop policies for submission and a core group to judge manuscripts and artwork that we receive.

Matt and I are working on some big programs for the year. We are researching some options, one for a one-night 'gallery opening' and another for a multi-month "See the World at Your Library" component. In addition, along with Rebecca we've come up with some exciting ideas for the year which have yet to unfold.

Matt, Rebecca and I spent most of one day cleaning out the 'scary closet' next to my office. We will turn it into a workspace for Matt, who finds it difficult to work at the public desk on the 2<sup>nd</sup> floor.

We've had some on-going phone issues, which you may hear about from frustrated patrons. There was a month or so where in-coming calls had excessive static and made

conversations unintelligible. Most recently the phones weren't working for about a week. Both problems are now fixed, and all is well, phone-wise.

## **PROGRAMMING**

*From Matt Clark, Marketing and Program Director:*

### **Provincetown Pet of the Week**

#### **Fridays in February**

Provincetown Pet of the Week has continued to be what I would consider the first successful venture in terms of attracting visitors to the new website. To date, there have been over 20 pets submitted, and excellent feedback from people around town. [ProvincetownLibrary.org](http://ProvincetownLibrary.org)'s monthly Google Analytics report has continuously shown large spikes in our site hits on Fridays when the Pet of the Week is revealed, usually increasing visits by over 100 for the day. I will continue to promote and run the contest with hopes of gaining momentum for the summer season when the population rises greatly.

### **Food for Fines**

#### **Resumes February 1**

Food for Fines resumed on February 1 with the goal of supplying healthy food choices to children in need. After the initial collection period, the first date of distribution will be March 5. Maryann Campagna and Kim Pike from Provincetown Schools have been very helpful in establishing this new partnership, and are identifying students from the school system who will benefit from care packages to feed them over the weekend. Our goal right now is to send kids home with enough food for a quality breakfast and lunch on Saturdays and Sundays. Each Friday, the high school seniors will come to the Library to help package the food and transport it back to Provincetown Elementary. Jody O'Neil is covering the new initiative for in the Provincetown Banner, and I plan to use his article as a call to action for local businesses to also contribute to this program. I am hoping to be able to sustain the new Food Drive each week for the remainder of the school year.

### **Free Movie Nights**

#### **Wednesdays in February**

The Provincetown Public Library continued to screen weekly free movies in the Marc Jacobs Reading Room during the months of January and February. There has been a group of regulars who attend which fluctuates between roughly 10 and 15 patrons depending on the week. The influx of new "Oscar-worthy" films has helped attendance. For Family Night in January, we screened the new Pixar film *Brave*, and several students came to watch with their families. Family Night has turned out to be a quality collaboration between the Library and Provincetown Schools.

### **Provincetown Public Library Open Mic Night**

#### **Thursday, February 7**

Three writers and one song-writer presented their work at the Library's latest Open Mic Night. Ten people attended the event which ran for just under one hour. While the small number of patrons are always enthusiastic, numbers have continued to dwindle as the winter churns on, and plans have been made to postpone any further open mic events until June. I am working with Dian Hamilton of the Writer's Voice Cafe to ensure that

once her group's monthly meetings halt for the summer in May, the core members will attend our event instead.

### **E-Reader/Tech Basics**

#### **Thursdays in January/February**

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.

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

#### **Fridays in January/February**

**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, and attendance has been steady despite some trying weather in recent weeks. Lucy has been scheduled through the end of February.

### **Eco System Club Enrichment Program**

#### **Mondays in November/December**

The Eco System Club continued to hold weekly meetings during January/February. 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. Rebecca has received some aid from Susan Packard in presenting some new activities for the students which focus more on movement and task completion. This has seemed to help hold their attention better after a long day of class.

### **Ms. Potter Library Visit**

#### **Thursday, January 31**

Twelve students from the Provincetown Wee Care program visited the Library for a story time with Ms. Potter the reading dog. The children colored dog drawings before being introduced to Ms. Potter, who was extremely friendly and quickly warmed up to her newfound friends. Next, I read two books as part of a story time segment, before letting the kids play with all of the toys our Children's area has to offer.

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

#### **Thursdays in January/February**

The Thursday Morning Community Walk/Run and Coffee Hour made its return as an official part of the **Provincetown Fitness Challenge on January 24**. The group meets in the library lobby weekly on Thursday mornings at 8:30, and has been followed by a coffee/ conversation hour in the Marc Jacobs Reading Room. Weather has been challenging and undoubtedly limited attendance, but our "regulars" has kept a group of between three and five together each week.

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

A month has gone by so quickly and it seems there is much to report.

-In the period of time between January 14<sup>th</sup> and February 14<sup>th</sup>, 5 individuals scheduled a total of 15 one on one help sessions with me (lasting at least 1 hour each). This number does not include the multitude of patrons who continue to approach me with questions while working on our public computers, nor the handful of staff members who have asked me to expand their understanding of our technology.

-In the last couple of weeks I attended webinars on QR Codes, Must Have Apps, and Social Media Networking via Tumblr and Pintrest. I am very excited to put my new knowledge to use, both in passing it on to our patrons and in brainstorming new uses for it at the library.

-I am very excited to have been included in the last meeting for the Mad Hatter Tea Party and hope to continue to help with the creation of this event however I can.

-Another event on the horizon is the Mass. Memories Road Show in September. I am currently in communication with their contact at UMass Boston and am hoping to see an informational meeting take place in March.

-The ever-postponed soft play items should be on their way to us now. After sorting out some confusion with the company we'd originally ordered from, we've decided to re-order the Soft Tunnel Climber from the trusted company which sent us the Rainbow Tumbling Mat.

-I had great fun helping to clean out what I affectionately referred to as "the closet of doom" and am excited by our newly liberated stockpile of craft supplies.

-The new found craft materials fit in well with my new scheme for the Ecosystems Club. After a few cancellations for weather, half-days and holidays, I am hoping to restart on a more creative foot, with crafts, stories, and songs to take the place of more direct learning. As a number of the older students have stopped coming, I believe this change will better reflect the interests of the younger students who show up each week.

-If you've not had the chance recently, I would recommend taking a look at our lovely aquarium. The guppies survived the power outage and have come out on the other side with cleaner water, younger siblings, and the beginnings of color on their tails.