

**TOWN OF PROVINCETOWN  
Public Library**

**Board of Library Trustees  
Minutes of Public Meeting September 17, 2013**

**Provincetown Public Library**

**Members Present:** EveLyn Kratz, Anne Packard, Mick Rudd and Louise Venden.

**Members Absent:** Donna Vaillancourt (excused).

**Others Present:** Cheryl Napsha (Library Director) and Ellen C. Battaglini (Recording Secretary).

**Call to Order:** The meeting was called to order by Ms. Kratz at 6:02 pm.

**1. Public Statements:** None.

**2. Agenda Order:** No changes.

**3. Approval of Minutes:**

Ms. Kratz asked the Board if the issue of whether the Art Commission has the jurisdiction to put a monument on the lawn of the Library should be put on the October agenda. It was agreed that the topic would be put on the October agenda for discussion and clarification of the policy.

The Board briefly discussed the fate of the stained glass window that the Art Commission is planning on removing. The Board decided to let the issue run its course.

**Mr. Rudd made a motion to approve the August 20, 2013 minutes. Ms. Packard seconded the motion, which was approved, 4-0-0.**

**4. Director's Report:**

Ms. Napsha answered the Board's questions regarding the Director's Report. Ms. Kratz asked about the carpet cleaning. According to Ms. Napsha, in the short term, the carpet will be cleaned and DPW will pay for that service and, to that end, has put it out to bid. The Library did not put the cost of carpet replacement in its FY14 capital improvement budget. However, Ms. Napsha indicated that she could get a few quotes on its replacement and add it to the FY15 capital improvement budget. That budget has been requested by, but not yet submitted to, the Finance Committee. Ms. Kratz suggested researching the cost by individual floor.

Mr. Rudd inquired about Dr. Steve Smith's donation and whether it was going to happen. Ms. Kratz said that he did attend the Packard reception and gave a check. She said that he was committed to giving a donation every year for painting the exterior of the building. The money is in a restricted account for just that purpose. Ms. Napsha clarified that Mark Almeida's plan calls for painting every eight years, whereas Steve thought every five years was more appropriate considering the Library's proximity to wind and water, so he is donating the difference between the costs of those two scenarios. Mr. Rudd stated that the Town's restaurant tax funds a revolving fund, as set up by the Town Manager and voted on at Town Meeting, to maintain Town buildings. Ms. Kratz said that the rest of the maintenance for the Library comes out of that fund. Ms. Kratz thought that the Board should be cognizant of the building's maintenance schedule. The Board discussed maintenance of the building. Ms. Napsha suggested asking Mr. Almeida for his opinion. Ms. Kratz will speak with Dr. Smith, who had suggested that the Board

form a building sub-committee in order to prevent the Library falling into disrepair. Ms. Venden suggested that the Board make a proposal based on research and information about what the maintenance schedule should be.

According to Ms. Napsha, the complete enclosure of the AC units with soundproof paneling, which will serve to muffle most of their noise, began today. This was funded with money left over from the original AC contract.

Mass. Memories Road Show will take place on September 28<sup>th</sup> at the Veteran's Memorial Community Center. Ms. Napsha indicated that volunteers were needed to guide guests through the multiple stations. People are allowed to bring three documents or items and allowed up to a five minute presentation as to why a certain object or document they brought is important. The results will go into the University of Massachusetts Archives and the Provincetown History Project and PTV will broadcast it. Volunteers are needed from 8:45 to 3:00 P.M. and they will be fed breakfast and lunch and half-shifts are acceptable.

Ms. Kratz mentioned the Children's Collection at the Library and the fact that a lot of good or popular books were not part of it. Ms. Napsha stated that the Library was continuing to work on filling those gaps.

The e-book launch for four literary works will be in the first half of October. Terry Catalano wants his own opening for his book as he is coordinating it with a gallery show. Kids from Cape Cod Tech are doing book covers. The Library received 8 or 10 entries for Richard Pepitone's book. Richard chose what he liked and made suggestions about any changes he would like to see made.

The wedding held on September 15<sup>th</sup> was wonderful. Much was learned from the experience, including needing to charge for more maintenance hours, the need for more staff on duty and the need to talk with caterers about their intents. Ms. Napsha mentioned that she has been contacted by a couple who would like to get married in the Library in November while the Library is open. It would include just the wedding ceremony with 35 people. There is currently no fee for holding a wedding that includes a group of people during Library hours. Ms. Kratz suggested that the Trustees discuss the issue during New Business.

Ms. Napsha pointed out that *Publishers Weekly* conducted an interview with Matt Clark and Ms. Napsha about the Library's publishing ventures. They have been asked to write some blog posts for the website 'Library as Incubator'. Mr. Clark is going to contact Mary Ann Bragg to publicize this and Ms. Venden suggested contacting Mindy Todd of WCAI to do an interview with Matt and Ms. Napsha. Ms. Venden will get in touch with Ms. Todd. She has sent information to Stella Gould, a producer of 'Chronicle', a local Boston TV show on WCVB, but will follow up with her.

##### **5. Belfry Lighting and bell ringing:**

A new bulb is needed for the lighting in the belfry. Ms. Napsha was not sure when a new bulb will be brought down to the Library. Mr. Rudd gave a report on the issue of the bell ringing. Tomorrow an operator's manual will be e-mailed to the Library. Mr. Rudd will meet with Rebecca Levin about learning the bell ringing process. There are several rings that can be programmed into the bell.

## **6. Policy for Public usage of Library Lawn and Policy List Review:**

The Trustees reviewed the Library's Special Event Policy. There is nothing in the policy that specifically mentions the lawn. The policy was distributed to the Trustees so that once a policy has been decided, the Trustees can figure out where it should go in the regulations. Ms. Kratz suggested a policy such as: "use of Library lawn and grounds must be approved by the Director with sufficient notification to the Board of Library Trustees. Application for usage of the lawn is not considered approved until the Board has approved it." The Trustees briefly discussed the issue of the sale of art works by a non-resident on the lawn during the summer. The individual had characterized his idea as an art display rather than sales when it was presented to Ms. Napsha. The consensus of the Board was that anyone who asks to do this in the future must have a vendor's license from the Town and permission from the Library Director. In addition, if an issue arises, it should go to the Board and no Library staff should have to deal with an individual's unauthorized use of the lawn area. The police should be called in that situation. The police should be informed if an individual has been granted permission to use the lawn. Ms. Napsha suggested exempting children's activities, such as a story time event on a nice day. Ms. Kratz concluded that if the issue of pop-up street vendors arises again, that the Board be notified. The language to be added she suggested was: "use of Library lawn and grounds must be approved by the Director with sufficient notification to the Board of Library Trustees. Application for usage of the lawn is not considered approved until the Board has approved it. Library sponsored children's programs are exempted." She added that under #26, Usage Fees, G. Lawn and grounds, fees should be set on an individual basis.

**Ms. Venden made a motion to add a new #15 to the Special Event Policy pertaining to the use of the Library lawn and grounds to read: "Use of the Library lawn and grounds must be approved by the Library Director with sufficient notification to the Board of Library Trustees. Application for usage of the lawn is not considered approved until the Board has approved it. Library sponsored children's programs are exempted", Mr. Rudd seconded the motion, which was approved, 4-0-0.**

**Ms. Packard made a motion to add the usage of Library lawn and grounds to amend the Special Event Policy of May, 2013, Ms. Venden seconded the motion, which was approved, 4-0-0.**

Ms. Kratz called the Trustees' attention to the 'Library Policies' list, discussion of which can be tabled at this time. She added that Trustees should think about what is most important on the list. The food and beverage policy most likely needs to be updated. Ms. Napsha stated that the website has a general Library usage policy, which also needed updating. Ms. Kratz will place that on next month's agenda and she and Ms. Napsha could talk more about that issue and come up with a draft.

## **7. 12<sup>th</sup> Annual Library Reception Packard Gallery Wrap:**

Ms. Venden stated that the party was great and thanked Ms. Kratz for her contribution to its success. There were a lot of new faces at the party. Ms. Venden distributed the income and expense statement, which included a comparison of prior years' figures. The Trustees discussed the figures. The amount raised before the event was less than in previous years. Ms. Kratz speculated that it could be due to the fact that the Library is no longer running a capital campaign. People may have contributed more during those years and perhaps the host committee list needs to be expanded. Ms. Packard said that as long as she had the gallery, she would be willing to continue to use it for the Reception. Everyone agreed that it was a success and a great party. There was some discussion of the catering aspect of the event was and it was suggested that next year other caterers would be considered.

## **8. Annual Appeal strategy:**

A letter of appeal needs to be sent out by Thanksgiving. Ms. Kratz presented a document called 'Ways of Giving to the Library Capital Building Campaign', written by Marcia Fair, which is a listing suggestions on how to contribute to the Library. It is dated, but could serve to provide some ideas. She suggested not just sending out a letter requesting support, but to try and be more creative with different ways to contribute, for example, sponsoring a favorite periodical at the Library. Donations do not go into the operating budget, but can go into the gift fund and money can be taken out in order to purchase, for example, furniture. According to Ms. Kratz, the Board controls the gift fund. It requires a motion of the Board to take anything out of these funds except for the debt service. Ms. Napsha countered that it required the approval of the Board of Selectmen, but not the Board of Library Trustees. Ms. Kratz said, however, that the BOS used to allow this Board to approve the withdrawal of funds from those coffers. An annual motion and vote to allow the Town to take money out of the Board's funds to pay the debt service was taken and she believes the Board should retain that privilege. Ms. Vaillancourt and Ms. Kratz had been planning to set up a meeting with the Town's Financial Director, Dan Hoort, and Assistant Town Manager, David Gardner, to clarify the process of channeling of funds. This Board still must raise enough money, through the Town's accounts, to pay the debt service. The mortgage is being paid out of the building fund. The Board discussed fund-raising ideas. Ms. Kratz suggested that she, Ms. Packard and Ms. Napsha get together and brainstorm fund-raising ideas and getting the fall appeal together.

## **9. Other Business and Correspondence:**

The Board discussed what fees to charge for wedding events during Library hours. Ms. Napsha explained that the furniture would have to be moved from the mezzanine to create space for 35 people. She asked if the Board would like to charge for that service. There is currently no policy or charge for that service during Library hours. Ms. Napsha replied that additional staff would be needed to move the furniture. Mr. Rudd recommended charging a reasonable custodial fee and then reimbursing DPW for moving furniture. The Board discussed the issue. The consensus of the Board was that the cost should be \$100 plus custodial fees. Ms. Venden will call the Unitarian Universalist Church, Catholic Church and St. Mary's for a comparison of rental fees and whether those venues charge a flat rate. The Special Event policy will be officially amended after Ms. Venden has completed her research.

Mr. Rudd announced that the Tourism Office is meeting with John McDonagh, of the Pilgrim Monument and Museum, concerning a strategy for the 400<sup>th</sup> anniversary, in 2020, of the first landing of the Pilgrims in Provincetown. The Town's public relations firm estimates a cost of around a million dollars for the publicity and marketing of the event. The firm suggested that a 501(c)(3) be created for the fund-raising. It was also suggested that using someone else's 501(c)(3) status may be an alternative and Mr. Rudd wondered if the Board would want to expand the mission of the Supporter's to include that project. Ms. Kratz suggested putting that on an upcoming agenda. Mr. Rudd will raise the issue with Tony Fuccillo, the Town's Tourism Director, but will not follow it up if there is no interest. Ms. Kratz suggested that Mr. Rudd put together a proposal for the Board to discuss and inviting Robin Reid, as a lawyer and the President of the SPPL, to the next Board meeting to discuss any proposal.

## **10. Next meeting October 15, 2013**

**Motion to Adjourn:** Ms. Packard made a motion to adjourn the meeting at 7:55, which was approved 4-0-0.

*Respectfully submitted, Ellen C. Battaglini*