

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting January 19, 2009
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Jim Cole, Lyn Kratz, and Tom Boland

Members Absent: none

Others Present: Library Director, Jan Voogd; Assistant Library Director, Mary Nicolini

Call to Order: Mick Rudd called the meeting to order at 7:20 PM.

1. **Public Statements:** There were no public statements.
2. **Minutes:** Paul moved to accept the minutes of the December 15, 2009 BOLT Meeting. Jim seconded the motion. The vote passed 3-0-2.
3. **Chair's Report –**
 - a. **Annual Appeal -** The Annual Appeal letters went out at the end of the year. Approximately \$7,300 in donations has been received so far.
 - b. **VSB / Heritage Day –** There are \$4,000 worth of grants from the VSB that can be spent before June 30, 2010. The Trustees discussed 3 options. One is to use this money towards organizing and updating the kiosk, but there are limited staff and financial resources to go ahead with the previous plan for the kiosk. Option two would be to return the money to the VSB. Option three would be to redirect the grant into marketing for Heritage Day 2010. It was decided that a meeting would be set up with PTV and MIS to see if they might have funding that would allow the library to go ahead with option one. The library has until January 22nd to apply for a VSB grant for 2011.
4. **Director's Report –** Jan presented her Director's Report (please see attached below).

Jan also presented a list of items ruined in the library sprinkler system malfunction. She stated that this is only a preliminary list and that she will present a final list at future BOLT meeting. There will be a \$5,000 deductible before the insurance company will pay. Mick discussed the need for the staff to be trained in emergency procedures for disasters such as this. Jan said that there will be a Disaster Response workshop presented at the next staff meeting.

Budget update – The Trustees reviewed the budget as presented by the Director.

5. Let's Get It Done Strategy –

There have been a few meetings with the Historical Commission. Eric Dray was the liaison for the Commission. Mark Almeda from McGinley Kalsow & Associates from Somerville, the architect involved in restoring Town Hall, was also present. The library basement, façade, landscape and the painting of the whole building were the priorities discussed at the meeting. A 10-year preventative maintenance plan was suggested by the Historical Commission. The Building Committee suggested an ad hoc committee meeting take place, starting with a meeting with the Town Manager. Tom volunteered to produce a time-line for the Town Meeting to be given to Mark Almeda who will get back to the Trustees with a proposal.

MOTION: Tom moved to revise the library's original application to the CPC in light of CPA funding available to fund the services of McGinley, Kalsow & Assoc. to estimate costs and develop funding strategies to complete the restoration of the library building and its grounds.

Lyn seconded the motion. The vote passed 5-0-0.

6. Library Rental Policy – Jan revised the policy. Sharon Lynn wants to review it first, so a vote was tabled at this time.

7. Other Business and Correspondence –

On Wednesday, June 23rd Kate Clinton will do a reading from her new book to benefit the library.

Cash Report – The monthly Cash Report for the Provincetown Library Building Fund Campaign reflects an increase of \$8,676 in the month of December.

8. Next BOLT Meeting – Tuesday, February 9, 2010 at 7:15pm at the library.

9. Adjournment: Jim moved to adjourn the meeting at 9:27pm. Paul seconded the motion. The vote passed 5-0-0.

These minutes were approved by a vote of the Provincetown Library Board of Trustees present at their meeting on _____.

Respectfully submitted: _____
Library Board of Trustees signature

Title

(Minutes prepared by Jean Jarrett)