

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Public Meeting June 10, 2010**  
**Meeting was held at the Provincetown Public Library, 356 Commercial Street.**

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

**Members Absent:** Tom Boland (excused)

**Others Present:** Acting Library Director Mary Nicolini

**Call to Order:** Mick Rudd called the meeting to order at 7:26 PM.

1. **Public Statements:** There were no public statements.
2. **Agenda:** No changes
3. **Minutes:** Paul moved to accept the minutes of the May 12, 2010 BOLT meeting as presented. Lyn seconded the motion. The vote passed 3-0-0.
4. **Director's Report** – Mary presented her report as Acting Library Director (Please see report below). She briefly highlighted a few items from the report.
  - a. The Mass. Library Data Collection is due August 29<sup>th</sup>.
  - b. Mary spoke of a problem computer patron who is hacking into the reservation system and enabling himself to stay on longer than his allotted half hour. BOLT suggested Mary contact MIS with copies to the Chief of Police and the Town Manager.
  - c. Mick attended the last staff meeting where staff input was requested regarding qualifications for the New Library Director. Mary reports that the staff members were very pleased to have a Trustee present at their meeting, and being asked for their input. Mick offered that a delegate from the staff is always welcome to attend the Trustees' meetings.
  - d. Mary presented BOLT with a working copy of the R.D. Schooner Library Walk. Josephine Del Deo helped with this project. The library would like to have these ready to start distributing in July.
5. **Chair's Report** –
  - a. Mick noted the \$18,500 addition on the Monthly Cash Report for the month of May was the previously mentioned contribution from Marc Jacobs. BOLT discussed ways of thanking him.
  - b. Mass. Historical Commission awarded the library \$36,500 in grants. Fewer than half of the requests were funded. There was no grant awarded in excess of \$50,000.
6. **Building Project** –
  - a. RFQ – The Town Manager has charged the Trustees with developing the RFQ (Request for Qualifications). The library will be publishing one on June 16<sup>th</sup> for the entire project (the remaining façade, the three outside walls, and the lower level) with the hope that Coastal Engineering will bid for the project because they have produced the current designs. This would save the library a considerable amount of money. The Trustees discussed the timeline for the project. Sandy Turner will be the fiscal

administrator for this project. The Trustees discussed the importance of keeping excellent records of the finances, and they also discussed the people involved in the building project and what their roles will be. It appears no actual construction will commence until April 2011, but Mick will insist that subcontracting work like replicating of the mill work will proceed over the winter.

b. Cheryl Bryan Consulting – Cheryl Bryan gave the library a free consultation about the design for the lower level. She said that it will be challenging. She will submit a proposal for the project. Mick discussed the meeting and her ideas for utilizing the lower level space. The plans for this space will also change the use of the other two floors.

**MOTION:** Lyn moved to acquire the services of a professional library consultant to facilitate developing a plan for use of the lower level and coordinated alterations to the upper three levels to maximize the opportunity of the library building project. Jim seconded the motion. The vote passed 3-0-0.

7. **Director Search** – Deadline is the 15<sup>th</sup> of June. Lyn stated that about 6 resumes have been submitted thus far. Sharon Sullivan, Truro Library; Mary Nicolini; Sharon Lynn, two trustees and a member of the public will be on the search committee. The staff will be charged with submitting areas of strengths that they would look for in a new director. This will be submitted through Mary. The staff will get to meet informally with the finalists.

#### 8. Events –

a. Heritage Day is set for Monday, June 14<sup>th</sup> at 11:30am. Lyn said that the library has received good publicity on the event.

b. Kate Clinton – reading, book signing and reception on June 23<sup>rd</sup> at 7pm, good catered food. The price is \$40 and includes reading and “meet and greet”.

Lyn stated that a few of the summer events have had to be cancelled because of a lack of adequate staffing.

9. **Old or New business** - The Disaster Plan will be discussed at a later meeting.

**Next BOLT Meeting** with Building Committee– Thursday, June 24 at 4pm at the library.

**Adjournment:** Jim moved to adjourn the meeting at 9:15pm. Paul seconded the motion. The vote passed 4-0-0.

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)