

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting May 10, 2011

Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Tom Boland, Patsy Greene, Lyn Kratz, Mick Rudd, Nancy Sirvent

Members Absent: None

Others Present: Cheryl Napsha, Library Director

Handouts:

Director's Report

Cash Report

accounting of current balances of Trustee Accounts

April 20, 2011 minutes

Rental policy to be reviewed

Trustee Academy webinar info

MBLC New Trustee Orientation Chapter 2, and board organization Chapter 2

MBLC Fact Sheet

Call to Order: Chairman Rudd called the meeting to order at 6:30 pm

1. Public Statements: Susan Avellar and Cheryl Andrews, co-chairs of this year's Schooner Regatta, thanked the Board for past years' cooperation and expressed interest in using the library's space again for a Commodore's Reception on Thursday, September 8, after library hours. They presented a check for last year's use.

2. Agenda Order: Ms. Kratz made a motion to approve the agenda as presented; Mr. Boland seconded the motion, which was approved by a vote of 5-0-0.

3. Reorganization of Officers: Ms. Greene nominated Ms. Kratz for the position of Chair of the Board of Library Trustees. Mr. Boland seconded the motion, which was approved by a vote of 5-0-0.

Ms. Kratz nominated Ms. Greene for the position of Vice-Chair, which Mr. Boland seconded. The vote was approved 5-0-0.

Mr. Boland nominated Mr. Rudd for the position of Secretary, which was seconded by Ms. Greene. Ms. Kratz nominated Ms. Sirvent, who declined the nomination. The vote to elect Mr. Rudd was approved by a vote of 5-0-0.

Mr. Rudd passed the gavel to Ms. Kratz, who re-convened the meeting. Ms. Kratz expressed interest that the Board take this opportunity to consider its next actions. The majority of effort over the past 10 years has been to renovate and

fund the library facility. With the final renovation nearly complete, this is an ideal time to set new goals.

Ms. Napsha was requested to order copies of the MBLC Trustee Handbook for all members.

Ms. Kratz discussed the need for an updated meeting room policy. Ms. Napsha volunteered to get information on policies of other CLAMS libraries and libraries throughout the nation.

There was a discussion of library policies and a need to review existing policies and ensure that there were appropriate policies in place.

A subcommittee comprised of Ms. Greene and Mr. Boland was formed to work on the meeting room policy.

There was discussion on possible priorities for the board. They included policy development, communication within board and between board and director, and expectations of board and director for themselves and each other.

Ms. Napsha volunteered to contact the **Banner** to request that they feature the library board.

4. Minutes of April 20, 2011 meeting. Motion to approve by Mr. Boland; second by Mr. Rudd. The motion was approved by a vote of 4- 0-1

5. Library Director's Report – Ms. Napsha presented her report to the Trustees for discussion. There were questions about upcoming programs.

6. Building project update. Mr. Rudd provided an update on library construction.

A change order was approved by the Board of Selectmen to account for the unexpected structural repairs. The BOS signed the contract for the library's air conditioning.

7. Financial Report – Lyn Kratz.

Cash report: A total of \$6,005 was received during the month of April. \$5,000 represented payment for an outstanding pledge. The majority of the remaining funds were memorial contributions for Jim Cole.

Fundraising

After discussion the Board made the decision to produce a spring appeal for funding. Ms. Kratz requested that Ms. Sirvent prepare a draft of the letter for Board approval; Ms. Sirvent agreed.

8. Events Update - Mick Rudd

a. Heritage Day –

The event this year will be a panel discussion on library artifacts including the *Rose Dorothea* and the Lipton Cup. The event is tentatively titled, "The vision and future of the Heritage Museum artifacts within the library walls."

9. Other Business and Correspondence

Mr. Boland suggested installing a donation box on the fence in front of the library, with the idea that many people would be willing to make small donations. He offered to have that box produced.

10. Next Meeting Date - The next meeting of the Board of Library Trustees will be Tuesday, June 21 at 6 p.m. at the library.

Adjournment: Ms. Greene moved to adjourn the meeting at 8:36pm. Mr. Boland 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 June 21, 2011.

Respectfully submitted: Cheryl Napsha, Director