

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting June 21, 2011

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

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

Members Excused: Tom Boland

Others Present: Cheryl Napsha, Library Director

Handouts:

Director's Report

Cash Report

draft of Community Event Policy for review

draft of Key Policy

MBLC chapter 4, Policy Making

CLAMS and ALTAFF list serv reponses to key question

BOLT Manual

Call to Order: Chairman Kratz called the meeting to order at 6:05 pm

1. Public Statements: None

2. Agenda Order: There were no changes to the agenda.

3. Minutes of May 10, 2011 meeting. Motion to approve by Ms. Greene; second by Mr. Rudd. The motion was approved by a vote of 4- 0-0.

4. Policy Review

There was a brief discussion whether the BOLT should request that PTV film the Board meetings. The informal consensus was that they should ask.

Ms. Kratz presented the new Board manuals, which included copies of existing policies. She stressed the need for review of the policies and the possibility of updating some to bring them into compliance with current practice.

Ms. Napsha was requested to review MBLC policies and ensure that the print manual that MBLC sent to the library is the same as the one they have posted online.

Ms. Napsha was requested to set up a Google Docs account for sharing of information.

There was extensive discussion of the library's key policy. Ms. Napsha was directed to determine who has keys (police, fire, etc.).

Ms. Greene made a motion to amend the key policy as presented in the board packet. There was no second to the motion, which failed.

Ms. Kratz and Ms. Napsha agreed to research the key and security policy. The policy was tabled until the next meeting.

Ms. Kratz requested that the Board review the Meeting Room Policy and be prepared to discuss it at the upcoming meeting.

5. Library Director's Report – Ms. Napsha presented her report to the Trustees for discussion.

There was discussion about the upcoming newsletter.

Several questions were asked regarding publicizing programs.

Ms. Kratz volunteered to look into Constant Contact, an electronic newsletter provider.

6. Building project update. Ms. Kratz 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. Ms. Kratz reviewed the attached cash report.

8. Resource Development. Ms. Kratz discussed the annual Packard Gallery reception. Ms. Greene agreed to serve as point person for the gala.

Ms. Sirvent agreed to review and revise the mailing list for the Packard reception.

9. Next meeting date. The next meeting of the Board of Library Trustees will be Tuesday, July 5 at 6 p.m. at the library.

Adjournment: Ms. Greene moved to adjourn the meeting at 8:30 pm. Mr. Rudd 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 July 5, 2011.

Respectfully submitted: Cheryl Napsha, Director