

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Public Meeting September 20, 2011

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

Members Present: Patsy Greene, Lyn Kratz, Mick Rudd

Members Absent: Tom Boland, Nancy Sirvent

Others Present: Cheryl Napsha, Library Director

Call to Order: Chairman Kratz called the meeting to order at 6:10 pm.

1. Public Statements: None.

2. Agenda Order: No changes.

3. Minutes BOLT meeting August 23, 2011:

Ms. Greene made a motion to approve the minutes of the August 23, 2011 meeting as amended. Mr. Rudd seconded the motion, which was approved 3-0-0.

Upon request of the Board, the Director's Report will now be included with the monthly BoLT minutes.

4. Minutes BOLT/Zoning Board Joint Meeting August 25, 2011:

Mr. Rudd made a motion to approve the minutes of the August 25, 2011 Executive Session as amended. Ms. Greene seconded the motion, which was approved 3-0-0.

5. Director's Report: The full Director's Report is attached.

Mr. Rudd made a motion to authorize the Director to use funds from the Mezzanine and Furniture accounts for payment of the furniture in the Lower Level, closing out the Furniture Fund. Ms. Greene seconded the motion, which was approved 3-0-0.

Ms. Napsha was charged with researching the development of a maintenance fund for the facility.

The Board commended Mary Nicolini for her work as Assistant Director and wished her well in her new position as Information Specialist.

Mr. Rudd commented on the variety of library programming and commended Ms. Napsha for her work.

6. Chair Report:

Ms. Kratz provided information on the September 17 library reception, including preliminary income and expenses.

7. Financial Reports:

Ms. Kratz presented the financial reports. The library received \$8,740 in August, primarily from contributions related to the newsletter and hosts for the library's September reception.

8. Building Update:

Ms. Napsha and Ms. Kratz provided an update on the library building project. Ms. Kratz was happy to report that the mezzanine had been repaired and painted, a project that was long overdue.

9. Special Event Permit Update:

Ms. Kratz, Mr. Rudd, Ms. Greene and Ms. Napsha represented the library at the Zoning Commission meeting on August 25. Following approval by the Zoning Commission, there were some steps that must be followed in order to complete the process. Ms. Kratz was following up on those steps.

10. Resource Development:

Reception update: The reception was an unqualified success in its new venue. There were a record number of guests and it appears that the income will exceed previous years.

b. Donor packet development

There was no news.

c. Supporters- goals for next quarter

The next Supporters meeting is scheduled for Wednesday, October 19 at 6 pm.

11. Board Development:

Ms. Kratz reminded the Board to complete the surveys sent by the consultant, and to complete the American Library Association's Association of Library Trustees and Friends webinar.

11. Other Business and Correspondence:

Ms. Kratz noted that Town Manager Sharon Lynn had informed her that the Board of Selectmen wished to have an annual meeting with each town board. No date has been set.

12. Next meeting date:

The next meeting of the Board of Library Trustees will be held on Tuesday, October 18 at 6 pm at the library.

13. Adjournment:

Mr. Rudd moved to adjourn the meeting at 7:40 pm. Ms. Greene seconded the motion, which was approved 3-0-0.

**Provincetown Public Library
Director's Report
August 17 – September 13, 2011**

**"Surrounded by stories
Surreal and sublime
I fell in love in the library
Once upon a time."**

Jimmy Buffet

LIBRARY CONSTRUCTION

Most of the interior work is completed at this point, with workers concentrating on punch list items. The entire exterior has been painted and looks beautiful.

Today we have the painters here repairing the ceiling and walls on the mezzanine and restoring them to their pre-leakage beauty.

One of the change orders that was approved for this project was to add 'captain's wheels' to the portholes to maintain safety. The company that is providing our fencing is casting the wheels, which we hope to have installed soon.

The exterior work has run into some speed bumps. There have been recurring issues with the brickwork and granite installations, and currently the architects are working with the contractors to see how the issues can be resolved. This means that we will not have the landscape and sod in place for our reception Saturday, but also means that when everything is completed it will be top quality.

I'm still dealing with the furniture company in an attempt to get our damaged lower level furnishings replaced. This is proving to be more difficult than expected, but since we're not paying the bill until everything is perfect, my guess is that at some point they will repair the furniture.

I met with Doug Johnstone, David Mayo and Romolo Del Deo to discuss adding an art piece to commemorate the Josephine Del Deo archives. Romolo is an artist working in bronze, and he wishes to create a piece that would hang to the immediate left of the archive entrance. Doug and I spoke with Sharon to discuss creating a change order to add lighting over that area to highlight the art, and to move the fire alarm to the opposite side of the door so it won't

detract from the artwork. She approved the change, which is now being handled by our architect.

PROGRAMMING

Our children's programming continued through August. On August 17 we had New Mexico's own Bob Kanegis present multi-cultural stories to a group of 37 children and adults, all of whom were enthralled by the presentation.

The following Wednesday, August 24, was our final big performance for the summer. We had an audience of 62 spanning all age groups attend a program on "Animal World Experience." Willing participants had the opportunity to handle live creatures including a Madagascar cockroach, a large red snake, a hedgehog, and several fairly disgusting lizards. Everyone enjoyed the program, and it was a great way to end our summer.

Lucy Gilmore offered her Friday morning storytimes through August. We look forward to her "Born to Read" programs beginning in October, as she's developed a loyal following.

I've scheduled some programs for Women's Week, including a reading by authors from Bold Strokes Books.

Don't forget that author Dennis Lehane is visiting us on Sunday, October 2 at 2 pm. Please pass the word!

OTHER ACTIVITY

Lyn spent a great deal of time, with a minor amount of assistance from me, in preparing information for the Zoning Board. We met with David Gardner to discuss preparation of the documentation and how to best to present our case to the Zoning Board. On the evening of the Board meeting Lyn, Mick, Patsy and I represented the library. We were very happy that the Zoning Board approved our request for an entertainment license for the coming year.

Lyn, Patsy and I met with the Supporters for the library to discuss their role and options for future projects.

Lyn and I attended a meeting of the Friends of the Library where we had the opportunity to thank them for their work and for all they do to support the library,

such as funding all the children and adult programs for the Summer Reading Program.

I met with one of the writers from **Provincetown Magazine** about receiving their archives. We'd love to be able to digitize them, but in the meantime may settle for just making them available in print format.

Last week the library played host to the Schooner Regatta's annual awards ceremony. It was a lovely evening made more special by a presentation to Josephine and Sal Del Dayo. It was also a great opportunity for a trial run to see how the library will function during its own party this coming weekend.

Much of my time during the past weeks has been spent directly or indirectly working on the library's reception. From hand-addressing 450 envelopes, to arranging for catering, there have been a million party-related details. I feel fortunate that Lyn, Patsy, Mick and Tom have all volunteered extensive time and expertise to help with the arrangements.

Indirectly it's been a matter of 'redding up' the library, as we say in Pittsburgh, making it clean and pretty for the event. Anthony from DPW spent several days painting the Bowsprit Room so it's a pretty cream, rather than its former tepid yellow. I've made arrangements to have the carpets cleaned and the entire building cleaned this weekend prior to the event to rid the building of all the construction dirt and dust.

One of the other major projects has been getting the collection ready for visitors. While we organized the adult collection previously, Susan and I have spent time making the juvenile collection more accessible. We've intershelved hardcover and paperback fiction, shifted easy readers from a cart onto shelves, shifted non-fiction to create more room, and shelved the big books. My goal was to remove as many of the small pieces of furniture as possible, thereby opening up the space.

In that vein, we eliminated the shelving unit where the videos were housed and the paperback book spinner, sent the glass and wood display case to the basement, and moved the microfilm machine and microfilm case to the first floor, making it more accessible to the public, and easier for staff to use. We also sent one of the beautiful 'pew' bookshelves to the basement to make space on the first floor for the microfilm machine. You'll notice by all the patches of different-colored carpeting where furniture was moved or eliminated.

With the layout expertise of Sally Brophy, I created an advertisement for next week's **Cape Cod Times** Community Services page. It turned out much more beautifully than I could have imagined. Many thanks to Sally.

STAFF

Mary Nicolini is stepping down as Assistant Director beginning next week. She will become a ½ time Information Services Specialist, dealing with technology and reference. She will not have any supervisory responsibilities with the exception of making the schedule for the Circulation staff.

I've created a job description for a part-time Marketing and Programming Director position to concentrate on programming, public relations and developing library services on a nationally competitive level. I sent the job description to Sharon for her review, and hope to be able to advertise that in the coming weeks.

I continue to have monthly staff meetings and find them very helpful in communicating information directly and in reaching consensus on issues. Today's meeting resulted in staff volunteering to each be responsible for an area of the collection, shelf-reading regularly and keeping it in order.