

## **TOWN OF PROVINCETOWN**

### **Public Library Board of Library Trustees**

#### **Minutes of Public Meeting August 23, 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 6:05 pm

**1. Public Statements:** None.

**2. Agenda Order:** Add 3A to agenda for July 5 Executive Session minutes.

#### **3. Minutes BOLT meeting July 19, 2011:**

Mr. Rudd made a motion to approve the minutes of the July 19, 2011 meeting as amended. Ms. Greene seconded the motion, which was approved 3-0-0.

#### **3A. Minutes BOLT Executive Session July 5, 2011:**

Ms. Greene made a motion to approve the minutes of the July 5, 2011 Executive Session. Mr. Rudd seconded the motion, which was approved 3-0-0.

Mr. Rudd noted that the minutes are not to be posted publicly until the library director is no longer an employee of the town, or at the discretion of the town manager.

#### **4. Director's Report:**

*See attached report.*

The Director's Report was discussed. There was a suggestion to offer a program like "Where's Dewey?" to educate people on how to use the collection.

#### **5. Chair Report:**

Ms. Kratz provided an update on the September 17 library reception, detailing information on music, catering and expected numbers of guests.

#### **6. Financial Reports:**

Ms. Kratz provided an update on the library finances. The library received a donation of \$15,000 from the estate of a former resident.

Ms. Kratz, Ms. Greene and Ms. Napsha met with the Supporters of the Library and were pleased by their energy and commitment to the library.

She reported that the newsletter was generating positive reviews and significant donations.

There was a discussion of the library's debt service, and possible ways to meet that financial obligation each year.

#### **7. Building Update:**

Ms. Napsha, Mr. Rudd and Ms. Kratz provided an update on the library building project. The expected completion date is now mid-September.

The brick bump-out was repaired, and work is currently underway on the brick walkway surrounding the building.

#### **8. Special Event Permit Update:**

Ms. Kratz updated the Board on the status of the library's appeal to the Zoning Board for an entertainment license. She had several meetings with Assistant Town Manager David Gardner, completed the necessary paperwork and prepared opening statements for the Zoning Board meeting. She requested that any Board member who was available for the meeting on August 25 attend in support of the project.

#### **9. Resource Development:**

Donor Packet development: There was no update on this project status.

Supporters: The August meeting was positive. The next meeting is scheduled for September 21.

#### **10. Board Development:**

The ALTAFF webinar that Ms. Kratz directed the Board to complete expires at the end of August. All members should have completed the seminars by then. Ms. Kratz requested that all Board and the Director complete the survey provided by consultant Christie Hardwick for an upcoming Board retreat.

**11. Other Business and Correspondence:**

There was discussion on when the library should have its grand opening. The Board discussed sponsoring a table for HOW's Casino Night. Ms. Greene made a motion to sponsor a table: Mr. Rudd seconded the motion, which was approved 3-0-0.

**12. Next meeting date:**

The next meeting of the Board of Library Trustees will be held on September 20 at 6 pm at the library.

**13. Adjournment:**

Ms. Greene moved to adjourn the meeting at 7:50 pm. Mr. Rudd seconded the motion, which was approved 3-0-0.

These minutes were approved by a vote of the Provincetown Library Board of Trustees present at their meeting on September 20, 2011

Respectfully submitted: Cheryl Napsha, Library Director

**Provincetown Public Library  
Director's Report  
July 19 – August 16, 2011**

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**"A good book is better than a mediocre therapist or counselor."**

*James Lieberman, psychiatrist*

### **LIBRARY CONSTRUCTION**

As I stood across the street last week looking at our beautifully painted exterior, I heard a tourist say, 'look, it's a wedding cake!' I thought it was an apt reference, as it's beautiful, fresh and an invitation to the future.

The exterior painting is nearly complete, with only some minor details to cover. This was a long and exhausting job requiring much heavy equipment on hot, humid days, but the end result is so lovely! Currently the construction crew is building the exterior stairway to the main Commercial Street door. After that, they will construct the granite seating wall, lay the brick sidewalks and then begin work on the landscaping, the last major component of the renovation.

The HVAC crew continues their work on air-conditioning the top two levels of the library. They've completed the infrastructure work of shoring up the attic to bring it up to current code, and are now installing ductwork. After this week the only major piece of work that will remain is installing the compressor in the lower level. This is difficult work as it means disassembling the piece outside, bringing it downstairs and re-assembling it. I'm looking forward to cool spaces in the next month.

I've started to create the punch list for Colantonio, the tiny details that need to be repaired before the project is deemed complete. It's a fun process that requires great attention to detail- my favorite kind of task!

The biggest news is that the lower level is now complete. The furniture and shelving arrived last week, and the space is beautiful. The shelves were filled with non-fiction books 001-699, as well as biographies. The mezzanine level now holds only the 700's (art, music, crafts), the 800's (literature, poetry), and the 900's (history, travel). The Bowsprit Room will now be the Local History Room, housing the Cape Cod collection and other local resources.

The library was required to close for 9 days in order to repair the bump-out. This turned out to be good timing, as it allowed staff the opportunity to shift the collections without working around patrons. Several staff - Mary Alice Wells, Mary Nicolini, Susan Packard, Tom Ruane and I, as well as volunteer Lee Ciliberto, worked to shift books over a 3 day period. We also took that opportunity to shelf-read (put all the books in Dewey order), so everything is where it belongs.

We intershelved the Reference and over-sized books into the non-fiction collection, which means that patrons must only look in one place for any subject they seek.

When we shifted the biographies downstairs we picked up shelves on the main level. We moved the mystery books to the former biography section, and now short stories, science fiction, and some adult fiction are housed in the shelves that were formerly mystery. We tried to free up some space in the Marc Jacobs room by placing authors S-Z on the northeast wall of the main room, but found we haven't gained much overall.

Basically, over a 3-day period, every adult book in the collection was moved to another location. It was an intensive job made possible by the dedicated staff and volunteers who gave extra time for the project.

In the coming months we will shift the entire juvenile collection, interfiling paperback and hardcover juvenile fiction and getting rid of some of the extraneous carts that surround the ship, making the space more child-friendly and less cluttered.

I asked Tony Lemme from DPW if his staff would paint the Bowsprit Room, which had been a fairly heinous yellow, to match the creamy shade of the main library. As I write they are hard at work updating the color of the room and eliminating some of the extra shelving that we no longer need, since the Local History Collection is smaller than what had formerly been housed there.

You'll notice that the furniture in the Lower Level was received damaged. I've made arrangements with the company for the pieces to be replaced or repaired before any payment is made. We did not purchase furniture for the program room on the lower level. We have folding tables and chairs set up so people can use laptops or have small meetings there, but wanted to leave the space open to configure as we need it—rows of seating for programming, tables and chairs for meetings, etc.

## PROGRAMMING

Our children's programming continued through July and August.

Every Monday morning staff members Susan Packard and Martha Hyams rotate offering a storytime and craft for children. We've been averaging 8-10 children per week. Our Friday morning storytime program with Lucy Gilmore continues to impress me. She came highly recommended by Wellfleet and Brewster libraries, where she conducts the "Born to Read" program. Lucy's storytimes are highly skilled and very entertaining. She combines education with entertainment, teaching concepts and word play while offering energetic programs. They've been well-attended and we've received great feedback.

On July 20 we had Denya and Julie, two talented singers/musicians. Using violin, guitar, ukulele and accordion, the duo performed a variety of global standards and new songs in keeping with our One World, Many Stories Summer Reading Program theme.

On August 3 the Cape Cod African Dance and Drum Company performed a spirited program before a large audience of all ages. Everyone was engaged in this dynamic music and dance performance.

Our Friday, August 5 program featured Mister G, an original artist who writes and performs for children. Recently featured in **People** magazine, Mister G was one of the highlights of the summer. Because the library was closed, however, we moved the program to the bas relief monument behind town hall. This worked out well for us—during Family Week, there was a program from 8-10 am that day, so we were able to persuade families to stay for the 11 am concert.

We cancelled the programs that were scheduled for the week of August 8-12, while the library was closed. There was just too much going on to try to find new locations and get them publicized.

We had several successful author visits. On July 21 we hosted 3 authors and the editor of **Cape Cod Noir**, an anthology of short stories set on the Cape. Each author read from their work and discussed the motivation for their ideas.

On July 28 we presented a joint program with the Norman Mailer Writer's Colony. Author Michael J. Lennon, who was a protégé of Mailer's, discussed Mailer and his work, and read from his upcoming new biography. Afterwards there was a reception at the Writer's Colony with a personal guided tour by Mr. Lennon. We had a wonderful turnout of 48 people.

Our Family Week celebration highlight was a reception sponsored by the Family Equality Council to celebrate the photo display, "Love Makes A Family." Although it was an extremely warm evening, a crowd of over 75 adults and children viewed the exhibit and enjoyed the snacks.

We had a program scheduled for Thursday, August 4 with author John Anthony Gilvey discussing his new biography of Jerry Orbach. Because the library had to close at the last minute for the repair of the bump-out, the owner of the Now, Voyager bookstore offered to host the event. We're grateful for his assistance.

The library used to offer a "Born to Read" program during the school year for preschoolers and their caregivers. Over the past several years that program, which is sponsored by the Cape Cod Children's Place, has migrated to the school. Like many organizations, the CCCP has lost funding over the past years and has limited the number of organizations they will fund. Currently our Lucy Gilmore is the only person who will be offering Born to Read on the Lower Cape this year, and is limited to 8 organizations. Provincetown is one of the towns that will be funded, and Lucy has the option of offering it wherever she would like. She told me she'd like to offer it at the library—that makes more sense, as we have the collection to support the program and encourage caregivers to read to their children outside the program time. Our Friends group has tentatively offered to help fund the program by matching the \$1,000 that CCCP would provide her. CCCP formerly paid \$2,000 per location, so this will keep Lucy at the salary she had been making, and give us a wonderful on-going program for the school year.

## OTHER ACTIVITY



We added a play kitchen to the Children's Department, which has proven to be a great success. Imaginative play is an important part of a child's development, and playing chef is a great way to develop language and creativity in children. While the funds for the kitchen came out of last year's operating budget, the Friends of the Library paid for the pots, pans and plastic food and dishes that make the space so valuable.

We received 9 new computers as part of the town's upgrading of technology. Those replace the 6 public computers on the main floor, the CLAMS catalog and the 2 computers at the Circulation Desk.

The library had a minor flood on Wednesday, July 27 as the air conditioning workmen from Quality accidentally damaged one of the fire sprinklers. Fortunately the damage was contained primarily to the linoleum area of the Children's Department, with some water soaking the carpet near that area, the brand new kitchenette, and through to the Marc Jacobs Reading Room below. We were closed for one day until the sprinkler system could be repaired, and

the people from Quality sent out a remediation expert who placed dehumidifiers throughout the exposed areas to mitigate damage.

Along with other town senior staff I attended Human Resource Training provided through a joint venture between Provincetown and Truro.

I've met with insurance adjustors to assess the damage from the flood. Quality made a promise to Town Manager Sharon Lynn that they would be responsible for any damage.

I met with Kathie Meads from the Schooner Regatta Committee to discuss the reception at the library.

Lyn and I have been working on preparing documentation for the Zoning hearing scheduled for August 25. I appreciate Lyn's attention to detail and willingness to take so much time to ensure that our policies are compliant with the town's.

The work for the September 17 reception is coming along well. Lyn, Patsy, Tom and I had a very successful planning meeting for the reception. The caterer is from Boston and has selected an eclectic and appetizing menu. We're providing champagne this year rather than wine, in honor of the celebratory nature of the event.

The invitations should be in the mail by the end of this week. Lyn has done a great job of updating the mailing list.

At the last meeting I discussed some of my ideas for the Children's Department, with the assumption that the library would be eligible to use funding from a town-held trust intended for children's services. After a very close reading of the trust document and review of past BOS decisions, however, it was decided that those funds are to be used for low-income children ONLY, so the library is not eligible. I'd like to begin discussion on what parts of my plan can be salvaged and funded through existing accounts.