

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting February 5, 2009

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

Members Present: Mick Rudd, Chair; Jim Cole; and Tom Boland

Members Absent: Lyn Kratz; Paul Benatti, Secretary

Others Present: Debbie DeJonker-Berry, Library Director

Call to Order: Mick Rudd called the meeting to order at 7:15pm

1. **Public Statements:** There were no public statements made.
2. **Minutes:** Jim moved to accept the minutes of the November 10, 2008 BOLT meeting as presented. Tom seconded the motion. The vote passed 3-0-0.
3. **Agenda:** There were changes to the order of the agenda.
4. **Chair's Report –**

- a. **Façade Construction –** Mick stated that the library has heard from Campbell and they would like to start the reconstruction April 1st.

MOTION: Tom moved to authorize the DPW Director to recommend that the Board of Selectmen execute a contract in the amount of \$216,435 with Campbell Construction for the base bid on the façade (main gable and lantern) so that construction begins no later than April 1, 2009. Jim seconded the motion. The vote passed 3-0-0.

Further discussion: The BOLT discussed how although there were no large donations in this last fundraising effort, they still felt that it was a success raising approximately \$25,000.

- b. **Community Preservation Funding –** Mick stated that applying for community preservation funding with Deb absent was difficult. Lyn had put together the application. The town is also trying for this grant to renovate and repair Town Hall. The BOLT felt that they wanted to step aside and withdraw their application and not compete with the town for this grant.

MOTION: Tom moved to withdraw the Library's FY2010 Community Preservation grant application and send the attached letter to the CPC Committee. Jim seconded the motion. The vote passed 3-0-0.

Further discussion: The letter will now go out in support of the Town Hall project.

- c. **Landscaping Update: Traffic Hearing –** There will be a February 10th Landscaping meeting with the Architect. At the last meeting there was a lot of talk about Center Street and moving the bikes off of the library grounds, and plan parking for better access to the library. The Library would like to petition the Town to make Center Street a one-way from Bradford Street to Commercial Street. Mick displayed the architectural schematics with the BOLT.

MOTION: Jim moved to submit a proposal to the 2009 Annual Spring Traffic Hearing to convert Center Street to one-way traffic as per the landscaping plans prepared by Martha Lyon Landscaping. Tom seconded the motion. The vote passed 3-0-0.

6. **Director's Report – (additional report on page following minutes)**

- a. **Library Fines –** Deb stated that the staff has been wary of collecting fines during these hard economic times. She suggests a period of amnesty, waving the patron fines for Town Residents. Tom suggested putting out a

blurb in the paper, seeing this as an opportunity to promote the library. Deb stated that this will enable the staff to be diligent about collecting fees while the amounts are still small.

MOTION: Jim moved to waive all fines from Provincetown Library cards subject to the condition that training is held for all staff and volunteers on the continual collection of library fines so that amounts paid by patrons are manageable and affordable. Tom seconded the motion. The vote passed 3-0-0.

- b. **Fees Library Cards** – Deb will recommend not going through with the fundraiser for the Norman Mailer Colony at this time. She feels that in these times of tight resources it will distract from the landscaping and facade projects. The Colony did ask if they could have a discounted Library card like FAWC currently has. The Library would receive payment for these cards in the form of one check.

MOTION: Tom moved to revise the Library Card Registration and Fee Policy (October 2005) to Read: But to enroll in or teaching at a Provincetown non-profit educational institution or are a fellow at a Provincetown non-profit education institution may acquire a Library card by paying a reduced fee of \$10.00. Jim seconded the motion. The vote passed 3-0-0.

There was a previous discussion among Mick, Deb and Mary about regrouping in 2009 regarding fundraising and the allocation of staff and volunteer energy. It was suggested that the Library have a retreat to discuss what are the priorities in the next twelve months. Deb suggested inviting other Town boards. Tom stated that the Town needs to capitalize on its resources. He supports this idea.

- c. **Library Budget** – The Library has met with the BOS twice so far regarding the budget and has cut many items. They did not cut the staff, nor the hours of operation. Mick made a point of stating that this is a commitment of the BOLT, to keep the library open the same amount of hours it's been open. Deb stated that the book budget needs to meet a required percentage of total expenditures and the Trust Funds will be used to supplement.

MOTION: Jim moved to spend up to \$12,000 in Library Trust funds for Library materials (books, magazines, audio-visual, etc.) Tom seconded the motion. The vote passed 3-0-0.

- d. **Heritage Day** – The Library is excited about this project and has been working with the ASGCC and PTV to document the oral history of people who were “first responders” to the HIV/AIDS epidemic. The goal is to have a video for the Heritage Day presentation and to have it permanently displayed in the Library kiosk. The video has also been transcribed.

A VSB Grant in the amount of \$7,500 was submitted for FY2010 for supporting the final product of this years Heritage Day AIDS film which would be upgrading the library kiosk to support more videos and make the kiosk a community information center. The new kiosk could also be networked into the Town's website and educational programs.

- e. **Annual Report** – Has been submitted and is present in the BOLT meeting packet.

7. Resource Development

- a. **Cash Report** – The monthly Cash Report for the Library Building Fund Campaign reflects an increase of \$7,122 in the month of January. With the exception of a regularly scheduled \$100 donation, all of these donations came from the annual appeal.

8. Other Business:

Deb applied for a grant to update the Town website.

The library will be offering an introduction to computers workshop and is thinking about reinstating an internet users group.

The next meeting of the BOLT will be Tuesday, March 3, 2009.

Adjournment: Jim moved to adjourn the meeting at 8:30pm. Tom seconded the motion. The vote passed 3-0-0.

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)

Library Director's Report January 2009

Attached is a revised Library budget reflecting the changes made at Wednesday night's Selectmen meeting. Attached too are informational sheets on library statistics that were shared with the Selectmen. Because of the dire economic situation, I performed an analysis showing the reductions that I believe can be made to our operating budget while still allowing our certification with the State. If we fall below that number, there is a waiver process which I believe we will receive if needed. In addition, next year, I will ask the Friends of the Library to dedicate the proceeds of several book sales to the book budget. Costs continue to rise: the periodical invoice has increased by almost \$800 for next year. I intend to severely reduce the reference book purchases and drop at least a half dozen magazines as well.

Campbell Construction would like to begin work in April so I would like to suggest that the Selectmen sign the contract in early March. I also am recommending that we continue only with the Base Bid. Our fundraising appeal has brought in at least \$25,000 so far, and we do have one major donor who is interested. Our timeline will not be met, however, and in this particular climate, it is unlikely that we will be able to raise almost \$300,000. As an alternate strategy, Lyn has submitted another CPA grant application. If we match that with the funds raised and another grant application, it is possible that Felicia Penn will be able to negotiate a successful Kresgee grant. There is also a possibility that libraries will be included in the Federal Recovery monies administered by the State.

We will meet with the Landscaping Architect on Tuesday, From there, we should be able to have some good estimates and a plan to take first to the Traffic Hearing and then later to the community at large.

The Supporters will be receiving \$5,000 from Comcast to supplement the Born to Read program budget cuts (Mass. Family Network/Children's Place grant). This will be enough to give a grant to St. Mary of the Harbor to continue the program throughout the summer as well.

The Norman Mailer Writer's Colony is asking for the Trustees' recommendation on pursuing the fundraising for the Out Building. I expressed my opinion that the economic climate was very difficult right now, and that we had several prior commitments that needed to be completed before we could take that project on. However, this issue is one the Trustees should decide.

The Colony has also requested that we offer their fellows a reduced fee non-resident library card. I would recommend that we extend to them the same reduced rate as we do for the Fine Arts Work Center but that we receive a list of the participants 30 days in advance so that we can handle the cards as a unit. In addition, I would also like to suggest that the Trustees consider a blanket waiving of Library fines. We have a full staff meeting scheduled for February 18th, and I would like to announce this then. The rationale is that the economy is very difficult and that the build up of fines on patron records might discourage their use. As part of the February 18th training, I'd like the Staff to speak with every patron on check out on the fines that are on their card. If we start from \$0, it is not difficult to collect small fines at each checkout. In this way, large bills will not add up on their cards. In addition, we will also brainstorm on ways to reduce our spending. One of the immediate implementations is that we are encouraging the use of emails for overdue notices, and I am also experimenting with making phone calls instead of sending out letters to those who do not have email.

Deb