

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Meeting March 19, 2007

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

Members Present: Mick Rudd, Chair; Paul Benatti, Vice Chair; Lyn Kratz, Cathy Metzger

Members Absent: Cj Noyes, Secretary

Others Present: Debbie DeJonker-Berry, Library Director

Members of the Public: Marcia Fair, Jim Cole

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

1. **Public Statements:** There were no public statements.
2. **Minutes:** One correction was noted by Paul. **Paul moved to accept the minutes of the February 21, 2007 meeting of the Board of Library Trustees as corrected. Lyn seconded the motion. There was no discussion. The vote passed 4-0-1 (Cj was absent).**

Agenda:

4. Chair's Report:

- a. **Belfry Recommendation** – Mick stated that he thought there was a very favorable outcome to the library's quest for a belfry contractor. Mick and Deb attended the bid opening on March 7th. The low bidder was Campbell Construction of Beverly, MA at \$123,000.

MOTION: Paul moved that the Board of Library Trustees recommend to the Board of Selectman, at their next meeting on March 26th, that they select Campbell Construction Group, LLC from Beverly, MA to restore the belfry. Cathy seconded the motion. The vote passed 4-0-1(Cj absent.)

Mick stated that the position of Clerk of the Works should be the same engineering firm used to develop the bid specifications for this project (Coastal Engineering). Deb thought this was best discussed after the Board of Selectmen signed off on the project.

- b. **Bell Report** –Jeff Lewis of The Verdin Company made a site visit to inspect the 1835 Bell. The primary concerns were 1) The caretaking of this artifact belonging to this building which now houses the Provincetown Library. 2) Devising a strategy to restore the bell so that it can fulfill multiple roles for the library and the town. Jeff stated that if it were to be recast, the cost would be \$22,000. He said that the bell seemed to be intact and in good condition, and that restoration wouldn't have to be a major project. The bolts that secure the bell, having been exposed to the weather, needed replacing with stainless steel. The bell would need to be transported to the Ohio facility. There would be one year free storage available.

MOTION: A motion was moved by Paul to authorize the Director and Lyn Kratz to enter into a contract with Verdin Company of Cincinnati to remove the bell to their facility and perform the one suggested repair of replacing the bolts. The authorization is for an amount limited to \$7,000. Cathy seconded the motion. The vote passed 4-0-1(Cj absent.)

Lyn asked what the cost would be of transporting the bell. This was unknown. Deb said that the Verdin Company might be out here around the time of Town Meeting since they are working on the Town Hall bell. She would like to see them take it back with them. Mick felt the crating of the bell could be done locally. Lyn wondered if the polishing should also be authorized at this time. **The motion was amended to include the polishing of the bell at the limited cost of \$7,000.**

- c. **Building Fund** – Deb distributed a spreadsheet to the Trustees that she said she will try to update every month. The Town Treasurer questioned who had the authority to pay out of the building fund. Deb wanted to review

with the Trustees how the library bills were paid. Do the Trustees want to pass on these expenditures before the Board of Selectman? Mick stated that this could slow up the payment of the bill if both boards were reviewing it, that it could add two weeks to the process. Deb felt that the spreadsheet would help the Trustees to see the monthly expenditures. Paul felt that the Trustees should stay with the policy as it's currently being handled. The Trustees agreed.

d. **VSB Grant** – the request for funding for the new chairs was approved. The original request was revised to reflect less expensive folding chairs.

6. Resource Development Report

a. **Spring acknowledgement letters** – Lyn, Debbie and Mick met on March 19th to discuss producing the next newsletter. Items to be presented would be updates on the bell and belfry, and a building fund article explaining the expenditures and what still needs funding. The spring letter could state that the donors' money is being used for more than just purchasing books. Two groups would be targeted, the donor base and town meeting members. The library would add the voter's list to the mailing list.

b. **Gift and Cash Report** – This was Marcia's last report. There was an increase in February of \$5,085 for a total of \$1,144,923. Marcia asked Mick to make sure that the whole report goes before the Selectmen, not just the front page. This report will now be produced in-house.

e. **Memorial** – Debbie suggested the hiring of Adam Levinson who made the Lipton cup Display case to make a memorial display case.

f. **Silver bullet** – This donation receptacle is currently being stored in the basement but it will be brought outside soon with added literature making it visible for donations.

7. Director's Report

a. **Building Issues and Operations** – Furnace – not much has advanced regarding the furnace. Messages have been left for Scanlon. Deb wondered if the Trustees think a stronger action is needed. Mick suggested that Paul send a letter stating that damage occurred when furnace was installed. The performance bond is still current. Mick felt that if the letter came from the Trustees instead of DPW it might have more clout. The Trustees agreed that a more proactive push was needed at this time. In addition, Deb mentioned that the bicycle rack needs to be moved and hedges trimmed.

b. **Fine Amnesty** – On behalf of patrons and slow economy, Deb requested a "fine free" period be given to all library patrons. Maybe this could happen once every 5 years or so. She proposed that it coincide with National Library week. Mick stated that it should go into the newsletter.

MOTION: Paul moved to authorize the Library Director to initiate an amnesty period in association with National Library week to wipe out the fines accumulated by Provincetown Library patrons. Lyn seconded the motion. The vote passed 4-0-1(Cj absent.) There was no further discussion.

A press release will be sent out alerting patrons of the amnesty. Mick wanted it stated that although their current fines were being erased, future fines will be more strongly enforced.

c. **Exhibits/Events/Tours** – the book signing for the Portuguese Festival has been confirmed.

Deb directed the Trustees to the flyer in their packet for the March 29th reading of Elaine Anderson's book "Dragonfly" at the library.

d. **Traffic Hearing** – the date of the hearing has been changed to March 27, 2007. Deb asked the Trustees to contact her if they were planning on attending.

The Town Manager's going away party will be April 12th at 6pm.

The Streetscape planning meeting will be at the FAWC on March 28th at 7pm. Mick felt since this will involve the

library, there should be a Trustee present to be proactive about what is being planned for the library grounds. Mick and Deb will attend this meeting.

- 8. New Business** – Deb directed the Trustees attention to the letter from Tony Lemme regarding the water coming into the front (south-east facing) side of the building.

The Friends of the Library book sale schedule for 2007 is available.

- 9. Other Business:** Brian Cowing's father passed away. Flowers have been sent from the library. Mick presented a card for the Trustees to sign.

Next Meeting: The next meeting is scheduled for **Tuesday, May 1, 2007 at 7:15pm** at the library.

Adjournment: Cathy moved and Lyn seconded the motion to adjourn the meeting at 8:45pm. The vote passed 4-0-1(Cj absent).

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)