

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting October 30, 2007

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

Members Present: Mick Rudd, Chair; Lyn Kratz, Vice Chair; Jim Cole, Secretary; Paul Benatti

Members Absent: Cj Noyes

Others Present: Debbie DeJonker-Berry, Library Director

Call to Order: Mick Rudd called the meeting to order at 7:30pm

1. **Public Statements:** There were no public statements.
2. **Minutes:** Lyn made a motion to accept the minutes as amended. Paul seconded the motion. There was no discussion. The vote passed 4-0-0.
3. **Agenda:** Deb removed an item from the agenda that had been printed twice.
4. **Chair's Report**
 - a. **Bell Ringing Policy Recap** – The library has been adhering to the policy as adopted. Deb stated that the library has had their first bell ringing request. Deb felt that the one-minute of ringing isn't long enough.

MOTION: Paul moved to amend the Bell Ringing Policy to increase number of rings from 1 minute to 2 minutes. Lyn seconded the motion. There was no discussion. The vote passed 4-0-0.
 - b. **Heritage Day 2008 Planning** – Mick stated that the library has had 2 successful Heritage Day commemorations thus far. He felt that they were true local events attended by year-round residents and hoped that 2008 would continue in the same fashion.
 - c. **FY09 Budget Planning** – In looking ahead, Deb would like to focus on three things:
 1. Increase Saturday hours from 10-2pm to possibly 10-5pm.
 2. Change one of the full-time positions to a Resource Development position.The Trustees set a meeting date of November 27th to go over the budget. Mick suggested that Deb give the BOLT a preliminary budget so that they can review it while Deb is on vacation.
 - d. **Mission Statement and FY09 Action Plan** – Mick stated that the library needs to periodically bring the Action Plan up-to-date, which he hopes will happen soon. Deb referred the Trustees to the emailed copy of the Mission Statement. This will be discussed at the November 27th meeting.
5. **Resource Development Report**
 - a. **Gift and Cash Report** – Lyn presented the Gift and Cash reports. The report shows an increase of \$24,375 during the month of September for a total raised to date of \$1,233,434. Of the total amount, \$236,894 has been restricted to the belfry, exterior reconstruction and improvements, including landscaping. Lyn also reported on a SEMLS workshop that she attended. Mick thanked Lyn for representing the library at this meeting.
 - b. **Resource Development Planning** – Lyn reported on a Halloween event on Martha's Vineyard as a possible fundraiser for the Provincetown Public Library.
 - c. **Holiday Appeal** – The Annual Appeal letter needs to go out soon. The draft that has been submitted by Mick is an attempt to bring the public up-to-date. Approximately 5,500 copies of the letter will be printed; and the letter will be printed in 2 colors.
 - d. **Memorial/Honorarium Plaques** – This item was not discussed, but the BOLT has documentation in their packets about latest plaques to be made.
6. **Director's Report** –

a. Building Issues and Operations:

1. Overall Long-Range Plan – Deb stated that the library needs long-range plans and specifications, but needs a visual plan staged so that if the costs come in higher than expected, there will be a clearer picture.

a. Façade-Coastal Engineering Proposal - The library has received a \$10,000 grant from the Secretary of the State toward repairs on the façade.

MOTION: Jim moved to authorize the Library Director to negotiate with the Project Engineer (Coastal Engineering) to phase the Professional Services Façade Restoration Project Proposal to allow the project to go forward as funding becomes available. Paul seconded the motion. There was no further discussion. The vote passed 4-0-0.

b. Landscaping – Supporters (SPPL) Proposal – The Supporters have a proposal to work with the library and Gaskills Nursery to buy good quality soil and invest in a well at approximately \$6,000. In the spring, wildflower seeds would be planted. The Supporters would raise the money for the well and the soil.

2. Short-term, Immediate Issues

a. Furnace – The BOLT went downstairs and viewed changes made to the furnace. The library is currently awaiting the arrival of one piece of equipment necessary before the furnace can be turned on.

b. Front Exterior-temporary repairs – Campbell Construction wants to begin repairs on the façade the first week of November before the weather gets too cold.

c. Lower level Build-out: Josephine Del Deo Heritage Archives - \$10,000 has been raised toward the \$18,000 needed for the archival shelving unit.

b. Exhibits, Events and Tours – Mary Heaton Vorse Day went well and has been filmed by PTV. Deb stated that she would like to see the library do it again next year. The Selectmen thanked the library. There will be an Open House at the library Sunday, November 25th from 3-5pm. There will be the premiere of the library film, *Abraco O Barco*, a book sale, tours of the building, and a slide show of the Heritage Project on the sails of the Rose Dorothea while the public is on the second floor where refreshment will be served.

c. Fee Library Cards – The BOLT are considering not charging for out-of-state library cards.

d. Friends of the Library – have contributed new staff computers to the library.

e. Supporters (SPPL) Annual Meeting – Will take place at Michael Shay's on Wednesday, November 28th at 6pm.

7. New Business – Lyn stated that Robert Birbeck, the artist who donated a wooden sculpture to the library needs to be acknowledged. It was decided that Maghi Geary would handle the thank you.

8. Other Business – There was no other business noted.

Next Meeting: The next meeting of the BOLT will take place **Tuesday, November 27, 2007 at 7:15pm** at the library.

Adjournment: Lyn moved and Paul seconded the motion to adjourn the meeting at 9:43pm. 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 _____.

Respectfully submitted: _____
Library Board of Trustees signature

Title

(Minutes prepared by Jean Jarrett)