

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting September 18, 2006**

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

**Members Present:** Marcia Fair, Chair; Mick Rudd, Vice Chair; CJ Noyes, Secretary; Paul Benatti

**Members Absent:** Cathy Metzger (excused)

**Others Present:** Debbie DeJonker-Berry, Library Director

**Members of the Public:** James Cole, Lyn Kratz

**Call to Order:** Marcia Fair called the meeting to order at 7:19pm

**1. Public Statements:** Jim Cole stated that he needed 10 more plastic, clear coffee can lids for the fundraising containers at the Grand Union.

**2. Minutes:** C.J. moved to accept the minutes of the July 31, 2006 meeting of the Board of Library Trustees as written. Paul seconded the motion. The vote passed 4-0-1 (absent).

**3. Agenda:** Paul moved to accept the Agenda as presented by Marcia Fair. C.J. seconded the motion. The vote passed 4-0-1(absent).

**4. Chair's Report**

**A. Policies – Facility Use**

**1. Stamp Petition Notebook** – It was discussed and decided that the Committee of Centennial Planning of the Pilgrim Monument would be allowed to place one of their books at the library in order to collect signatures to have a postage stamp made of the Pilgrim Monument. This is covered by two Trustee Policies: the Bulletin Board Policy and the Exhibit/Display Policy.

**2. Jazz Festival Banner** - Marcia shared a letter from Bart Weisman requesting permission to allow a banner that will be hung across Commercial St. next year during the WOMR Jazz festival to be secured on library property. Deb said that it falls under the library Display Policy and it should be ok. No further discussion ensued.

**B. Parking:** Marcia read an email that a Patron had sent to Town Hall regarding the problem of the handicapped parking space on Center St. stating that it is typically occupied full-time by one vehicle, thus making it unavailable for use by others. Paul stated that he thought it was controlled by Federal Law and that if it says “handicapped”, a municipality can’t restrict it to only one hour. Deb brought forth research that she had done with the Law Library, which said that it might not be a problem to restrict it. However, since Parking Hearings in Provincetown are only once a year, the Board could request a special Hearing with the Board of Selectman. It was agreed to table this item for the time being.

**C. History Preservation Project:** Marcia reported that the August 20<sup>th</sup> letter of support was sent to the Board of Selectman regarding the History Preservation Project. The Barnstable County inmates were here this week to help move historic items from the Grace Gouveia Building to the Freeman Street building where they will be scanned. Paul suggested that the library consider buying its own equipment. Deb responded that this wouldn’t be necessary since Doug Johnstone has established a gift fund that will pay for 2 scanning stations. Microsoft will perhaps give another one.

**D. Building Fund**

**1. Gift and Cash Report** – The monthly Cash Report showed an increase of \$5,381 for the month of August.

**Packard Gallery Event** – approximately \$23,000 was raised at the library Benefit. Mick Rudd publicly acknowledged Jim Cole and Marcia Fair for their hard work.

**Donor Gift Levels** - Marcia recommended printing and distributing the PPL Capital Campaign donor level publication. Mick offered to donate the printing. The amount to be produced and distributed was discussed. It was agreed that it would be sent to donors and it would mark the 5<sup>th</sup> anniversary of the Capital Campaign.

**Building and Endowment Funds** -- Marcia stated that the two funds established at the Cape Cod Foundation by former Trustee Arthur Pike have increased in value. The Bldg Fund started at \$3,000 and is now at \$3,500, and the Endowment Fund started at \$2,500 and is now at \$2,700. These funds are both under the control of the Trustees. The original purpose was to provide donors with a library fund that wasn’t

controlled by the town. Arthur thinks that it's important to keep these funds operating. Marcia recommended that these statements get reviewed annually.

**Named Gifts** - Marcia presented two motions for consideration.

**MOTION:** "To thank Stephen E. Smith, MD and Barry J. Aaron for their generosity to the PPL Building Fund and for their participation in the Named Gift Opportunities Program at the Mary Heaton Vorse Circle recognition level; and to confirm their request for gift signage for the westward facing tower window on the Mezzanine Level as follows: *In the spirit of Provincetown past, we offer this gift to current members of the community and many generations to come.*" Paul moved the motion, Mick seconded the motion. The vote passed 4-0-1 (absent).

Marcia suggested naming the east facing windows in honor of Anne Packard who has been very generous to the library and presented a motion for action.

**MOTION:** "Name the eastward facing tower window on the Mezzanine level in honor of Artist Anne Packard in recognition of and appreciation for her gifts to the Provincetown Public Library Building Fund over the past five years, subject to her approval and choice of wording for gift signage." Paul moved the motion, C.J. seconded. The vote passed 4-0-1 (absent). The wording is to be determined.

## 5. Director's Report

**State Report** – Debbie gave the State Report saying that this was the most comprehensive report thus far. She also gave the Trustees the DPW Report stating that the library operated in the black in the area of utilities. It cost less to heat the new library than was expected.

**Custodial Services** – Ricky Days has been hired to help Brian with custodial services starting 9/19/06. Deb discussed deferring VSB Grant money to hire summer custodial help. She feels that the town should supplement the library budget in this area during the summer.

### C. Building Issues and Operations

**1. Security in the Library** – Debbie showed the Trustees the new 3-page library security handout that was given to staff stating new closing procedures. It has helped on Mondays and Fridays to get patrons out by 5pm. Much discussion ensued about security issues at the library this summer, such as adding staff, security cameras, and police walk-throughs. Mick thought that a memo should go to Town Hall since this is a public building with more open access to the public than any other Town-owned building and that the Trustees have a concern for the public safety of Library Staff who are municipal employees. Deb stated that she will draft a memo.

**2. JK Scanlan Punch List Update** – Windows have been worked on. We're now waiting on the weather to see if they are fine. Deb was not sure if the water test has been done on the foundation. Doors – side door has been fixed, front door is awaiting local locksmith.

**Adult Laptop Computer Student Agreement** – Deb presented a new agreement to the Board regarding college-aged students who are too old to use the children's computers upstairs and who would find the ½ hour limit on the downstairs computers too restrictive. She requested approval for MA/Provincetown residences with a library card to borrow a laptop computer to use in the library for a maximum time of 3 hours.

**MOTION:** Mick moved to approve the policy brought forth by the Director as amended for the use of the laptop for Adult Provincetown Students, and that it would be subject to review in January. Paul seconded the motion. The vote was passed 4-0-1 (absent).

**4. Landscaping** – Deb, Marcia and Cj met with Marc Morin of Gaskill's to define spaces in outside area. Suggestions included moving the bike rack up from the street to the side of the building, and trimming back the bushes, trying to replicate whimsical quality of the inside of the library (waves). It was discussed that a subcommittee should be in place. A grant could be written to get professional help. But in the meantime, low-cost items like the hedges and clean-up could be done now. The lighting of the front stairs still needs to be addressed.

**Front Stairs** – Wesley Medieros, the contractor who built the front stairs, submitted a bill for an additional \$697 over budget for the price of materials for building the stairs. Paul stated that he should be held to the amount he was paid (\$7,050) because that was his original bid. Deb suggested that the library get an itemized list of all of the costs before considering payment.

**MOTION:** Mick made a motion to view this cost as an addendum to the original proposal for the Board to consider, and that an itemized bill is needed of the additional expenditures. Paul seconded the motion. The vote passed 3-1-1 (absent).

**Belfry** – Deb presented a proposal that would go to DPW Director David Guertin upon

approval from the Board regarding the restoration of the belfry. A motion was made as follows:

**MOTION:** "I move that the attached September 15, 2006 proposal from Coastal Engineering for the preparation of plans and specification for construction bid proposals for the belfry be reviewed and revised by Town Counsel so that it may be acted upon by the Board of Selectmen." Mick moved the motion, Paul seconded the motion. The vote passed 4-0-1 (absent).

**C. Exhibits, Events and Tours:** The Summer Author series was a success thanks to Mark Leach of Now Voyager Bookstore. Friends of the Library were happy with the book sales that they had and will be having 2 more this year. The library has heard nothing from the Tennessee Williams Festival folks. The Cape Cod Library Association will be visiting in October. The library has author Sandra Faiman-Silva coming to speak during Women's Week in October.

**D. Grants:** A \$5,000 award grant to develop an education program video on the Rose Dorothea was received. The library didn't get the Mass Cultural Council operating facilities grant. This is the first time that the library hasn't received the grant in 9 years. Deb is still waiting to hear about the Preservation Grant. The *Born to Read* grant was once again awarded to the library. Debbie is excited about a grant where they will give .50 to match every dollar raised by the library.

**New Business:** Marcia handed out a Draft Trustee Transition Schedule regarding her resignation from the Board. It outlined the Board of the steps need to be taken and the time frame in which to do it. Lyn Kratz's resume was also handed out.

Marcia presented and read aloud a letter of resignation, effective November 1, from the Board of Trustees.

**MOTION:** A motion was moved by C.J. to accept Marcia's resignation effective November 1, 2006. Paul seconded the motion. The vote passed 3-1 (abstention)-1 (absent).

**MOTION:** A motion was made by Paul to nominate Mick Rudd as Chair of the Board of Trustees. C.J. seconded the motion. The vote passed 3-1 (abstention) -1 (absent). Mick will submit a notification memo and the letter of resignation to the Selectmen.

**MOTION:** A motion was moved by Paul to nominate Marcia Fair as Vice Chair affective immediately until November 1, 2006. The motion was seconded by C.J. The vote passed 3-1 (abstention) -1 (absent).

## **7. Other Business and Correspondence**

Deb reported that Steve Borkowski has donated the lovely table on display upstairs.

**Next Meeting:** The next meeting of the Board of Library Trustees is scheduled for **Monday, October 16<sup>th</sup> at 7:15pm in the library.**

**Adjournment:** Mick moved and Paul seconded the motion to close the meeting at 9:20pm. The vote was 4-0-1 (absent).

These minutes were approved by a vote of the Provincetown Library Board of Library Trustee members present at their meeting on \_\_\_\_\_ October 16, 2006 \_\_\_\_\_.

Respectfully submitted:

\_\_\_\_\_ Carol J. Noyes \_\_\_\_\_ Secretary \_\_\_\_\_

Library Board of Library Trustees signature Title

Minutes prepared by Jean Jarrett