

# TOWN OF PROVINCETOWN

## Public Library

### Board of Library Trustees

#### Minutes of Meeting Monday, October 16, 2006

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

**Members Present:** Mick Rudd, Chair; Marcia Fair, Vice Chair; Cj Noyes, Secretary; Paul Benatti and Cathy Metzger

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

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

**Call to Order:** Mick Rudd called the meeting to order at 7:16pm

**1. Public Statements:** There were no public statements.

**2. Minutes:** Marcia moved to accept the minutes of the September 18, 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 Mick Rudd. Cj seconded the motion. The vote passed 5-0.

#### **4. Chair's Report**

**History Preservation Project Update** - An email was received from Doug Johnstone stating that \$15,013 has been allocated to the History Preservation project. This is well beyond the original goal of \$10,000. Volunteers will now begin to scan selected items. Mick stated that this project is growing and will be important to the whole town.

**Trustee Vacancy** – Lyn Kratz has submitted her application. The Board of Selectmen has been notified of the vacancy. The ad for this position will be in the Banner until November 9th. The Board of Library Trustees will meet jointly with the Board of Selectmen on November 13<sup>th</sup> to consider the applicants at which time the BOS is expected to fill the vacancy.

#### **5. Vice Chair's Report – Building Fund**

**a. Gift and Cash Report** – Marcia stated that the Hiebert Foundation has awarded a grant in the amount of \$35,000 for the reconstruction of the Library belfry. Marcia thanked Debbie for all that she has done. Coastal Engineering will be drawing up the bid for this project. Marcia directed the Board's attention to the minutes of the meeting of the Belfry Restoration and Reconstruction Project held on October 11<sup>th</sup>. Marcia presented the Belfry Committee's timeline stating that Coastal will come back to their next meeting November 14<sup>th</sup> with their draft bid document 80% completed, and after final review, will publish the bid in December.

**b. Capital Campaign Planning** – Marcia went over items from the minutes from the Strategy Meeting on October 5<sup>th</sup> and stated that volunteers will be sought for individual assignments; and that there will be a need for one or more paid positions to provide administrative support. Deb said that the on-call staffing could be a source of paid support. She also stated that the library has tremendous justification for hiring because of the money saved by having Marcia volunteer her services over the past 5 years, saving the library an average of \$400,000. Mick wanted to take the opportunity to remind the Trustees of Marcia's contributions, and that they were now faced with the challenge of completing and maintaining the fund-raising structure, while replacing Marcia's leadership and providing library services. The board then discussed at length how many people should be hired, and that there needs to be a Trustee or Capital Campaign committee member who will oversee the effort. Jim stated that it was a team effort that got the library to where it is now, and that it should be a team that continues the work especially since no one person has the time available that Marcia had to donate. Debbie thought that with the timeline in place that 4-5 individuals could set a meeting date, and that it was important to do it soon while they still have Marcia. Lyn will meet with Debbie. Cj volunteered to help. Marcia said that the group should be called the Resource Development Committee instead of the Capital Campaign Committee. Mick asked if the Supporters should be involved. Debbie felt that Jim was that link, but will bring it up at the Supporters next meeting. Marcia made the recommendation that some funding from the Building Fund that has been established at the Cape Cod Foundation be withdrawn and added to the Library's FY2007 budget to fund the Resource Development Committee staff July 2007 when funds can come from the 2008 Fiscal Year Budget.

#### **6. Director's Report**

**a. Building Issues and Operations – Elevator, Security, Belfry** - Debbie said that the elevator got stuck this

past month, but that it provided a good educational opportunity for the staff. She feels that there is great movement happening in the area of the belfry repairs. There will be a staff meeting on October 24<sup>th</sup>, and the library is planning on closing for a day of in-service in November and in December.

- b. Exhibits, Events and Tours** – The library had a great Women’s Week this year with the Friends making over \$2,000 on their book sale. Karen MacDonald’s story telling went well as did Sandy Faiman-Silva’s talk. They had some good programs, but Debbie said that that would be the end of programs for a little while. The Cape and Island Library Association toured the library last month.
- c. Computers** – The library will be inheriting Town Hall’s wireless service because they’re getting new equipment. The Friends bought 6 new computers for the library (3 for the staff and 3 for the public) and the Supporters have bought 2. Friends have also bought indoor/outdoor mats for the library. Debbie commended the Friends for their financial support.
- d. Custodial Services** – Ricky has been working as a part-time custodian for a month. Debbie felt that more time was needed to see results.
- e. Digital Commonwealth** – The State is funding a one-stop service for digital libraries and collections. If you join, your collection will be searchable through this web site called the Digital Commonwealth. The Provincetown library has already joined.
- f. Draft Action Plan** – Debbie asked that the board look over the plan and be ready to discuss it at the next meeting. Debbie also presented a one-page survey that will be handed out to the public once the board approves it. She would like to add remote learning capabilities for students with the new computers that are coming in.

**7. New Business**

Sandy Fay’s mother passed away and the Trustees wanted to acknowledge Sandy’s loss.

**8. Other Business**

**MOTION:** Marcia moved and Cathy seconded a motion to approve the letter of recommendation as written to recommend Lyn Kratz to fill the vacancy on the Board of Library Trustees. The vote passed 5-0 in favor.

**Next Meeting:** The next meeting is scheduled for Tuesday, November 20, 2006 at 7:15pm in the Library.

**Adjournment:** Marcia Fair moved to adjourn the meeting; Paul seconded the motion. The vote was 5-0 in favor. These minutes were approved by a vote of the Provincetown Library Board of Trustees member present at their meeting on \_\_\_\_\_November 20, 2006\_\_\_\_\_.

Respectfully submitted:

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

Library Board of Trustees signature

Minutes prepared by Jean Jarrett

\_\_\_\_\_ Secretary \_\_\_\_\_

Title