

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting January 5, 2005

Meeting held in the Provincetown Public Library

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Secretary CJ Noyes, and Sandy Fay
Members Absent: Anita Berman, excused
Others Present: Debra DeJonker-Berry, Library Director, Robin Haueter, Irene Lipton, John Sunderland, Phil Smith, Arthur Pike, Joyce Guide, Georgia Cox, Lee Brenner, Eva DeNogiec, Bob McCandless,
Call to Order: James Cole called the meeting to order at 5:25 pm.

1. Public Statements: Robin Haueter discussed the fact that in planning for signage for the new library we needed to identify a small group that would work directly with designers, how decisions would be made and where the funding would come from. He then introduced the Blue Tide Design group, consisting of Irene Lipton, John Sunderland and Phil Smith. They explained that in planning for our exterior and interior signage we needed consistency in format, fonts, etc. so that we would have a strong visual identity. All signs, printed materials and web would all have the same look and feel. They put forth a proposal in three phases of what they could do for us. We are looking into funding from the Supporters and Friends of the Library and identifying a small group to work on the ideas.

2. Minutes: There were three sets.

Marcia Fair moved and Sandy Fay seconded the motion to accept the October 18 minutes as distributed. The vote was 4-0 in favor

Marcia Fair moved and CJ Noyes seconded the motion to accept the November 1 minutes as distributed. The vote was 4-0 in favor.

Sandy Fay moved and Marcia Fair seconded the motion to accept the November 17 minutes as distributed. The vote was 4-0 in favor.

3. Chairman's Report:

a. Building Project Update

Jim reported that the building is progressing well. The carpet has been laid in the reading room and mezzanine. Linoleum in the bathrooms, staff room and the craft area of the children's library. The heat is on, the lobby painted and work on the grand staircase is being completed.

b. Tours

Debra DeJonker-Berry and Marcia Fair continue with tours at 2:30 pm on Fridays and they look forward to getting more support for the Library Building Project.

c. Planning the move

Debra DeJonker-Berry presented a revised version of the moving plan which includes draft assignments and the target dates. The plans include the move of the arts, books, furniture, shelving, etc. and the notification of the vendors and providers of the new mailing and billing address. The Library Director asks that we approve this Moving Document.

Marcia Fair moved that we accept this Moving Plan Document devised by the Library Director. Sandy Fay seconded. The vote was 4-0 in favor.

We will advertise abbreviated hours as of March 15.

The next meeting of the Moving committee will be January 23 at Lee Brenner's house at 1pm.

4. Director's Report

- a. Deb handed out the FY06 Budget
- b. Shelving will be worked on by the DPW starting later this week or next week.
- c. Staffing: One staff member has returned half-time since her absence due to illness. Another full-time staff person, is out due to the death of a loved one.

5. Capital Campaign Committee: Marcia Fair presented the Monthly Cash Report for November showing an increase of \$24,150 for a total of \$712,028. This total includes a \$20,000 payment by Michael MacIntyre toward his \$85,000 pledge, which is restricted for the reconstruction/restoration of the Belfry - a component that is outside the scope of the current Building Project.

The November total for gifts and pledges has reached \$949,222.

The total non-cash gifts has reached a total of \$82,642, an increase of \$30,000. This latter figure reflects the value of steel shelving made available to our Library by Western Massachusetts Regional Library Service in Hampden, Massachusetts.

Marcia Fair presented the Monthly Cash Report for December showing an increase of \$21,350 during the month for a total of \$733,378.

The December total for cash gifts and pledges has reached \$970,572, which includes two long-time donors who have again increased their pledges.

Marcia Fair reported that the 2004 Holiday mailing yielded a good response.

Deb reported that June 2006 is the target set by the town manager for us to have paid back the amount borrowed from the town.

The next meeting of the Capital Campaign committee will be January 11.

6. Other Business and Correspondence: Marcia will communicate for us with Blue Tide re: Signage and Identity System proposal.

CJNoyes moved to accept "the Larger Picture" document which describes gifting and naming opportunities. Marcia Fair seconded. The vote was 4-0 in favor.

Next Meeting: The next meeting is scheduled for Wednesday, January 19th, at 5:15pm in the Provincetown Public Library.

Adjournment: Sandy Fay moved and Marcia Fair seconded the motion to adjourn at 7:43 pm. The vote was 4-0 in favor.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on ____ January 20, 2005 ____.

Respectfully submitted:

Library Board of Trustees signature

Title

Minutes prepared by Carol J. Noyes, Secretary