

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting January 20, 2004

Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; C.J. Noyes, Secretary, Sandy Fay
Members Absent: Anita Berman (excused)
Others Present: Debra DeJonker-Berry, Library Director
Call to Order: James Cole called the meeting to order at 5:16 pm.

Public Statements: There were none.

Minutes: CJ. Noyes moved and Sandy Fay seconded the motion to accept the January 5 minutes as distributed. The vote was 4-0 in favor.

3. Chairman's Report:

- a. Building Update: Jim reported that this stage of construction is almost complete. Carpeting is in on the mezzanine level and children's room and will be going in on Friday on the 1st floor. The grand staircase railings, ballustrades, etc. are being finished. Warren Van Wess will get a letter to the Elevator Board on Friday. The water is on and the bathrooms are functional. JK Scanlan is working on finishing the center front of the building. A training session on the operation of all systems is scheduled for next week and they will be videoed and placed on DVD or CD for use as a Video Handbook.
- b. Tours lead by Debra DeJonker-Berry and Marcia Fair continue on Fridays at 2:30 pm.
- c. The Moving Committee will meet at Lee Brenner's this Sunday Jan.23 at 1pm to continue planning the Move. Jim Cole has identified a type of box that the Grand Union is saving for us. Sandy Fay has also identified a large number of milk crates for moving purposes.
- d. Some change orders are coming up.

4. Director's Report:

- a. Deb presented a draft of the FY 2006 Library Budget.
- b. Deb presented a multi page grid of all shelving; the sizes, colors, dimensions and locations of where they are to be installed. The DPW has the sawing equipment and is ready to start next week in preparing the shelving for installation.
- c. Staffing: Deb reported that Karen MacDonald will be returning on Monday.

5. Capital Campaign Committee:

- a. Marcia Fair reported that John Dowd had been in the building to measure and sketch for the mural he is doing for the Historic lobby.
- b. Cynthia Parkard, will be going into the Children's Room will be going in to help identify the location of her piece for the Children's Room.
- c. We will meet again with Blue Tide Design group in 3 weeks to discuss the signage system.
- d. Another given opportunity are 36 stacks for the 1st floor, 4 of which have been subscribed to, at \$2,500 each.

6. Other Business and Correspondence:

Tuesday night, January 25 we meet with the Board of Selectmen regarding the Library Budget.

Next Meeting: The next meeting are scheduled for Wednesday, February 16 at 5:15pm in the Conference Room at the Police Station.

Adjournment: Sandy Fay moved and Marcia Fair seconded the motion to adjourn at 6:00 pm. The vote was 4-0 in favor.

These minutes were approved as corrected by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on February 17, 2005.

Respectfully submitted:

Carol J. Noyes Secretary

Minutes prepared by Carol J. Noyes, Secretary