

# TOWN OF PROVINCETOWN

## Public Library

### Board of Library Trustees

#### Minutes of Meeting March 24, 2005

Meeting held at Provincetown Public Library, 330 Commercial St.

**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

Karen McDonald, Assistant Library Director

Mick Rudd

**Call to Order:** James Cole called the meeting to order at 4pm.

**Public Statements:** There were none.

**Policy Review:** Marcia Fair gave us a handout of information she had gleaned on policy making and some of the types of policies we will need to review and consider.

Karen McDonald had a list of policy areas that the staff feels have priority:

Policies about Food & beverages, animals, strollers, cell phones, computers age limits, emergency procedures, bulletin boards, etc., some of which we came to a consensus on and others that individuals will report back on.

**Minutes:** Sandy Fay moved and C J. Noyes seconded the motion to approve the February 17, 2005 minutes. The vote was 3-0 in favor.

**Building Update:** Jim reported that the 1st level is being worked on and that the Mezzanine, second level and the reading room are done. We are 85% complete, minus the technology.

**Director's Report:** Debbie reported that the move was going well. Verizon will be the key. Our tech people are ready to roll. April 15th is the date we have been given for the transfer of phone lines and the dedicated line for CLAMS. We are hoping to have a joint meeting with the town and state historic commission in June regarding guidelines for landscaping the grounds.

**Other Business:** CJ reported that that we met with Blue Tide again and received layout including the logo done up in the family of colors and information about the fonts. Irene is forwarding the files needed for tee shirts and bookbags to be made up.

CJ reported that our free listing and full page ad in the Gallery Guide was complete and shared the visuals and text. Marcia Fair discussed the letterhead and the invitations for our Grand Opening.

**Capital Campaign:** Marcia reported that gifts and pledges have topped \$1 million. The next meeting of the committee will be in May. She passed out sample donor recognition forms. She is also, working on the prospect of another Packard event for this summer. The full color insert which will go out in the Banner on April 14 is ready.

**Next Meeting:** The next meeting is scheduled for Monday, April 11 at 5:15p m at the Freeman St. Building, 330 Commercial St.

**Adjournment:** Sandy Fay moved and Marcia Fair seconded the motion to adjourn at 5:15pm. 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 \_\_\_\_\_ April 11, 2005 \_\_\_\_\_.

Respectfully submitted:

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

Library Board of Library Trustees signature

Title

Minutes prepared by Carol J. Noyes, Secretary