

# TOWN OF PROVINCETOWN

## Public Library

### Board of Library Trustees

#### Minutes of Meeting October 24, 2005

Meeting held at Provincetown Public Library, 356 Commercial St.

**Members Present:** Marcia Fair, Chair; C.J. Noyes, Secretary, Paul Benatti, Mick Rudd. Sandy Fay, Vice-Chair was excused and did not attend.

**Others Present:** Library Director Debra DeJonker-Berry

**Members of the Public:** James Cole

**Call to Order:** Marcia Fair called the meeting to order at 7:17pm

**Public Statements:** There was none.

**2. Minutes:** Mick Rudd moved and Paul Benatti seconded the motion to accept the minutes of September 13, 2005 as amended. The vote was 4-0 in favor.

**Agenda:** Mick Rudd moved and Paul Benatti seconded the motion to accept the Agenda as presented by Marcia Fair. The vote was 4-0 in favor.

#### Chair's Report

**Policy and Procedures Review:** Marcia Fair asked Debra DeJonker-Berry to go over several policies for the Trustees to review.

**Food in the Library:** Deb stated that it has always been the policy of the Library to not allow food in the building. An exception has been made for a weekly children's program in which the grant stipulates that healthy snacks must be provided. In keeping with this requirement, Deb has been providing fruits and vegetables for snacks. However, the parents of the children who attend the program have requested that cookies, Goldfish crackers and cakes be permitted, especially for special occasions such as birthdays. Although empathetic to the request, Deb was not in favor of allowing non-healthy snacks to be served. She also did not favor modifying the no food policy in general for visitors of the Library, citing concern over clean-up. Mick Rudd commented that from previous experience, he did not recommend allowing snacks with sugar to be served to children.

**MOTION:** Mick Rudd moved and Cj Noyes seconded the motion to support the Library Director in upholding the current No Food in the Library Policy. Exceptions can be made if it is part of a program, such as healthy snacks for the Children's Program. The vote was 4-0 in favor.

**Library Card Registration:** Deb reviewed a revision to the Library Card Registration Policy she drafted. The revision is designed to provide non-resident/non-property owners of Provincetown who are members or instructors affiliated with local non-profit educational organizations, with a reduced membership fee to use the Library. Under this new policy, individuals meeting the aforementioned criteria would be charged \$10 for a six month membership. Paul asked if this reduced rate would also be extended to non-resident, seasonal community business workers. Deb clarified that the initial focus of the discount policy would be for non-profit educational organizations only. The Trustees suggested Deb modify the duration of each discount membership from six to nine months in an effort to be better aligned with the typical school semester timeframe.

**MOTION:** Mick Rudd moved and Cj Noyes seconded the motion to approve the amended Library Card Registration Policy inclusive of the adjustment for a nine month membership period. The vote was 4-0 in favor.

**Library Goals & Objectives:** Deb informed the Trustees that every year the Board of Library Commissioners requires the Library to develop a Goals and Objectives Action Plan. In preparation for the 2006 Plan, Deb asked the Trustees to review last year's plan and suggested they discuss any insights or suggestions the Trustees may have at next month's meeting.

**Criminal Offender Record Information (CORI):** Deb is looking into requiring a CORI check for all Library Staff members. This is particularly important because staff members frequently interact with children as part of performing their daily responsibilities in the Library. Deb has reached out to the Provincetown Chief of Police to see if the Police Department could conduct the CORI checks on behalf of the Library. She will update the Trustees as soon as she and the Chief of Police connect to discuss this possibility in detail.

**Annual Reports:** Marcia Fair directed the Trustees attention to the Annual Report and associated Information Survey. Marcia acknowledged the terrific work Deb and her staff did in pulling together information for the report. Marcia and Deb highlighted for the Trustees how the move to the new Library building caused some of the numbers in this year's report to vary from last year. For example, Holdings declined by 7.8% due to weeding out back issues of materials. Also, since many items were packed to be moved, the Library borrowed many more materials for Provincetown patrons from other Libraries. There was also an increase in the total number of Programs delivered due to the many Tours provided of the new facility. In addition, the total number of volunteers increased due to the outpouring of help associated with the physical move of the Library to the new building.

**Belfry Update:** Marcia summarized the two options for the Belfry Reconstruction that resulted from the meetings she and Deb had with David Guertin and his associates from the DPW and Coastal Engineering. One option is to dismantle the Belfry and move it to the DPW Garage for restoration. This is a somewhat risky approach as it is likely to weaken the Belfry's integrity. Another more favorable option is to have the restoration work take place on the Library grounds in full view of the Public. This scenario would involve moving the Belfry a short distance onto a proposed new concrete base on the West side of the Library front lawn. Repairs to the Belfry could then be performed right on the premises. In addition to the Belfry, Coastal Engineering proposed the construction of a temporary walkway for the front of the Library. Deb showed the Trustees schematic drawings of the proposed walkway. The walkway would be made of stone and wood and would connect to the sidewalk on Commercial St. and lead straight up to the front entrance of the Library. Presumably the DPW, with help from inmates, could build this walkway. Marcia and Deb said they needed to meet with the DPW & Coastal Engineering to review the plans thoroughly before moving forward.

**MOTION:** Mick Rudd moved and Paul Benatti seconded the motion to support the Plan of Action as suggested by David Guertin of the DPW to relocate the Belfry and Bell within the Library grounds and to follow standard municipal procedures to solicit bids for the Belfry reconstruction work. The vote was 4-0 in favor.

**Building Fund:** Marcia reported that there was still \$200k in pledges outstanding. As has been done in the past, efforts to collect on these pledges will be pursued more formally in February.

Marcia reviewed a memo from the Town Manager, Keith Bergman outlining a 20-year payment schedule for the Trustees' outstanding financial obligation in connection with the Library Building Project: This memo outlined the debt owed by the Library with respect to a loan held by the Town: The Library owes a total of \$770,000 which must be paid at a rate of \$70k per year through 2025. Paul Benatti wanted to better understand if payment to the principal was made at a faster rate, if that would reduce the interest and overall total amount owed. Marcia asked Deb to seek further clarification and report back to the Trustees.

**Holiday Mailing:** Marcia announced that a Holiday fund raising mailing would be sent out mid November to approximately 5700 people.

## Director's Report

**Budget Cuts:** Deb explained that the Town cut all operating budgets by 1% to cover a \$50,000 Town deficit. This translated into an \$800 cut to the Library's operating budget. Deb said she was able to cover this under line items for the phone and maintenance.

**Personnel Announcements:** Deb announced that Gwen Eiger, part-time Library Circulation Aide, is leaving to pursue a teaching position in Savannah, GA. Deb described Gwen as a wonderful contributor and said she will be missed. Deb announced she hired several new part-time Library Circulation Aides: James Parker for a 10-hour per week position, and Eric Peter and Mary Alice Wells for on-call positions. Deb stated that Brian Cowing, Custodian, will now report directly into her instead of the DPW. This change in reporting structure will be on a four month trial basis.

**Building Report:** As part of the Scanlan contract, Scanlan cleaned the Library on Columbus Day while the Library was closed. They did an excellent job and also trained Custodian Brian Cowing. Separately, an inspection of the sprinkler system identified some areas that needed adjustment along the vaulted ceiling.

According to the architect and DPW, this should not be a problem to correct.

**Rose Dorothea:** Deb will be getting the sails of the Rose Dorothea fire-proofed.

**Tours/Events:** In November, Deb said Library tours will be conducted for Elder Services and counterparts. A tour will also be provided to the Bus Tour drivers.

The San Francisco Public Library contacted Deb about a Gay/Lesbian/Transgender Exhibit they have and will be sending out on tour. They offered the Provincetown Library one of three grants to defray the costs to host this exhibit. Deb said she is hoping the exhibit will arrive in the April-May 2006 or 2007 timeframe. Deb said that the Board of Library Commissioners wants to highlight "small gems of the Commonwealth." She announced that the Provincetown Library has been selected as one of the "gems." This means that the Library will be referenced in all the promotional materials for this initiative. There is a good chance the Lipton Cup may be displayed in the Library. Deb and Mick will keep the Trustees updated about this possibility.

**New Business:** There was none.

**Other Business and Correspondence:** Marcia distributed copies of a fund raising letter that will be sent out in November by the Friends of the Provincetown Library.

Marcia read aloud a Thank You letter from Karen McDonald, Library Operations Director. She was thanking the Trustees for allowing the Library to be closed for a staff meeting and also for lunch at the Lobster Pot.

Marcia suggested that a letter be written to Gwen Eiger, thanking her for her service to the Library and inviting her to come back and work at the Library over her summer break.

**Next Meeting:** The next meeting is scheduled for Monday, November 21, 2005 at 7:15pm in the Provincetown Public Library.

**Adjournment:** Cj moved and Paul Benatti seconded the motion to close the meeting at 9:22pm. 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 \_\_\_\_\_November 21, 2005\_\_\_\_\_.

Respectfully submitted:

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Carol J. Noyes \_\_\_\_\_ Secretary \_\_\_\_\_  
Library Board of Library Trustees signature Title

Minutes prepared by Liz Angelino, On-Call Secretary