

# TOWN OF PROVINCETOWN

## Public Library

### Board of Library Trustees

#### Minutes of Meeting November 21, 2005

Meeting held at Provincetown Public Library, 356 Commercial St.

**Members Present:** Marcia Fair, Chair; C.J. Noyes, Secretary, Paul Benatti, Mick Rudd.

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

**Members of the Public:** James Cole, Cathy Metzger

**Call to Order:** Marcia Fair called the meeting to order at 7:15pm

**Public Statements:** There was none.

2. **Minutes:** Mick Rudd moved and Paul Benatti seconded the motion to accept the minutes of October 24, 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

**Election of Vice Chair:** Marcia Fair announced that Sandy Fay has resigned as Vice Chair and read aloud her letter of resignation. Marcia then read aloud a letter she prepared to send to Sandy on behalf of the Trustees that acknowledges the many tremendous contributions Sandy has made as a Library Trustee and Supporter. Marcia asked for nominations for a replacement Vice Chair of Library Trustees.

**MOTION:** Paul Benatti moved and Cj Noyes seconded the motion to nominate Mick Rudd as Vice Chair of Library Trustees. The vote was 3-0 in favor. Mick Rudd abstained.

**Scheduled Meetings:** Marcia stated that the public notice announcing the Library Trustee opening has been posted. The Board of Selectmen will hold a joint meeting with the Library Trustees on December 5<sup>th</sup> at 5:45pm to review applicants for the existing Library Trustee opening.

**2007 Department Goals & Objectives:** Marcia asked the Trustees to review and provide any input into the 2007 Department Goals & Objectives. She asked Deb if she plans to continue the Bi-annual Survey. Deb said yes but she will need help. Marcia highlighted a few minor changes. One new item added to the Goals & Objectives had to do with a possible cultural language program. Deb is contemplating submitting a Letter of Intent, due December 1, for a Cultural Language Grant for Adults and Children.

**MOTION:** Mick Rudd moved and Paul Benatti seconded the motion to approve the amended 2007 Goals & Objectives. The vote was 4-0 in favor.

**Policies & Procedures:** Marcia asked Deb to update the Trustees regarding CORI checks. Deb said that Ted Meyers, Chief of Police, has agreed to perform CORI checks of Library staff. Paul Benatti added that maiden names and social security numbers of staff members should also be submitted for more accurate CORI checks.

**Lipton Cup:** Marcia asked Mick Rudd to update the Trustees regarding the Lipton Cup. Mick recapped an email sent to him by Bill Schneider, Tourism Director, in which Bill confirmed that the Board of Selectmen approved the Visitors Service Board's (VSB) recommendation to fund the relocation of the Lipton Cup to the Library. Bill has prepared procurement forms to be signed by the Town Manager that authorize the building of the display case by Adam Levinson at Truro Designs and the installation of a security system by Intercity Alarms. Deb added that she wants to use monies from the Library Building Fund to expand the security alarm to cover the entire library building. Mick continued by saying that the Board of Selectmen has also approved a town wide celebration of the move which has been scheduled for June 14 (the anniversary of the Town's incorporation).

**Belfry Update:** Marcia reported that the Belfry will be moved by the DPW onto the new 20 x 20 concrete pad on November 29<sup>th</sup>. Marcia asked Deb to recap the November 16<sup>th</sup> planning meeting. Deb said they she, Marcia, Tony Lemme and Bill Ingraham met with Dave Neal and Joe Breit from the Barnstable County House of Corrections. Shortly after the Belfry is moved, the plan is for the DPW to grade and apply hardener to the ground. The DPW will rent a 50-ft cherry picker. Joe Breit and a crew of at least two men will use the cherry picker to work on sealing the exterior of the Library building. Barnstable County inmates will return to paint the exterior of the building in late spring when the paint is more likely to hold.

With respect to the front walkway, Deb reported that the DPW reviewed the sketches from Coastal Engineering and, because the walkway is only temporary, deemed that it will not be necessary to pull a building permit. Marcia asked the Trustees if they were comfortable moving forward without a permit. Paul said he thought it might be better to have a permit but didn't think it was cause for legal concern. However, he thought the insurance company should be made aware of it. Mick said he felt it would be a good idea to have the permit.

**MOTION:** Mick Rudd moved and Paul Benatti seconded the motion that the Library Director send an email to David Guertin requesting him to inform the Building Commissioner of the walkway the Trustees want to install in front of the Library. The vote was 4-0 in favor.

**Building Fund:** Marcia directed the Trustees' attention to the Gift Report and Cash Report located in their information packets. Marcia mentioned that the Holiday Solicitation letters have been sent out and believes contributions will result in an influx of gifts in December.

## Director's Report

**FY07 Budget:** Deb directed the Trustees' attention to the 610 Library Budget spreadsheet for FY07. Deb explained that due to the Town deficit, she has been told not to ask for any budget increases. Deb reviewed the budget with the Trustees and showed how she kept it flat for FY07.

**MOTION:** Mick Rudd moved and Paul Benatti seconded the motion for the Library Trustees to support the 610 Library Budget for FY07 as presented by Deb DeJonker-Berry, Library Director. The vote was 4-0 in favor.

**Personnel Report:** Deb described the need for a part-time custodian to provide supplemental coverage. Although the Library already has a full-time custodian assigned, the larger size of the new Library and the growing influx of daily visitors/tourists using the facility make it unreasonable for one custodian to handle without excessive overtime/comp time. Deb contacted Sandy Turner to request that an additional eight hours per week of On-Call custodial coverage for weekends be funded via the DPW budget. Unfortunately, due to budget constraints, the request cannot be accommodated. Discussions ensued among the Trustees about the possibility of securing funding from the Visitors Service Board (VSB) since many tourists visit the Library and use the restrooms.

**MOTION:** Paul Benatti moved and Cj Noyes seconded the motion for the Library Trustees to request the VSB consider funding from the municipal portion of their budget, a part-time (8 hrs per week) On-Call Custodian for the next fiscal year. The vote was 3-0 in favor. Mick Rudd abstained.

**Building Report:** Deb said she continues to work with Scanlan to fix the doors and the leaking windows. The potential issue with the sprinkler system and slope of the ceilings turned out not to be a problem and the matter has been resolved.

**Rose Dorothea:** Deb dropped off the sails of the Rose Dorothea to be fire-proofed.

**Tours/Events:** Deb testified at a recent public forum held by the Joint Committee for Tourism, Arts and Cultural Development. Deb's testimony emphasized the importance of grants and how grants can often lead to increases in donations and types of funding from the local government, etc. The committee was also given a tour of the Library.

A tour, arranged by the Town's Tourism Director Bill Schneider, was given to a group of Bus Tour drivers.

The Gay/Lesbian/Transgender Exhibit on tour from the San Francisco Public Library is scheduled to arrive on May 16, 2006.

**New Business:** The Library will be closed Thursday through Sunday, November 24 through 27, for the Thanksgiving holiday. The Library will also close at 5:00pm next Thursday, December 1<sup>st</sup> for a Town-wide Staff recognition event.

**Other Business and Correspondence:** In a conversation regarding the Lipton cup, Bill Schneider, Tourism Director, mentioned the possibility of getting Unilever, the owner of the Lipton brand, to sponsor events/items/publicity to showcase the Lipton Cup.

**Next Meeting:** The next meeting is scheduled for Monday, December 5, 2005 at 6 p.m. in Caucus Hall, Town Hall, 260 Commercial Street. The next meeting to follow is scheduled for Monday, January 23, 2006 at 7:15 in the Library.

**Adjournment:** Paul Benatti moved and Mick Rudd seconded the motion to close the meeting at 8:47pm. 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 23, 2006\_\_\_\_\_.

Respectfully submitted:

\_\_\_\_\_ Carol Noyes \_\_\_\_\_ Secretary\_\_\_\_\_

Library Board of Library Trustees signature Title

Minutes prepared by Liz Angelino, On-Call Secretary