

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting March 10, 2004

Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Cj Noyes, Secretary; Arthur Pike.
Members Absent: Anita Berman (excused)
Others Present: Debra DeJonker-Berry, Library Director; Karen MacDonald, Library Operations Director
Robin Haueter, a member of the public.
Call to Order: James Cole called the meeting to order at 5:23 pm

1. **Public Statements:** There were none.

2. **Work Session:** P-TV (channel 17) P-TV has approached us about doing a piece on the Library. They are only set up for a studio setting, so we need to conform to that format. Robin Haueter, after talking with Marcia Fair, has volunteered his professional expertise to help us organize an appropriate video format for broadcast.

Robin led us thru a survey of our services: whom we serve, types of materials we have or can borrow, our focus areas, programs, research, technology, staff and volunteers. He suggested that we put together a group consisting of a trustee, a staff member, a volunteer and a patron, for the broadcast, each one of whom would have a good understanding of one topic to be covered. At this point we asked him if he would consider being the facilitator, and he agreed.

Robin asked for a walkthrough of the Library, with interaction with the staff and volunteers. After this walkthrough he will prepare questions, and introductory and closing statements.

Marcia said she would contact Catherine Russo of P-TV to set a date and time for recording. She will also ask if there is information or a demo tape of broadcast of a similar type available for Robin to view.

Deb and Karen are making a list of potential subjects for the broadcast. Robin made a date with Deb to visit the library.

Other Business: Marcia Fair reported that a letter came from Lisa Westervelt of Zisson & Veara regarding the Arthur Griffin Estate along with a check for \$10,000, the second part of a \$20,000 bequest.

Next Meeting: The next meeting is March 17, 2004 at 5:15 pm in the Police Station Conference Room.

Adjournment:

Arthur Pike moved and Marcia Fair seconded the motion to adjourn at 6:49 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 _____.

Respectfully submitted:

Library Board of Library Trustees signature

Title

Minutes prepared by Carol J. Noyes, Secretary