

# TOWN OF PROVINCETOWN

## Public Library Board of Library Trustees

### Minutes of Special Meeting January 21, 2003

#### Meeting held in the Provincetown Police Station

**Members Present:** James Cole, Chair; Marcia Fair, Vice-Chair; Anita Berman, Secretary; Arthur Pike.  
**Members Absent:** Maghi Geary (excused)  
**Others Present:** Debra DeJonker-Berry, Library Director.  
**Call to Order:** James Cole called the meeting to order at 5:14 p.m.

**1. Minutes:** Arthur Pike made and Marcia Fair seconded the motion to approve the minutes of January 16, 2003. The vote to approve was 4-0.

**2. Motion taken out of order:** Marcia Fair made and Arthur Pike seconded a motion to send a letter to the Zoning Board of Appeals, thanking them for their support and positive vote of approval for the variances requested for construction at 356 Commercial Street. The Trustees voted to approved sending this letter 4-0. Arthur Pike agreed that he would construct a draft of that letter.

**3. Operating Budget:** A request had been received from the Town Manager that our FY2004 610 Library Operating Budget be reduced by 5%. In response the Library Director presented a modified budget that achieved such reduction, removing \$12,261 from the originally presented budget of \$245,211 to yield a new total operating budget of \$232,950.

The first and major change was to postpone increased open hours of the Library for the public. This pull-back in hours open made possible a reduction in funding needed for additional On Call staff members.

The second change involved small reductions in funding for supplies and printing costs. The third change required reduction in the funding needed for Books/Subscriptions, a reduction that must be factored into a formula of at least 20% Town funding if our Library is to maintain accreditation and access to State funds. The interplay of the reduction in open hours with the 20% rule yielded a somewhat smaller reduction in the Book/Subscription line item than might otherwise have been needed.

After discussion of these several issues, Arthur Pike made and Marcia Fair seconded a motion that the Trustees accept the budget modifications as presented by the Library Director. The vote to approve was 4-0.

#### **4. Other Business:**

The Chair reported on the recent meeting with the Massachusetts Historic Commission, at which the Commission announced their difficulties with the proposed design of the addition to 356 Commercial Street. The architects from PDR/P, who were present, offered to present some modified renderings that might be more acceptable to the Commission. The Library Director reported that she had notified the Commission that the date for opening the general bids had been moved up to January 30.

The Library Director reported on the opening of the sub-bids, many of which had come in over budget. Having that information, the architects at PDR/P had urged the delay in general bid openings, so that PDR/P could reconsider details of the subcontracts so that costs could be brought closer to the estimated budget.

#### **Next Meeting:**

The next meeting has already been scheduled for Tuesday, February 4, 2003 at 5:15 pm in the Conference Room of the Police Station.

#### **Adjournment:**

Marcia Fair moved and Arthur Pike seconded the motion to adjourn at 6:08 pm. The vote was 4-0.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on \_\_\_\_\_ February 3, 2003 \_\_\_\_\_.

Respectfully submitted:

_____ James D. Cole _____	_____ Chair _____
Library Board of Library Trustees signature	Title

minutes prepared by Arthur Pike, Trustee.