

# TOWN OF PROVINCETOWN

## Public Library Board of Library Trustees

### Minutes of Meeting May 5, 2003

#### Meeting held in the Provincetown Police Station

- Members Present:** James Cole, Chair; Marcia Fair, Vice-Chair; Anita Berman, Secretary; Arthur Pike; Maghi Geary
- Others Present:** Debra DeJonker-Berry, Library Director  
C.J. Noyes, a member of the public
- Call to Order:** James Cole called the meeting to order at 5:25 pm.

- 1. Public Statements:** There were none.
- 2. Minutes:** Maghi Geary moved and Anita Berman seconded the motion to approve the minutes for April 10, 2003. The motion passed 5-0.
- 3. Building Committee:** The architect has sent out 49 packages of plans, including those to several general contractors. The basic bid and the 3 add alternates are estimated to be within the budget. Approval of the project has come through from the Massachusetts Historic Commission. Marcia Fair and Debra DeJonker-Berry went to a meeting on the possibility of a Massachusetts Historic Commission grant to fund the belfry. The deadline for this grant application is 6/27/2003.  
Debra is beginning to plan the furniture budget with the architect. Debra presented schematics and noted that the bid openings are as follows: Sub bids, 5/15/2003 at 2 pm, General bids, 5/22/2003 at 2 pm in Town Hall.
- 4. Chairman's Report:** Jim Cole presented thanks from Massachusetts Library Association for lobbying support for the MBLC budget, which has been partially restored and is being debated on the Hill. He also presented the Resolution of the Trustees of the Provincetown Public Library protecting user's rights to privacy and confidentiality, establishing policies and procedures that Marcia and Arthur had edited, in response to the USA Patriot Act & Town Meeting vote of April 2003.  
Maghi Geary moved and Arthur Pike seconded the motion to approve the policy document, subject to final edits and Town Counsel review and approval. The vote was 5-0 in favor.  
The Internet Policy was deferred for review and consideration at the next meeting.
- 5. Capital Campaign Update:** Marcia Fair reported that the Campaign Committee met on 5/1/2003. An update will be inserted into 8500 issues of the Banner for 5/22/2003; 4200 pieces will be mailed with return envelopes. She also reported that the Mary Oliver reading will not happen. The Twomey's event is 5/9/2003 and 22 tickets have been sold. There will be a \$10/person catered event at the Porchside Bar on 5/28/2003 with a cash bar, door prizes and \$1 raffle tickets. Beth Chapman will run a jewelry sale outside the Library on Sunday, 8/31/2003 and is looking for donations of jewelry.
- 6. Library Director's Report:** The Director reported that the Summer Reading Program is gearing up. Renee and Arthur are going to St. Mary's Vestry meeting to ask for continued use of space there for our Children's Program. A student assistant is working with the Library on the Gates Grant. Our network is now wireless. The Director reminded the Board that the Library will be closed on May 19 & 20, 2003 for implementing the Gates training of the Staff. She has also drafted job descriptions and ads for two 10-hour on-call jobs, that will allow the Library to remain open on Sundays year-round. Applications are coming in for the lottery of art exhibition space.
- 7. Other Business:** Marcia Fair will draft a letter to the new priest at St. Mary's, inviting her to get a library card and informing her of the relationship between the two institutions. Debra would like to schedule a meeting to discuss the Town-wide Goal Setting Policy for FY 2004, including the establishment of a fund for the historic preservation of the new building and the consideration of a cell tower in the belfry of the building as a way of raising money for preservation. She also wants to discuss revenue enhancements at the next meeting. Maghi Geary asked for a reply to Dan Towler's recent letter to the Banner. Jim Cole will call Dan and address building issues. Debra would like a press release updating the community on the current state of developments in our building project.

**Next Meeting:** The next meeting is Monday, May 19, 2003 at 5:15 pm in the Police Station Conference Room.

**Adjournment:**

Maghi Geary moved and Arthur Pike seconded the motion to adjourn at 6:45 pm.  
The vote was 5-0 in favor.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on May 19, 2003.

Respectfully submitted:

<u>Carol J. Noyes</u>	<u>Secretary</u>
Library Board of Library Trustees signature	Title

Minutes prepared by Sheila McGuinness, On-Call Secretary