

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting November 19, 2003

Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Arthur Pike; CJ Noyes, Secretary

Members Absent: Anita Berman (excused)

Others Present: Debra DeJonker-Berry, Library Director

Call to Order: James Cole called the meeting to order at 5:25 pm.

- 1. Public Statements:** There were none.
- 2. Minutes:** Arthur Pike moved and Marcia Fair seconded the motion to approve the October 23, 2003 minutes as amended. The vote was 4-0 in favor.
- 3. Building Committee:** Debbie reported that the town Building Committee will stay on and work on this project; they will meet on December 11 and Marcia and Jim will attend their meeting. There will be a Monday morning meeting on structural issues with the contractors, David Guertin, Marcia Fair, Jim Cole and Debbie. The Kacergis bullet is being moved next to the Freeman Street library door for visibility. The Groundbreaking was FABULOUS, well-attended, and CJ Noyes' poem written for the occasion ended with a lot of applause.
- 4. Library Director's Report:** Debbie presented the draft budget reflecting level funding, as required. It actually reflects some cuts to absorb pay increases, which are included in the \$232,950 total. Discussion ensued about budget reduction possibilities. Debbie expressed concern about CLAMS costs rising because of lost state funds and Sandwich's withdrawal. The Board considered Debbie's suggestions for revenue enhancement: collecting money for printing; improving collection of fines because of CLAMS agreement and new software; charging non-Massachusetts residents, non-Provincetown taxpayers for Library cards.

Motion: Arthur Pike moved Marcia Fair seconded the motion to hold a public hearing to discuss the proposed policy effective January 1, 2004 to charge a \$25 non-Massachusetts resident, non-Provincetown taxpayer Library Card Fee, and a reduced \$10 Fee for those having student Ids or a J1 work visa. The vote was 4-0 in favor.

Debbie also reported that trust fund monies may be transferred by the Town Treasurer into a fund that generates more interest. The Board will request that the Treasurer do so. There will be a Budget Meeting with the Town Manager on December 2 at 9 am.

Debbie will also converse with Sandy Turner about custodians at the new building. She hopes to combine the Freeman Street budget with the Heritage budget and maintain that level.

- 5. Capital Campaign:** Marcia Fair reported that Arthur Pike and Nancy Sirvent attended the MBLC fundraising workshop, and that a mailing went out (with the help of seven volunteers) on November 15; she is already getting responses to it. Pledge reminders will be sent to 88 people in December; and in January, tax letters will be sent. She expects PPL to have seven tables at Yearrounders on March 13. Win Smith is joining the Committee and has suggested a Fall Arts Festival fundraiser for next year, which will meet on December 9 to talk about the event. Doug Allen may also join the Committee. Marcia submitted the Monthly Cash Report showing \$390,499 total. She reminded everyone of the fundraising items for sale: holiday note cards, postcards, mugs, etc.

6. Other Business: There was none.

Next Meeting: The next meeting is scheduled for Wednesday, December 17, 2003 at 5:15pm in the Police Station Conference Room.

Adjournment:

Marcia Fair moved and Arthur Pike seconded the motion to adjourn at 7:09 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 December 17, 2003

Respectfully submitted:

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

Minutes prepared by Sheila McGuinness, On-Call Secretary