

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting December 17, 2003

Meeting held in the Provincetown Police Station

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

Others Present: Debra DeJonker-Berry, Library Director

Call to Order: James Cole called the meeting to order at 5:20 pm.

1. Public Hearing: Annual Library Card Fee for Non-Massachusetts Residents/Non-Provincetown Taxpayers:

Jim Cole opened the Public Hearing at 5:20 pm. There were no members of the public present. The Director presented the proposed Library Card Registration and Fee Policy, and the Board discussed charging an annual Library Card fee for patrons who are non-Massachusetts residents and non-Provincetown taxpayers.

Motion: Arthur Pike moved and Marcia Fair seconded the motion to close the Public Hearing. The vote was 5-0 in favor.

Debbie DeJonker-Berry clarified the policy with regards to short stays in Provincetown. Jim and Marcia praised the policy for its potential to bring in revenue.

Motion: Marcia Fair moved and Arthur Pike seconded the motion to institute the Library Card Registration and Fee Policy for a period of one year beginning January 1, 2004, with quarterly assessment/progress reports provided to the Trustees by the Library Director. The vote was 5-0 in favor.

2. Public Statements: There were none.

3. Minutes: Arthur Pike moved and C.J. Noyes seconded the motion to approve the November 19, 2003 minutes as amended. The vote was 5-0 in favor.

4. Building Committee: Debbie reported that she, C.J. and Tim McCarthy visited the construction site to video and photograph; the photos may be seen on the website. She praised Bill Ingraham's work, and announced that a plumbing company's bid came in at \$103,000. Warren Van Wees is still negotiating it, trying to meet the allowance of \$99,000. Marcia noted that there may be additional costs owing to structural issues which became apparent during demolition.

Motion: Marcia Fair moved and Arthur Pike seconded the motion to support the recommendation of the DPW Director, Clerk of the Works, and the architect to initiate a change order to cover changes in the scope of work associated with structural issues identified during demolition, not to exceed \$20,000.

The Board had expected that structural issues might be revealed during demolition, and feel that this is a modest expense when compared to the total structural expenditure. Debbie praised Bill Ingraham, David Guertin, and Warren Van Wees for keeping the contractor costs to a minimum.

The vote was 5-0 in favor.

Ellen Rousseau has agreed to be a liaison between the Board and the town Building Committee. Debbie is writing a grant proposal to Massachusetts Cultural Council to identify and address moving issues such as how to keep the Library open, who will assemble shelving, etc. The Board discussed the possible use of the Lower Level for storage. Marcia and Debbie will attend the MBLC meeting on December 18, 2003.

5. Library Director's Report: Debbie reported on the Open House at which a new volunteer was recruited. Jim

reported on the budget meeting with the Town Manager who was pleased with the revenue enhancements and cuts; he agreed to put things back into the budget if revenue was generated. Marcia suggested a press release to announce the new policy. Debbie reported that CLAMS is having financial difficulty owing to a state budget cut of \$150,000 and Sandwich pulling out because of staff cuts. CLAMS is cutting their budget and maybe staff, and our fees may increase \$1200-2000 per year. The website now includes photos of the project which are included on a CD of 150-200 photos. Debbie described the list-making abilities of the CLAMS Report Writer software, and reported on the holiday Children's Programs at the Community Center. Terry Catalano dressed as Santa, and children made and wrapped their gifts.

Debbie has received a request from Agnes Imecs of Romania who would like to intern 30 hours/week for 18 months, beginning in August. Debbie is searching for a place for her to live.

6. **Capital Campaign:** Marcia presented the December 1, 2003 Gift Report showing \$529,612 in total gifts and pledges, and the December 1, 2003 Monthly Cash Report showing \$418,928 in total cash and interest income. Arthur presented a chart of gift levels and donor numbers showing that 12% of donors have given 74% of the total. Marcia reported that the holiday mailing is bringing in a sizeable return. She pointed out that many people are giving sacrificially. Pledge reminders will be mailed after New Year's. The Campaign Committee is working with Win Smith on the town-wide 9/18/04 event, Food for Thought. Retail shops, galleries, restaurants, guesthouses will create a method for making money and donating it. There will be dinners, teas, brunches, etc. She reminded everyone of the fundraising items for sale: holiday note cards, postcards, mugs, etc.
7. **Other Business:** Debbie said the Freeman Street building is now hooked up to the sewer. Arthur said that Catherine Russo from PTV wants to do a one-hour program on the PPL building project. Important date to remember: January 29, 2004 at 6pm, the Board of Selectmen Budget Meeting.

Next Meeting: The next meeting is scheduled for Wednesday, January 21, 2004 at 5:15pm in the Police Station Conference Room.

Adjournment:

Arthur Pike moved and Marcia Fair seconded the motion to adjourn at 6:38 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 January 21, 2004.

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