

OWN OF PROVINCETOWN
PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF JANUARY 14, 2002

Meeting held at the Provincetown Police Station

Members present: James Cole (Chair), Marcia Fair (Vice-Chair), Arthur Pike, Anita Berman, Maghi Geary (Secretary)

Members absent: None

Others Present: Debra DeJonker-Berry (Library Director), Elaine Quinn (Recording Secretary)

Call to Order: Chair, James Cole called the meeting to order at 5:32 P.M..

1. Public statements: None

2. Minutes: Marcia Fair moved to approve the minutes as received. Arthur Pike seconded. and it was so voted, 5-0.

3. Director's Report - Topics discussed included:

a. FY 2003 Library Operating and Capital Budget – The Library Director reminded the Trustees of the upcoming Selectman's Review of the Library Operating Budget and the reorganization plan.

b. Annual Report - Circulation statistics for 2001 were 49,655.

c. Resignation of Maryann Desmarais, Technical Assistant - Marcia Fair suggested that the trustees send Maryann Desmarais a thank you note for her dedicated service. Maghi Geary offered to compose and execute it.

d. MCC Grand Award - The Selectmen signed the contract for the MCC Grant Award for \$9,000. Part of the money was used to purchase a Portable Lectern, with microphone and speakers. Two separate Poetry workshops are planned with Sheila McGuinness and Lynne Stanley, supported with the some of the balance of the Grant.

4. Chairman's Report

Annual Town Report - The Annual Town Report is due at Town Hall by Monday, the 21st of January.

5. Capital Campaign Committee

a. February 16th Fundraiser - Debra DeJonker-Berry asked for help with the raffle tickets and publicity. Arthur Pike agreed to help. The Fundraiser is scheduled for the 16th at the Surf Club from 8 P.M. until 10:00 P.M.

b. Capital Building Campaign Gift Report - Marcia Fair distributed the Campaign Gift Report for 2001. A copy is attached. This Report was presented to the Selectmen at the January 14th meeting.

c. List of Solicitors and Prospective Donors - Marcia Fair handed to everyone present a list of solicitors and prospective donors. Individuals, Community Service Clubs and Businesses have been approached and continue to be approached.

d. Banner Inserts - Marcia Fair passed around a copy of the insert for the Capital Campaign Fund that will be inserted into the *Provincetown Banner* newspaper.

e. Salute Arthur Pike - Marcia Fair commended Arthur Pike on his speedy and concise procurement of the Truro Assessor's list.

f. Public Service Announcements - Nan Cinnater of WOMR has offered to record a Public Service Announcement on air on behalf of the Capital Campaign. It is suggested that the Capital Campaign Committee approach other people who represent different groups to record PSA's for the Library Building Fund. It is also recommended that Bob Seay, Manager of WOMR, ask other announcers to record a PSA.

g. Second Solicitation Letters - Follow-up solicitation letters have been com-posed. Marcia Fair distributed

copies to all present. A copy is attached.

h. IRS Notices - Marcia Fair reported that notices are being sent to all donors who contributed to the Building Fund in 2001, explaining their tax-deductible contribution.

6. Other Business - None

7. Next Meeting Date - The next meeting was set for Wednesday, Feb. 6, 2002 at 5:30 P. M. at the Provincetown Police Station.

Adjournment

Marcia Fair moved to adjourn the meeting at 6:00 P.M.. Maghi Geary seconded and it was so voted, 5-0.

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These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on February 6, 2001.

Respectfully Submitted:

James D. Cole
Board of Library Trustees Signature

Chair
Title

Elaine Quinn
Elaine Quinn, On-Call Secretary