

# TOWN OF PROVINCETOWN

## PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF FEBRUARY 6, 2002

### Meeting held at the Provincetown Police station

**Members present:** James Cole (Chair), Marcia Fair (Vice-Chair), Arthur Pike

**Members absent:** Maghi Geary (Secretary), Anita Berman

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

**1. Public Statements:** None

**2. Minutes:** Arthur Pike moved to accept the minutes of January 14, 2002 as amended. Marcia Fair seconded. It was so voted, 3-0.

**3. Director's Report:** Topics discussed included:

**a. Hiring Process - Library Technical Assistant** - Elaine Quinn has accepted the position of Library Technical Assistant. Out of twenty-four applicants, three candidates were chosen. One dropped out because of scheduling conflicts. The two finalists left were Elaine Quinn and Diana Maher, both equally qualified. Debra DeJonker-Berry called in the assistance of the Trustees to do second interviews with each candidate. Elaine Quinn was offered the position and Diana Maher was offered on-call-hours. Marcia Fair commended Debra DeJonker-Berry on how well she conducted the interviews.

**b. Library Art Display Area Policy** - See Packet Enclosed. Debra DeJonker-Berry, distributed a packet of information to be examined and then discussed at the next meeting.

**c. Library Programming Policy** - Please see attached papers.

**d. Budget and Reorganization Plan** - Debra DeJonker-Berry thanked the Trustees for their help with the Budget. The Finance Committee Meeting on the Budget is February 26th at 4 P.M. (The Budget will make it to Town Meeting.)?? On the Reorganization Plan, James Cole suggested that a meeting be scheduled with the Trustees to brainstorm how to reorganize the Library staff structure and then to take it to the Staff.

**e. Gift Fund** - Arthur Pike moved to authorize expenditure from the Gift Fund the amount of \$1,067.45 to pay the balance of the Clams invoice. Marcia Fair seconded and it was so voted 3-0. Arthur Pike distributed the form for signatures and it was signed. The Director noted that State Aid for Net Lending is slightly decreased and another shortfall is anticipated because of this decrease.

**f. Clams Upgrade** - The Clams Upgrade to a Windows program will happen in June. The training will be in March. Implementation of the Reorganization Plan will help with the training.

**4. Chairman's Report -**

**a. Annual Town Report** - About fifteen pages of the Report include the Library. Names of Volunteers have been included so that they will be recognized for their help.

**b. MBLC Grant Update** - James Cole gave Marcia Fair a copy of the Special Town Meeting article to be submitted by February 19, 2002 for inclusion in the Town Warrant. (Please see attached.) Requests for Independent Review of the Library Project have been put into motion, in order to substantiate the feasibility of the Project to those who doubt it. Several Architects have been approached, among them Stephen Hale, Melissa Bennett,

Stewart Roberts, Durland and Van Voorhis, and Ann Beha.

**c. Town Meeting** - (Please see attached) Marcia Fair stated that there was an omission that needs to be taken care of in the Special Town Meeting article. It is that a Building Committee will be appointed once the project begins, when the Grant Contract is signed. The Selectmen will assign two Trustees to the Project, using the same model as the pier construction. Marcia Fair moved that the Article be amended to clarify and define the term "Building Committee". Arthur Pike seconded and it was so voted 3-0. Debra DeJonker-Berry suggested additional language for the Independent Review to indicate that it is multi-phase, including the cost of the building, books and seating capacity.

Marcia Fair moved to accept the new language of the Independent Review and James Cole seconded. It was so voted 3-0. Marcia Fair also moved to approve the draft

as amended to the town-meeting article with the addition of the correct figures as of February 19th. Arthur Pike seconded and it was so voted 3-0. The document would be at the Library for the Trustees to sign. A discussion followed, about a Request for Proposal of the Design-Development Phase including a concern about the amount of time it takes for this RFP to go from one department to another. The time process may be several months. Marcia Fair moved to go ahead with the RFP. James Cole seconded. It was so voted, 3-0.

Marcia Fair suggested a question and answer sheet to respond to questions about the possible bridge loan. Arthur Pike queried about the fall-back plan if we lose the Grant? What will be done with the money raised? Debra DeJonker-Berry responded that the money will be continue to be restricted for the next Library, whatever the location.

## 5. Capital Campaign Committee

**a. February 16th fundraiser** - Please see attached schedule and flier.

**b. Yearrounder's Fundraiser** - There will be a Library booth with a rendering of the new Library. Judy Wallace is collecting CDs from local artists for fund-raising. So far, donations are from Zoe Lewis, John Arterton of the Three Marys, and Judy Wallace.

**c. Mailing and Insert** - Debra DeJonker-Berry stated that the mail-merge went well, and thanks to Carole MacDonald, C.J. Noyes, Margaret Bergman, Arthur Pike and Sandy Fay, 1400 solicitation letters were sent out.

**d. Capital Campaign Report** - Marcia Fair distributed the Report. (Please see attached) At **this time** there is \$201,890.00 in the Building Project account.

**e. Elder Services** - Elder Services has provided support for Arno Masters for two more years at the Library. His new position is Capital Campaign Fundraiser Assistant.

**f. Public Service Announcements** - Nan Cinnater of WOMR recorded a PSA for the Fundraising efforts of the Library. Melissa Becker would like to do a PSA with assistance from children who use the Library. Marcia Fair will write a script for them. A special PSA is suggested after the Town Meeting article is published.

**g. Renderings in Public Spaces** - Marcia Fair said that a rendering is being displayed in the lobby of Seamen's Bank. Other locations are suggested.

**f. WEB Site** - Debra DeJonker-Berry reported that Sandy Fay and Karen MacDonald are meeting to redesign the Web Site. The present development is already very beautiful. Arthur Pike suggested that the Web Site be displayed at the Yearrounders Festival

## 6. Other Business -

**a. Cable Advisory Committee** - (See Attached) Debra DeJonker-Berry suggested that if we have a technology/computer room there may be a way to accommodate an editing suite for local cable access. All agreed it was worth persuing.

**b. Data Logger** - Debra DeJonker-Berry reported that Gregor Trinkaus-Randall of the MBLC has installed a Data Logger which will collect data about temperature, humidity and the effects of light in the Library on the collection. The system will be in place for five months, at which time Mr. Trinkaus-Randall will extract the information and remove the Data Logger.

## 7. Next Meeting - The next meeting was scheduled for March 13, 2002 at the

Provincetown Police Station at 5:30 P.M.

**Adjournment**

Marcia Fair moved to adjourn the meeting at 7:03 P.M. Arthur Pike seconded and it was so voted 3-0.

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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 4 March, 2002.

Respectfully Submitted:

James D. Cole  
Board of Library Trustees Signature

Chairman  
Title

*Elaine Quinn*  
Elaine Quinn, On-Call Secretary