

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF APRIL 23, 2002

Meeting Held in Provincetown Police Station

Members Present: James Cole (Chair), Marcia Fair (Vice-Chair), Arthur Pike, Maghi Geary (Secretary) arrived at 5:40pm, Anita Berman.

Members Absent: None

Others Present: Debra DeJonker-Berry (Library Director), Beth O'Rourke (Recording Secretary)

Call to Order: Chair James Cole called the Meeting to order at 5:35pm.

1. Public Statements – None

2. Minutes

March 26, 2002 – Arthur Pike moved to approve, Marcia Fair seconded and it was so voted, 4-0.

[Maghi Geary joined the meeting at this point].

April 23, 2002 – Marcia Fair moved to approve, and Arthur Pike seconded. Anita Berman voted to abstain because she was absent on April 3. The minutes were approved 4-0-1.

3. Chairman's Report –

a. Town Meeting – Jim Cole thanked all the trustees for their work on the phone tree and their presence at the A&P. Jim Cole didn't feel the committee had a full ten minutes to present at Town Meeting but despite this felt that they were still able to get their message across and noted that the voter response was overwhelmingly in support of the library. Arthur Pike noted that it would have been nice to have had the vote count recorded.

b. Correspondence on Land Court – Debra DeJonker-Berry reported that the attorneys are asking for signatures on an inventory sheet and want a statement from Debra listing the Town's value of the property. Debra asked Jim Cole to sign forms for the inventory.

c. RFQ for Design Development – Debra DeJonker-Berry offered copies of the RFQ to the Trustees and also copies of a memo from David Guertin to Keith Bergman outlining a timeline for the design phase. Jim Cole noted the timeline on page 8 is very aggressive. Marcia Fair reported that the Building Committee had a scheduled meeting for Wednesday, April 24 at 1pm and invited all Trustees to attend. Debra DeJonker-Berry noted that the RFQ for Design Services will be advertised in the Central Register on May 1, 2002.

4. Director's Report – Topics discussed included:

a. CLAMS Upgrade – Debra DeJonker-Berry reported that the staff is adjusting to the new software and noted that the software will have a significant impact on library operations. She will be attending a training seminar on May 2, 2002 and will then train the staff. She plans on issuing a press release several weeks prior to the software change informing the public that the staff is in training and that the staff and library users will have to go through an adjustment period while learning how to navigate the new software. She also noted that the new software is far superior to what they have been using.

b. Legislative Day – Debra DeJonker-Berry attended. She noted that the Massachusetts Board of Library Commissioners were there and felt that it was important that Provincetown had a presence at the event. She also noted that attendance is especially important in this present period of budget cuts.

c. Parking Spaces - Debra DeJonker-Berry reported meeting with Police Chief Meyer and discussing the parking issue. The police directed the DPW to paint the two parking spaces on Commercial Street and reposition the parking signs. She also reported that the police will soon begin using a new digital machine that will enable them to monitor the usage of parking in spaces that have posted time limits.

5. Capital Campaign Steering Committee Report–

- a. **Gift Report** - Marcia Fair handed out the Capital Building Campaign Gift Report, dated April 23, 2002, showing a total of \$329,233 from gifts of all kind.
 - **Steering Committee Meeting** – Marcia Fair handed out copies of the Library Capital Campaign Steering Committee Agenda for the meeting on April 24. Marcia noted that the committee is planning events that will embrace the summer crowd with the two-fold goal of increased exposure and raising funds. She noted that the committee is looking to find a couple of people who will take full responsibility for producing special events. The committee is developing strategies to improve communications and donor recognition. Updated portfolios are being compiled and will be given out on an as-needed basis. Debra DeJonker-Berry noted that naming opportunities are available for high-level donors and that pledges can be spread out over five years.

6. Other Business and Correspondence

- ◆ Debra DeJonker-Berry discussed the need for a policy on dogs and cats in the Library, and she reported that presently there isn't one. *Marcia Fair moved that the Director develop a draft policy regarding dogs and cats in the Library, Anita Berman seconded and it was so voted, 5-0.*
- ◆ Debra DeJonker-Berry discussed the need for a petty-cash drawer. *Marcia Fair moved to create a petty-cash fund for discretionary purposes as determined by the Library Director, Anita Berman seconded, and it was so voted, 5-0.*
- ◆ Debra DeJonker-Berry discussed the patron survey and has tabulated results from the survey responses; copies of the user summaries will be made available to the Trustees.
- ◆ Debra DeJonker-Berry discussed the art-exhibit policy now in place and stated that a date is needed for the required lottery. The exhibits policy will be posted in the Library when so edited. She suggested that the lottery selections be chosen in a posted, public meeting.
- ◆ Anita Berman reported that she has left a message on Donna Roll's answering machine regarding Operafest but has not yet received a return call.
- ◆ The next meeting date was set for Tuesday, May 21, 2002 at 5:30pm at the Provincetown Police Station.

Adjournment

Marcia Fair moved to adjourn at 6:37pm, Arthur Pike seconded, and it was so voted unanimously.

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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 _____, 200__

Respectfully Submitted:

Library Board of Library Trustees Signature

Title

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Beth O'Rourke, On-call secretary