

TOWN OF PROVINCETOWN
PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF May 21, 2002

Meeting Held in Provincetown Police Station

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

Members Absent: Arthur Pike (excused)

Others Present: Debra DeJonker-Berry (Library Director), Beth O'Rourke (On-call Secretary), Ginny Binder (Provincetown Building Committee), John Thomas, member of the Public

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

1. Public Statements – John Thomas stated that he was concerned and curious about the proposed Animal Policy and asked the Trustees if there could be a discussion on the proposed policy. He voiced his concern that the proposal didn't seem finely crafted and saw the proposal as yet another sign of increased restrictions Town-wide. Jim Cole noted several factors that have led to the animal policy: library patrons have voiced their concerns regarding dogs in the library; the present library space is already too small for the patrons; and third, the issue of how to deal with library patrons that have allergies. John Thomas offered that he doesn't think it's necessary or good for the quality of town life. Maghi Geary asked if the Truststess could refine the policy. Anita Berman stated that the allergy issue is critical with children and sees the policy as an effort to protect the health of library patrons. Debra DeJonker-Berry noted that there have been many problems with dogs in the library. The burden for allowing dogs in the library falls on the staff that already has the responsibility for library operations. The Trustees thanked John for his interest and advice.

Marcia Fair moved to address the animal policy later in the agenda. Maghi Geary seconded and it was so voted, 4-0.

2. Minutes

April 23, 2002 – Marcia Fair moved to approve, Maghi Geary seconded and it was so voted, 4-0.

3. Election of Officers

Anita Berman moved to elect Jim Cole as Chair, Marcia Fair seconded and it was so voted, 4-0.

Jim Cole moved to elect Marcia Fair as Vice-Chair, Anita Berman seconded and it was so voted, 4-0.

Maghi Geary moved to elect Anita Berman as Secretary, Jim Cole seconded and it was so voted, 4-0.

4. Building Committee Report

a. Procedure & Timeline for Interviews – Debra DeJonker-Berry stated the the interviews for the top four candidates are scheduled for Tuesday, May 28. Ginny Binder recommended that each interview run one hour with a 20 minute break in between. She suggested that the candidates be asked to bring their engineers to the interview. Debra DeJonker-Berry suggested compiling a list of interview questions via email. Ginny Binder recommended having someone on the interview team who really understands structural issues, who can interpret the data in terms of cost.

b. Review of Proposals - Ginny Binder stated that she had read all the proposals and they were all good but that the qualitative aspects were difficult. She suggested that the committee look at the hard data in considering the proposals. In her view only a couple of the proposals indicated a real understanding of the issues at hand. Debra

DeJonker-Berry suggested that the committee take the Design Services Review Sheet and rank the top four choices. The Trustees picked Brown Lindquist, Perry Dean Rogers, Stephen Hale, and Tappe Associates as their top four candidates. Debra DeJonker-Berry stated that she would contact the four firms to schedule the interviews.

5. Chairman's Report

a. Art Exhibit Wall Announcements - Debra DeJonker-Berry received applications for two group shows, one for the Council on Aging, one for the Children's Department. The COA show is scheduled for October, 2002; the PPL Children's Show scheduled for April, 2003. The Trustees selected the order for the individual shows by lottery.

The schedule is as follows:

July: Diana Maher
August: Carol Bishop
September: William Hamlin
October: COA Group Show
November: John Gilbride
December: Laine Quinn
January, 2003: Elisabeth Pearl
February: Donna Mahan
March: Neva Hansen
April: PPL Children's Show
May: Nancy DeLuca
June: Candice Silva
July: Ramone Alcolea
August: Gerry Brennan
September: Connie Black

b. Customer Service Survey – A review of the surveys according to Debra DeJonker-Berry showed that the top requests for library patrons were comfortable seating, good lighting, and a quiet environment.

c. Animal Policy – Debra DeJonker-Berry suggested a six-month trial period for the policy beginning on October 15, 2002 and running to May 15, 2003.

Anita Berman moved to change the policy as presented by eliminating the two exceptions as well as the Director's discretionary responsibility, and to review it in November. Jim Cole seconded and it was voted down: 1 in favor, 3 opposed.

Marcia Fair moved to approve the policy as presented for a 6-month trial period beginning June 1. Maghi Geary seconded and it was so voted, 3 in favor, 1 abstain.

6. Director's Report – Topics discussed included:

- a. CLAMS Upgrade** – Debra DeJonker-Berry reported that the upgrade has been postponed until September of this year.
- b. MLA Conference** – Debra DeJonker-Berry attended. She noted that there was an especially good program on transgender issues.
- c. Staffing Issues** - Debra DeJonker-Berry reported that Renee will be returning to work. Debra DeJonker-Berry suggested changing the statement in the Board of Selectman's goals for next year to "undertake design and construction phases".

Anita Berman moved to accept the recommended amendment, Marcia Fair seconded and it was so voted, 4-0.

7. Capital Campaign Steering Committee Report–

- a. Summer Fundraisers** – Marcia Fair stated that Margaret Bergman and Arthur Pike are working with Dan Mullin to host a fundraiser at his home on July 13. In addition, Anne Packard has agreed to host a fundraiser in August at the Packard Gallery, tickets will be \$100 per person, \$150 per couple.
- b. Letters** – Marcia Fair stated that 1,800 solicitation letters were mailed to the library list.
- c. Status Report** - Marcia Fair stated that there was an increase of \$4,670 from last month bringing the grand total to \$333,903.

8. Other Business and Correspondence

- ◆ Anita Berman reported that Operafest is scheduled for July 27 at the Methodist Church. She will make a request for a \$500 grant from the Visitor Services Board to help underwrite the cost of producing the event.
- ◆ Marcia Fair stated that in order to facilitate staff support at the DPW the Trustees need to request the services of David Guertin on the Library project. A memo from the Chair of the Trustees to the Town Manager was approved and signed.

Marcia Fair moved to appoint David Guertin, Maghi Geary seconded, and it was so voted unanimously.

- ◆ Debra DeJonker-Berry reported that the Friends and Supporters are having their annual book sale the last Wednesday, Thursday, Friday and Saturday in June. Funds raised will go towards the purchase of a copy machine. The Friends have been told by their attorney that they can expect approval on their non-profit application by September.

Adjournment

Maghi Geary moved to adjourn at 7:37pm, Marcia Fair 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 June 26, 2002

Respectfully Submitted:

<u>Anita Berman</u>	<u>Secretary</u>
Library Board of Library Trustees Signature	Title

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Beth O'Rourke, On-call secretary