

TOWN OF PROVINCETOWN
PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF June 26, 2002

Meeting Held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Anita Berman, Secretary; Maghi Geary; Arthur Pike.

Others Present: Debra DeJonker-Berry, Library Director; Diana Maher, On-call Secretary.

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

1. Public Statements – there were none.

2. Minutes.

May 21, 2002 – *Marcia Fair moved to approve, Anita Berman seconded and it was so voted, 4-0-1. (Arthur Pike abstained as having been absent.)*

3. Building Committee.

a. Recommendation of Architect (taken up under b. below).

b. Contract Status. Marcia Fair noted that the Town's Building Committee had not met. She also brought forward information about the current contract negotiations with the Architect. Two weeks ago Sandy Turner, David Guertin and Debra DeJonker-Berry met with Peter Ringenbach in Boston. Debra will have another meeting with David, Sandy and Peter on June 27 in Provincetown. An issue arising in the negotiations is the question of what percent of the project cost may be allowed for the fee for the architectural firm. Anne Larsen of the Massachusetts Board of Library Commissioners has advised that 10-15% is acceptable. Debra DeJonker-Berry discussed a further issue for the design team: the firm had asked that liability be removed from the firm if documents provided by the Town prove to be in error. At present the Town Counsel says that the design team is covered sufficiently by the language in the proposed contract.

Following this discussion: *Marcia Fair moved that the Trustees strongly recommend that a contract with Perry Dean Rogers/Partners be negotiated up to a maximum of 15% of total construction costs, as allowable by the Massachusetts Board of Library Commissioners, due to the complexity and difficult nature of this project. The motion was seconded by Arthur Pike, and it was so voted 5-0.*

c. MBLC Grant Update. Debra DeJonker-Berry announced that the Town has received the signed contract with the Commonwealth. She has sent in the first project report required under the Grant, and she expects that the first 30% payment should be received by the Town in August.

d. Façade. The Director reported that serious rot in the façade trusses has been identified and needs to be addressed. She explained that there are really two building-related issues associated with this project: first sealing the envelope of the existing building, and second doing the Library construction. However, envelope issues such as the rot need to be coordinated with what will be done during the second phase. Debra will meet on June 27 with Coastal Engineering, a member of the DPW, and Peter Ringenbach of PDR/P to see if Peter agrees that the work on the trusses should go forward now. Although the DPW has no money at this time for the work, there is money in the Library Fund.

As a result of this discussion: *Marcia Fair moved that, due to the difficulties discovered by Kronenberger & Sons, the construction firm engaged by the Town to repair the façade of 356 Commercial Street, the Board of Library Trustees urges the Town Manager and the Board of Selectmen to identify funds to properly address the repair issues as recommended by Peter Ringenbach, Coastal Engineering, and the DPW. Arthur Pike seconded, and it was so voted 5-0.*

4. Chairman's Report.

a. Trust Funds. James Cole explained that, at the end of each fiscal year, it has been the policy of the Trustees to authorize spending 90% of the increase in Library Trust Funds in that fiscal year, such money to be expended on books and other Library materials. Debra DeJonker-Berry noted that the full amount authorized last year had not been spent. She also explained that any unexpended amounts remain in the Funds and contribute to the growth of principal.

In response to this discussion: *Arthur Pike moved to authorize the expenditure of 90% of the increase in Library Trust Funds on books and other library materials. The motion was seconded by Marcia Fair, and it was so voted 5-0.*

5. Director's Report.

Debra DeJonker-Berry gave a brief oral report. She noted that the Library's elevator is out of service. The problem is caused by a small broken pin that holds a section of the inner folding door in place. Although the part is on order, it appears that it may take several weeks to arrive. In the meantime, the staff can operate the inner door manually, but patrons are not allowed to use the elevator. However, Debra feels that the staff could accompany patrons to the second and third floors, although this option has not been generally made available. Marcia Fair and Arthur Pike were concerned about liability issues if such an option were offered; they felt that it would be better that the staff get materials for patrons who cannot use the stairs. Debra stated that the Trustees might want to vote a policy about use of the elevator. She prefers that she retain discretion as to how to handle individual cases.

Debra also reported that the Library has arranged the purchase of two new photocopiers with authorized fiscal-year funds and further assistance from the Friends of the Library. One has already been installed in the lobby. The second machine, now on order, will be able to do double-sided copying and it will collate.

a. Futures Institute. Karen MacDonald is attending this library forum on space and technology issues, with funding from a LSTA grant.

b. Internet Fair Use Policy. Debra DeJonker-Berry reported that the U.S. Supreme Court has disallowed laws concerning Internet protection (filtering). She will bring to the next meeting a new draft policy on Internet Use. The changes relate to our present advantages for e-rate funding, which require that we have a tech plan and policy in place.

c. Animal Policy Recap. The Animal Policy voted at the last meeting is now in place on a trial basis, and it seems to be working well.

6. Capital Campaign Committee Report.

a. Summer Fundraisers and Special Events. Anita Berman reported that the Donna Roll OperaFest benefit is set for 8 p.m., July 27 at the United Methodist Church. She is working on a press release, ads for the Banner, and posters. Tickets are now available. Last year, the Trustees planned on \$20 tickets, but this year the price has been

set at \$15 each. An appeal will be made at the concert for additional donations to the Building Fund.

There was a question from Robin Reid about an expense for notifying abutters. Jan Kelly told Anita that the Friends will pay for the use of the church and the custodian's time. Marcia stated that the press release should include the fact the concert is underwritten by Seamen's Bank and by the Friends and Supporters. Anita reported that the ticket sales are being coordinated by Gerry Brennan, Jan Kelly, and Lee Brenner.

Arthur Pike reported that the Dan Mullin fundraiser is set for July 20. An invitation list of about 180 names has been developed. The Brass Key guesthouse was especially helpful in developing the list. Mullin suggests that 300 invitations should be sent. The Trustees offered suggestions for additional names. Printed invitations will be ready on June 27, and volunteers are needed to address and stuff envelopes. Arthur raised some questions as to how an honorary committee might be formed for another year.

Marcia Fair reported that the Packard Gallery will host a benefit Reception from 7-9 p.m., on August 16. The invitations will feature a sketch of the new Library by Anne Packard.

b. Letters. The Campaign Committee has decided to do a mailing in August to the entire list of property owners in Provincetown, both resident and nonresident. The Committee will meet again at the end of August.

c. Status Report. Marcia Fair reported that the Capital Campaign has received a \$15,000 pledge from Cape Cod Oil. Total contributions are now just over \$345,000. Many people have sent in second and third gifts.

d. Lock Boxes. James Cole reported that there are donation containers at Pilgrim Variety, Town Hall, Seamen's Bank, the Post Office, Yardarm Liquors, and Pamet Liquor Store. They bring in about \$75 every two to three weeks. Seven new containers have just been installed at the A&P checkouts. Arthur suggested gold-paint letters for the metal box at 356 Commercial Street. Discussion ensued about the tree-donation can now in front of the Library. It was agreed that by September 1 the tree can should be replaced by a Library donation container.

7. Other Business and Correspondence.

Maghi Geary reminded the Trustees that in eleven months her term will be up. She cannot run again for Trustee because of the Town's term limits.

Next Meeting:

The next meeting was scheduled for Wednesday, August 7, 2002, at 5:15 p.m. in the Conference Room of the Police Station.

Adjournment:

The meeting was adjourned at 6:30 p.m.

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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

Diana Maher, On-call secretary