

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF August 7, 2002

Meeting Held in the Provincetown Police Station

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

Members Absent: Maghi Geary (excused)

Others Present: Debra DeJonker-Berry, Library Director.

Call to Order: Chair James Cole called the Meeting to order at 5:17 pm.

1. Public Statements – there were none.

2. Minutes.

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

3. Building Committee.

- a. The Library Director reviewed the work in progress on the revision of the schematic plans. The bulk of the collection will be housed in a fully excavated basement. The front entrance will be used as the main entrance. An access ramp and elevator will lead from Center Street to the main entrance. The meeting room will be in the rear of the first floor with an after-hours entrance and rest rooms. The second floor will house children's services and be open to the vaulted ceiling. The local history room will be housed in the Choir Loft area, which will be converted to the same level as the second floor. A smaller mezzanine level will house the art book collection and a small conference room. A small addition to the first floor, using the existing footprint of the present "out building" will house reference and periodicals.
- b. Contract Status. The Contract for Design Services with Perry Dean Rogers/Partners was signed by the Board of Selectmen on July 22.
- c. MBLC Grant Update. The first payment is in Town coffers.
- d. Façade. The change order has been approved by the Selectmen and work is proceeding. The stabilization phase should be complete by the end of September.
- e. Site Survey. Quotes have been requested for the site survey and boring analyses that are needed. The quotes should be in by the end of the week.
- f. Pre-Construction Demolition. To avoid costly change orders later during the construction phase of the Project and to be able to incorporate as much detail in the final construction drawings as needed, the architects have suggested a pre-construction demolition phase be done early in the process. Discussion is proceeding with DPW.
- g. Mass. Emergency Finance Report. The Library Director reported that the Emergency Finance Board gave the Town authorization for the borrowing for the Library Project.

4. Chairman's Report.

- a. Trust Funds. Jim Cole, Arthur Pike, and Marcia Fair reported on their correspondence with State representatives on behalf of State-wide funding issues including Telecommunication line-items, MBLC line-items, and Mass. Cultural Council funding. The Library Director reported that the Massachusetts Cultural Grant will be drastically reduced this year; State-wide Reference Services and Databases will be either eliminated or severely cut back, and the Library will probably receive no Net Lender reimbursements resulting in the need to ask the Town to supplement the FY04 budget. Marcia Fair described the hope for the passage of an Omnibus Bond Bill which included funding for Library Construction. *Marcia Fair made a motion (attached) to write to Acting Governor Swift to urge her to pass an omnibus bond bill and for the Trustees to sign that letter. Arthur Pike seconded, and it was so voted 4-0-0.* Jim Cole thanked Anita Berman for her work on the OperaFest Fundraiser and thanked Arthur Pike for his work on the fundraiser hosted by Dan Mullin.

5. Director's Report.

- a. CLAMS Upgrade. The Library Director described the Training efforts the Staff is undergoing for the conversion to the Millennium system. The implementation date is September 4. She is particularly concerned about Sunday Staff in September because they will have had little experience. She and Library Operations Director Karen MacDonald are planning to split working Sundays in September to train the Sunday Staff.
- b. Internet Fair Use Policy. Debra DeJonker-Berry will bring to the next meeting a draft policy on Internet Use.
- c. Animal Policy Recap. The Animal Policy seems to be working well.
- d. Gates Grant. The Library Director thanked Karen MacDonald and MIS Coordinator Gary Delius for their help with writing the Gates Grant Application. The Library expects to receive funding and is looking forward to the upcoming training.
- e. Elevator Status. The Elevator is still out of order. The replacement doors are expected within the month.

6. Capital Campaign Committee Report.

- a. Summer Fundraisers and Special Events. The Packard Gallery Fundraiser is set for 7-9 p.m., on August 16. Both OperaFest and the Dan Mullin Event were well-attended and enjoyable. Operafest raised \$1,100, and the Dan Mullin event raised \$10,602.85. Arthur Pike thanked Campaign Committee Co-Chair Margaret Bergman for her work on the Mullin event. *Arthur Pike made a motion to send a thank-you letter to Dan Mulin. Marcia Fair seconded, and it was so voted 4-0-0.*
- b. Letters. The Campaign Committee has decided not to do a mailing in August to the entire list of property owners in Provincetown, both resident and nonresident as planned. The Committee will meet again at the end of August.
- c. Lock Boxes. James Cole reported he is picking up the funds from the boxes on a weekly basis. They are averaging several hundred dollars per week.
- d. Update. Marcia Fair handed out a Campaign update (attached). *Marcia Fair made a motion that the Trustees designate the local history room in the new Library as the Nathan Freeman Local History Room (see attached motion). Arthur Pike seconded, and it was so voted 4-0-0.*
 Marcia also reported that an insert (attached) will appear in the Banner on August 29, and thanked Sally Brophy for the design, Vince Guadazno for the photo of Nathan Freeman, and Elaine Quinn for her building photos.

7. Other Business and Correspondence.

There was none.

Next Meeting:

The next meeting was scheduled for Wednesday, September 18, at 5:15 p.m. in the Conference Room of the Police Station.

Adjournment:

The meeting was adjourned at 7:00 p.m.

.....
These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on September 26, 2002.

Respectfully Submitted:

Anita Berman
Library Board of Library Trustees Signature

Secretary
Title