

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MINUTES OF MEETING September 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.

Members Absent: none

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.

May 28, 2002 – *Marcia Fair moved to approve, Arthur Pike seconded, and it was so voted 3-0-2. (The quorum of members present was 3).*

August 7, 2002 – *Marcia Fair moved to approve, Anita Berman seconded, and it was so voted, 4-0-1. (The quorum of members present was 4).*

3. Building Committee.

a. Debra DeJonker-Berry and Marcia Fair reviewed the comments about the current schematics, as received from the Massachusetts Board of Library Commissioners. It appears that some rearrangement of space should be made to satisfy the suggested MBLC format.

b. Façade. A catalog of the various trim pieces is in preparation by the Kronenberger Corporation, and it should be available soon.

c. Site Survey. Progress has been made in removing and storing the present contents of the Heritage building. Stephan Nofield has been helpful with locating suitable storage in Town buildings, as well as helping with the actual moving. The Town DPW will assist in removing trash that has accumulated, as well as removing the results of the ongoing selective demolition. It is not clear just yet how to move out the several large objects, such as the fire engine.

4. Chairman's Report.

a. The MBLC material was reviewed above under Building Committee.

b. James Cole and Debra DeJonker-Berry reported on the recent meeting of the Tourism Board.

5. Director's Report.

a. CLAMS Upgrade. The Library Director described the progress with the changeover to the Millenium system. All of the Staff have encountered great difficulty in working with one or more aspects of the new system. For some functions, it operates more slowly than the old system, and it occasionally gets stuck. There is need for more Staff attention to ensure that all the training is completed. At the same time, the Library of Last Resort (Boston Public Library) has inserted changes to the system as well. The Millenium system has established centralized uniform rules for all the member Libraries, rules that are probably fairer for the patrons now, but changes that can be confusing to the public and the Staff

b. Internet Fair Use Policy. It was agreed that this topic should be deferred to next month.

c. Animal Policy Recap. The Animal Policy seems to be working well.

d. Elevator Status. The elevator now seems to be working well with the new doors in place.

6. Capital Campaign Committee Report.

Reports were received updating progress in the Capital Campaign.

- a. Summer Fundraisers and Special Events. Marcia Fair reported that the three special fundraisers had brought in a total of \$40,000 this Summer. She noted that a number of small dinners and other private parties are in planning for the Winter.
- b. Letters. At the beginning of October, it is expected that appeal letters will be sent out to all companies doing business in Provincetown. Also this Fall, tax reminders will be sent to present pledge donors, with the suggestion that they may want to include the Library in their year-end tax decisions. By November 15, it is expected that an appeal letter will be sent to all of the property owners (nonresident and resident) in Provincetown. The next appeal insert in the Provincetown Banner will be sent out in January 2003.
- c. Lock Boxes. James Cole reported that the lock-box contributions have dwindled a little since Labor Day. Now more coins than bills are being donated, making the take heavier in weight. He noted that rain needs to be excluded from the Kacergis container in front of 356 Commercial Street.

6. Other Business.

- a. Anita Berman noted that the NBC's Today Show may offer an opportunity for publicity in the segment on "Americana". Marcia Fair will follow up.
- b. Maghi Geary will follow up on a possibility for a feature like that done on Chester Restaurant in "Yankee Magazine."
- c. Maghi Geary expressed her personal difficulty in solicitation, one effort at which had lost her a valued customer of many years standing.
- d. Further suggestions: James Cole and Maghi Geary will look at the possibility of an illustrated Calendar to be sold as a fundraising tool.
- e. The Director reported that a local artist wants to give a painting for the Library. The question was raised as to whether a Trustee should make arrangements with the artist, or whether a member of the Art Commission might be more appropriate.
- f. The Director reminded the Trustees that the Supporters last Bake Sale of this season is at the old Fire House on Saturday, September 28.

Next Meeting:

The next meeting was scheduled for Wednesday, October 23, 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 October 23 , 200 2 .

Respectfully Submitted:

 Anita Berman
 Library Board of Library Trustees Signature

 Secretary .
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