

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MINUTES OF MEETING October 23, 2002

Meeting Held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Anita Berman, Secretary; Arthur Pike; Maghi Geary arrived at 5:30 p.m.

Members Absent: None

Others Present: Debra DeJonker-Berry, Library Director

Call to Order: James Cole called the meeting to order at 5:15 p.m.

1. Public Statements: There were none.

2. Minutes: Arthur Pike moved, and Marcia Fair seconded, a motion to approve the minutes of September 26, 2002. The vote to approve was 4-0, with Maghi Geary absent.

3. Building Committee

a. Review of Schematics: Tabled until the end of the meeting

b. Façade: Debra DeJonker-Berry reported that the building is sealed and secured, the scaffolding is down, the collection is moved and stored, the DPW is moving furniture, etc. Only the Harry Kemp dune shack and the stove have not yet found a home.

c. Site Survey: Debra DeJonker-Berry reported that Warren VanWees has labeled the walls for selective demolition, and zoning questions are being addressed.

4. Chairman's Report: James Cole asked Debra DeJonker-Berry, Marcia Fair, and Arthur Pike to report on their meeting with MBLC.

a. Meeting with MBLC Staff: The revised floor plans are in the approval process. Although MBLC asked for some changes to be made to the plans, they have embraced the new concepts. Debra expects their approval at a meeting on October 25.

b. MBLC Time-line: Debra reported that the architects are concerned, but feel they are on track. The Town expects to select a builder in January.

Marcia Fair moved and Maghi Geary seconded the motion that we, the Trustees of the Provincetown Public Library, authorize the Chair to act on behalf of the entire Board further to any action in the next two months that may be required in connection with our Massachusetts Board of Library Commissioners Construction Grant Contract, to include requesting an extension of the January 15, 2003 construction contract deadline, if necessary. The vote to approve was 5-0.

5. Library Director's Report

a. CLAMS upgrade: The Director reported that the new system works well, and that the staff's learning curve is stabilizing. It is a labor intensive system, but it is much more professional. There are system-wide problems which will take time to resolve. Soon, magazine lending and acquisitions will be included in the database.

b. Internet Fair Use Policy: Deferred until next meeting.

c. Budget Request: The Director asked for input on what else should be included, noting an increase of staff (perhaps six part-time front-desk clerks and a secretary), equipment and supplies (copy-machine maintenance, etc.); computer assistance, and custodial services are already in the plan.

d. MCC and Gates Grants: The Director reported that the Board of Selectman approved the \$19,000 Gates Grant, and that the Massachusetts Cultural Council cut this year's grant from \$9,000 to \$3,000.

6. Capital Campaign Committee Report

a. Fundraisers and Special Events: Marcia Fair submitted an article praising the Provincetown Library, and presented the attached Capital Building Campaign Report. She noted the upcoming events: a culinary-arts event in January; fundraising dinners in private homes; a poetry reading at PAAM; and a dance being planned by Sandy Fay and Debra DeJonker-Berry.

b. Letters: The two letters attached have been sent 1) to people who have pledges outstanding, and 2) to property owners requesting a holiday gift.

