

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting November 25, 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 5:20).
- Members Absent:** None
- Others Present:** Debra DeJonker-Berry, Library Director, Karen MacDonald, Assistant Library Director (arrived at 5:30)
- Call to Order:** James Cole called the meeting to order at 5:15p.m.

1. **Public Statements:** There were none.
2. **Minutes:** Marcia Fair moved and Arthur Pike seconded the motion to approve the minutes of November 13, 2002. The vote to approve was 4-0-1.
3. **Building Committee:**
 - a. **Review of Activities:** Marcia Fair and Debra DeJonker-Berry reported that they met with the DPW and staff, Town Clerk and architects Peter Ringenbach and Warren Van Wees to discuss the timeline. Construction bids will be going out soon. They hope to select a builder by the end of January. They presented the Design Development Plan and will be placing an ad on December 11 in the Central Register. They also presented a letter given to the Town Manager which includes the capital campaign progress report. In addition to \$395,560 in contributions there is \$563,536 of the MBLC construction grant in hand, and 30% more will be released when the construction contract is in hand. Marcia Fair pointed out that fundraising is done by volunteers and all costs absorbed by them or the Friends of the Library, so all monies raised go to the Library.
 - b. **Upcoming meeting with Board of Selectmen:** Debra DeJonker-Berry and all the Trustees will attend the December 2 meeting to provide a building project update.
4. **Chairman's Report:**
 - a. **Budget Update:** James Cole reported that he and the Library Director will be meeting tomorrow to discuss increasing staff levels. Arthur Pike suggested noting line item 52-45 in the narrative. The number of hours that the Library is open to the public will be among the highest on the Cape. The Library Director pointed out that most communities have access to other libraries when their own is closed, but Provincetown residents have only Truro in proximity.
 - b. **Holiday Gift Items:** There are Rose Basile postcards at \$1 each; line-drawn greeting cards 8/pack at \$8. James Cole said that the cost is \$4/pack and the profit goes to the building fund. There are also Laine Quinn posters, new tote bags, postcards, and sweatshirts for sale.
5. **Library Director's Report:**
 - a. **CLAMS upgrade:** Both the Director and Assistant Director said that the implementation is eating up a lot of time; both a learning curve and a slow internet connection contribute to the issue. Front desk volunteers are now being trained on the system.
 - b. **Internet Fair Use Policy:** The Director presented a November 15 Cape Codder article which noted an incident where the Brewster Ladies Library Director had to explain their policy. Debra DeJonker-Berry asked for input on the policy. Karen MacDonald spoke on the ramifications of the Patriot Act on the Internet policy. Arthur Pike noted he is on the fence about wanting parental consent. Marcia Fair said such a rule leaves the Library open to liability issues. Debra said that permission slips are untenable in the current environment, that monitoring is too difficult. Maghi Geary and Arthur Pike formed a subcommittee to review the policy as presented in the last meeting and to raise issues about it in the next.
6. **Capital Campaign Committee Report:**
 - a. **Letters:** Marcia Fair reported that a solicitation letter had been mailed to all Provincetown property owners,

and commended six volunteers, including Debra, who helped mail them. The committee has submitted a proposal to the Walker Foundation in Minneapolis and expects a response in the spring. She sent thank you letters to Stephan Nofield, Sandy Turner, and Jeff Perry for cleaning out the building.

- b. Other Business and Correspondence:** Marcia Fair reported a bequest and moved to formally accept the \$15,000 bequest from the estate of Dorothy E. Cook and to send a written response to Lisa Westervelt and Paul Benatti of Zisson & Veara. Maghi Geary seconded, and the vote was 5-0 in favor.

Marcia Fair presented the campaign gift report dated 12/1/02 indicating the following totals: Cash \$182,510; Pledges \$213,050; In-kind and equipment \$26,122.

- 7. Other Business and Correspondence:** Karen MacDonald reported that the new custodian is wonderful and a good role model. Debra DeJonker-Berry reported that she is working on letters of intent for Library Services Grants for working with the Banner, Futures, and Children. She noted that next year she will submit a grant application for disabilities signage. She asked for direction about a town-wide employee recognition dinner scheduled during library hours on Thursday, 12/5/02. The Board consensus was that she should close the library so that all employees could attend. Debra commended Provincetown Florist for their lovely decoration of the china cabinet.
- 8. Next Meeting:** The 12/4/02 meeting is cancelled. The next meeting is scheduled for Monday, January 6 at 5:15pm in the Conference Room of the Police Station.

Adjournment:

Marcia Fair moved, and Arthur Pike seconded the motion to adjourn at 6:24pm. The vote was 5-0.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on _____ January 6, 2003 _____.

Respectfully submitted:

_____ Anita Berman _____ Secretary
Library Board of Library Trustees signature Title

Minutes prepared by Sheila McGuinness, On-Call Secretary