

TOWN OF PROVINCETOWN
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BOARD OF LIBRARY TRUSTEES

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MEETING MINUTES OF FEBRUARY 26, 2001

Meeting Held in Provincetown Police Station

Members Present: James Cole (Chair), Arthur Pike (Secretary), Marcia Fair,

Members Absent: Anita Berman (excused), Maghi Geary (excused)

Others Present: Debra DeJonker-Berry (Library Director), Rachel Crosby (Recording Secretary)

Call to Order: Chair James Cole called the Meeting to order at 5:31 P.M..

1. Public Statements – None

2. Minutes

January 22, 2001 – *Jim Cole moved to approve as submitted, Arthur Pike seconded and it was so voted, 3-0.*

January 16, 2001 – *postponed.*

3. Director's Report – Debra DeJonker-Berry referred to her written report and said that it would supply most of the needed explanation for the following:

- a. DPW Painting Project – Debra DeJonker-Berry suggested that the Trustees write a thank you note to the DPW for their recent work, with copies to Mr. Bergman and the Fire Department. Arthur Pike agreed to write the note.
- b. eBooks and updated Web-sites
- c. Poetry Discussion Series with Lynn Stanley “Stanley Kunitz, Mary Oliver and Mark Doty: Provincetown Poets and the Art of Influence”
- d. Summer Reading Program
- e. Year Rounders
- f. Spring Play, “House on Pooh Corner”
- g. Circulation Statistics
- h. Operating Budget - Debra DeJonker-Berry referred to a memo from Mr. Bergman to the Board of Selectmen, dated February 22, 2001, concerning FY 2002 budget cuts to offset a 22% increase in Group Health costs. ***Arthur Pike moved to empower Debra DeJonker-Berry to draft a letter to Mr. Bergman expressing the Trustees sentiments concerning the proposed budget cuts, Marcia Fair seconded and it was so voted, 3-0.***
- i. Internet Protection Act – the federal government may require that computers in organizations receiving federal funds apply filters on their computers which are accessible to children. The Library does not currently receive any federal funds. CLAMS, however, is receiving federal funds and will be developing a policy. By consensus, the Trustees agreed to place the computer filtering issue on a future agenda.
- j. Introductory Internet and Windows Workshops
- k. New Computer Security Software
- l. Donation of Painting

4. Chairman's Report –

- a. **Supporters' Newsletter** – Jim Cole reported that he had already received good feedback.
- b. **Finance Committee Meetings and Town Meeting** – Jim Cole reported he had attended a recent Finance Committee meeting at which Mr. Bergman had advised the Committee to look at the “big ticket” items in the Town's Budget. Members of the Committee expressed negativity about the relocation of the Library to the Center Street building and claimed it was really a \$7 million project. Jim Cole, Debra DeJonker-Berry and Marcia Fair sent a letter concerning this cost estimate to the Finance Committee Chair and the Committee will

respond the letter at their meeting on March 8, 2001. The Library's Operating Budget will be reviewed by the Committee at their meeting on Thursday, March 1, 2001. Mr. Bergman will be handling all presentations to the Finance Committee, with staff available to answer questions. Debra DeJonker-Berry, Jim Cole and Arthur Pike will attend the March 1, 2001 meeting.

The Trustees discussed a draft memo to be sent from Jim Cole to Bill Dougal, Chair of the Finance Committee, concerning the Cost Escalation projections put forth by the Finance Committee. *Marcia Fair moved to send the memo to the Finance Committee, Arthur Pike seconded and it was so voted, 3-0.* The Trustees also discussed a draft memo from Debra DeJonker-Berry concerning the Cost Escalation projections. Debra DeJonker-Berry will send this memo to Mr. Bergman, with a copy to DPW Director David Guertin. Ms DeJonker-Berry also referred to and discussed tables showing how much interest might be added to the Town's debt service by the Library relocation project.

The Trustees discussed the upcoming Town Meeting and the placement of the Library's articles on the warrant. The Trustees also discussed various other upcoming Town meetings and who will attend.

Town Meeting Strategy – the Trustees discussed how the Library relocation article will be presented and how a public relations campaign might be conducted.

- c. **Proposed Policy to Place Fundraising Container on Library Grounds** – the Trustees reviewed and discussed a draft policy and made several modifications. *Marcia Fair moved to adopt the Policy to Place Fundraising Container on Library Grounds with the condition that it be reviewed and approved by Town Counsel before it is activated, Jim Cole seconded and it was so voted, 3-0.*
- d. **Gift Fund Payment** - None

5. **Planning Committee Update** – Arthur Pike reviewed recent progress. The Library staff will be meeting tomorrow to discuss planning. Three goals were selected from the January Forum and combined with three other goals. Planning will be discussed further at a future meeting of the Trustees.

6. **Fundraising Committee** –

- **Auction** – the Trustees discussed whether an Auction was advisable this year.
- **Library Endowment and Other Funds** - Marcia Fair reported that the Supporters are still unsure whether they want to create funds, such as an endowment fund, through the Community Foundation of Cape Cod. The Supporters recently met with a representative of the Foundation and will be meeting again on March 1, 2001 to discuss opening the funds. The Trustees discussed how the endowment fund would be managed and Marcia Fair clarified that the Town would not be involved in fund management.

7. **Other Business and Correspondence**

- ◆ Debra DeJonker-Berry offered to provide the Trustees with statistical information as support for their meeting with the Finance Committee on the Library Operating Budget (on March 1, 2001).
- ◆ Don Canten will be donating his painting of the Heritage Museum to the Library.
- ◆ The next meeting date was tentatively set for Monday March 12, 2001 at 5:30 P.M. at the Library.

Adjournment

Marcia Fair moved to adjourn at 7:04 P.M. and it was so voted unanimously.

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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

Rachel Crosby

Rachel T. Crosby, On-call secretary