

**TOWN OF PROVINCETOWN**  
**PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**

**MEETING MINUTES OF APRIL 30, 2001**

The following minutes are available on-line as a service and are not the official record due to changes in formatting for the Internet. The minutes may have attachments that are not included here in this format. The official, complete paper copy can be viewed during regular office hours, Monday - Friday: 8 a.m. to 5 p.m. in the Office of the Town Clerk, 260 Commercial St. Provincetown, MA 02657.

**Meeting Held in Provincetown Police Station**

**Members Present:** James Cole (Chair), Arthur Pike (Secretary), Marcia Fair, Maghi Geary (acting Vice-Chair), Anita Berman

**Members Absent:** None

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

**Call to Order:** Chair James Cole called the Meeting to order at 5:50 P.M..

**1. Public Statements – None**

**2. Minutes**

**March 26, 2001 – *Marcia Fair moved to approve as distributed, Maghi Geary seconded and it was so voted, 4-0, 1 abstain (Anita Berman).***

**3. Library at Center Street Update – Topics discussed included:**

- **Deed/Title and Certified Copy of Town Meeting Vote** – Debra DeJonker-Berry referred to and discussed her mailing to Angela Reddin, Grants Manager at the Massachusetts Board of Library Commissioners, conveying the Deed, Title and Town Meeting Vote. This conveyance completes the grant application process.
- **Façade Construction – Debra DeJonker-Berry** referred to and discussed a document entitled “Project Manual – Provincetown Heritage Museum Structural Repairs and Restoration” and recommended that the Trustees read it to understand the details of the construction process.
- Marcia Fair referred to and discussed an email response received from Mr. Bergman, Town Manager, concerning the fact that the Trustees do not have any current responsibility vis-à-vis the Heritage Museum and will not have responsibility until the Museum Trustees vote to declare the building surplus. Mr. Bergman advised the Library Trustees to take a “wait and see” attitude until the fate of the Museum collection is determined. The Museum Merger Feasibility Study will be launched on Thursday, May 3<sup>rd</sup>.
- Jim Cole reported on a recent Finance Committee meeting at which that Committee’s members discussed the fact that their opinions had not influenced the votes on several articles at Town Meeting. The Finance Committee discussion focused especially upon the vote on the Library relocation article. The Committee apparently discussed the possibility of using some of the Town’s Reserve Fund monies to hire a consultant to do a study to prove that the Library relocation will cost more than \$4 million.
- Debra DeJonker-Berry reported that the Town Manager had confirmed that it would take a two-thirds vote to override the vote on the Library’s Town Meeting article.

**4. Planning Committee–**

- **Draft Mission Statement** – Debra DeJonker-Berry referred to and read the draft Statement. Arthur Pike reviewed the planning process and progress to-date. *Arthur Pike moved to approve in principle the Mission Statement as revised, Marcia Fair seconded and it was so voted, 5-0.*
- **Draft Goals** – the Trustees briefly referred to and discussed a document entitled “Goals”.

**5. Probate Court Petition** – this petition refers to a necessary Land Court process. Discussion was postponed.

6. **Gift Fund Payment** – *Maghi Geary moved to approve the payment of \$220.19 from the Gift Fund for invoices from the W.B. Mason Company, Anita Berman seconded and it was so voted, 5-0.* [a signed copy of the authorization is appended].
7. **Trust Funds** – Debra DeJonker-Berry referred to and discussed a spreadsheet printout showing the various Funds’ historical balances and 2001 expenditures. The Trustees discussed how and when the Trust Funds could be spent. *Arthur Pike moved to expend 90% of the amounts in the shaded column on the printout or a total of not more than \$10,576 on books and other Library materials from the Library Trust Funds, noting that the Dorothy Cook Fund was established in 2001, Maghi Geary seconded, and it was so voted, 5-0.*
8. **Letter from Town Attorney, re: Policy** – Debra DeJonker-Berry referred to and discussed a letter from Town Counsel approving “as to form” the Library’s Policy to Place Fundraising Container on Library Grounds.
9. **Estate of Rachel Callahan** – Arthur Pike referred to and discussed documents relative to the disposition of this estate. Once the will has been probated, the Library will be able to officially accept the book collection granted to the Library. Debra DeJonker-Berry mentioned that several other items from the estate had been dropped off at the Library, including a collection of old photographs. These additional items may eventually go to the Heritage Museum.
10. **Fundraising Committee** – Marcia Fair referred to and discussed a draft donor form for the Library Building Fund. Marcia Fair also discussed a document entitled “Library Building Project Plans – Short/Long Term Goals”. Also discussed:
- The Trustees discussed the proposed September 2001 fundraising event being organized by Michael Noons. Marcia Fair recommended that a Library representative be present at all such future fundraisers to thank the organizers and to make a presentation to those attending.
  - Debra DeJonker-Berry mentioned the possibility that Terry Catalano would organize a Library benefit auction similar to the art auctions. The Trustees discussed various other options for holding an auction.
  - Marcia Fair recommended having a celebration, once the State grant is approved, to recognize those who helped pass the Town Meeting article as well as those who have or will donate money to the building project.
  - Marcia Fair distributed and discussed with the Trustees a draft motion concerning having the Supporters establish an income-producing account. *Marcia Fair moved that the Board of Library Trustees requests, subject to review by Town Counsel,*
    1. *that the Supporters of the Provincetown Public Library, a 501 (c)(3) non-profit corporation, establish an income-producing account called the Library Building Fund, preferably with the Community Foundation of Cape Cod;*
    2. *that all appropriate private and public funds/monies raised, which are restricted for the private funds match or any aspect of the proposed move of the Provincetown Public Library to the Center Street Building as voted on April 3, 2001, under Special Town Meeting Article 11, to be deposited and held in the said account; and*
    3. *that the funds be released and turned over to the Town of Provincetown, to be deposited in the Library Gift Fund, at the time that the Board of Selectmen sign a contract.**Arthur Pike seconded and it was so voted, 5-0.* The motion will be first sent to Mr. Bergman for his review.

## 11. Other Business and Correspondence

- ◆ Debra DeJonker-Berry reminded the Trustees of the farewell party for Lu Hetlyn on May 11<sup>th</sup>.
- ◆ Debra DeJonker-Berry also reported on the progress in finding a replacement to Lu.
- ◆ Ms DeJonker-Berry referred to and discussed a document entitled “Notes on Staff Meeting, April 12, 2001”. Issues covered included problems with young adults in the Children’s Room and the recent Library Play.
- ◆ The Trustees will discuss, at a future meeting, the use of the two parking spots behind the Library.
- ◆ The Friends of the Library will be meeting to set-up the next Book Sale. Book storage is reaching crisis proportions. The Trustees will discuss Book Sale related issues at a future meeting.
- ◆ Debra DeJonker-Berry distributed a legal document relative to the Dorothy Cook Trust Fund.
- ◆ Debra DeJonker-Berry reviewed comments received from various citizens concerning the reconstruction of the Heritage Museum in preparation for the relocation of the Library.

- ◆ The next meeting date was tentatively set for Wednesday, May 30, 2001 at 5:30 P.M. at the Provincetown Police Station.

**Adjournment**

*Maghi Geary moved to adjourn at 7:30 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 May 30, 2001

Respectfully Submitted: Arthur L. Pike

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Library Board of Library Trustees Signature      Title Secretary

**Rachel Crosby**

Rachel T. Crosby, On-call secretary