

# TOWN OF PROVINCETOWN

## PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

### MEETING MINUTES OF JULY 18, 2001

#### Meeting Held in Provincetown Police Station

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

**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 5:42 P.M..

1. **Public Statements** – None

2. **Minutes**

May 30, 2001 – *Marcia Fair moved to approve as distributed, Arthur Pike seconded and it was so voted, 4-0, 1 abstain (Maghi Geary).*

3. **Director's Report** – Topics discussed included:

- a. **MBLC Grant** – Debra DeJonker-Berry and Marcia Fair attended a mandatory workshop on the grant. The majority of the libraries who received grants also have several issues yet to resolve. Debra DeJonker-Berry will be assembling a time-line of all the things that need to be accomplished in Provincetown. The time-line will be shared with the Massachusetts Board of Library Commissioners, the Town Manager and the Board of Selectmen. Marcia Fair emphasized that the Board of Selectmen can, with a reasonable degree of confidence (based upon the April 2001 Town Meeting and gifts and pledges in hand ~~and other related fundraising accomplishments~~), sign the grant contract. Having already received the approval of the Town Meeting article is a significant step in the process.
- b. **Reorganization Plan** – Debra DeJonker-Berry presented and discussed a proposed Reorganization Plan included in the Trustees' packet of meeting materials. In addition, the Library Director presented a revised job description for the Assistant Director's position (to be called Library Operations Director) and a revised organizational plan. The Operations Director will take on more of the responsibilities for the day-to-day running of the Library. The result will be to free more of Debra DeJonker-Berry's time to work on the Building Project and capital campaign. The Director will still evaluate the Assistant Director's job performance, but the Assistant Director will evaluate most of the other staff. *Marcia Fair moved to endorse the proposed Reorganization Plan, Maghi Geary seconded and it was so voted, 5-0.*

4. **Chairman's Report** –

- a. **Sign for New Library** – the Supporters have given approximately \$600 for the new sign and it will be delivered and installed within a week or so.
- b. **Gift Fund** – Debra DeJonker-Berry reported that there are currently two gift funds. She suggested making one of the gift fund containers at the Library less prominent in favor of the fund container used for the Library Building Project.
- c. Jim Cole thanked the Trustees for their pledges to the Building Project. Marcia Fair reported that Dana Berry and Debra DeJonker-Berry have also made a significant pledge.

5. **Capital Campaign Steering Committee** – Marcia Fair led the discussion on the following:

- a. **Library Building Project Gift and Grant Fund** – this fund has been opened and is already receiving donations.
- b. **DonorPerfect software** – the software has arrived. Lynn Stanley has been trained in its use.
- c. **Pledge Update** – in excess of \$68,000 has been pledged and/or actually given. Debra DeJonker-Berry

reminded the Trustees that money will also be coming from the estate of Dorothy Cook (approximately \$10,000). Marcia Fair reported that her meeting with the ~~Onstar~~-NSTAR Corporation went very well. Marcia Fair suggested opening a short-term Building Project Fund account with the Community Foundation, so that interested donors will not be put off by the prospect of giving money to a municipality.

**Marcia Fair moved and Arthur Pike seconded the motion that the Board of Library Trustees**

- 1) **Establish an appropriate short-term income-producing fund with the Community Foundation of Cape Cod to support the Library Building Project, said monies to be 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;**
- 2) **That the fund be titled "Provincetown Public Library Building Gift and Grant Fund";**
- 3) **That the fund be under the direction of the Board of Library Trustees;**
- 4) **That, upon specific donor request, donor funds to be deposited and held in the said account;**
- 5) **That the funds be withdrawn and turned over to the Town of Provincetown, to be deposited in the Library Building Project Gift and Grant Fund to satisfy the agreed-upon \$1.072 million private match, on or about June 30, 2003, in time for the Board of Selectmen to sign a contract to begin construction; and**
- 6) **That any funds in excess of the agreed-upon \$1.072 million private match, be applied to the Library Building project or be deposited in the Provincetown Public Library Endowment Fund at the Community Foundation of Cape Cod as decided by a vote of the Board of Library Trustees.**

d. **Confidentiality Statement** – the Trustees signed individual copies of this document.

e. **Donor Tracking Sheet** – Marcia Fair emphasized that prospective donors should be approached properly by an assigned individual and consistently asked for ~~the correct amount of donation~~ an appropriate level gift. Marcia Fair distributed a Donor Prospect Contact Report for the Trustees to complete by listing ~~those persons they feel are likely~~ donor prospects who they wish to contact.

f. **Fundraising Containers and Lock Box for donations and pledges** – Debra DeJonker-Berry reported that there a box, designed by Dana Berry, in the Library lobby to receive donations and pledges. Margaret Bergman has contacted banks and the Post Office to see about placing similar containers in their buildings. The Trustees discussed placing containers in other establishments.

g. **Fundraising Items** – the Trustees discussed various other fundraising strategies and items. Tourism Director Pat Fitzpatrick had suggested selling stickers and Marcia Fair reported that 3,000 stickers have been ordered. ~~to be paid for by~~ Debra DeJonker-Berry and Dana Berry have offered to fund the initial cost which shall be reimbursed from sales income.

h. **Other** –

- Marcia Fair reported that a list of ten major donor prospects has been assembled and these prospects are being approached one-by-one. The Trustees discussed what might happen if the total amount donated exceeded the agreed-upon \$1.072 million private match. **Marcia Fair moved that the Board of Library Trustees establish a separate goal to raise an additional \$3 million for the Capital Campaign to be known as the 'Restoration Fund', Arthur Pike seconded, and it was so voted, 5-0.** It is expected that the establishment of this Fund will attract prospective donors who may have a specific interest in the restoration aspects of the project above and beyond the basic gut rehab construction of the building.

6. **Ongoing Fundraising Committee** –

a. **OperaFest** – Anita Berman expressed her displeasure with the Board of Library Trustees' lack of support for this previously approved fundraising event. Jim Cole explained that the facts that the date of the event had changed and that it would be in conflict with the Art Association Operafest had influenced the other Trustees' opinions. Several Trustees apologized to Ms Berman for the way things turned out. The Trustees agreed to keep the \$1,000 donation from Seamen's Bank and agreed to plan to sponsor an Operafest next year if all conditions are in place to support such a decision in 2002, such as an acceptable date, adequate lead time and volunteers to plan the event, and an assurance that the Library would have the major appearance of Donna Roll and her Operafest singers in Provincetown during the Season.

b. **Other** - none

7. **Planning Committee** –

a. **Goals, Objectives and Activities** – Arthur Pike discussed the few minor portions of the Long-Range Plan that needed to be added and/or modified. **Arthur Pike moved that the Board of Library Trustees accept in**

*principle the present draft of the Long-Range Plan for the Provincetown Public Library, with the understanding that some minor editing is needed to get the draft Plan into printed form, Jim Cole seconded and it was so voted, 5-0.*

**8. Other Business and Correspondence**

- ◆ The next meeting date was tentatively set for Wednesday, August 29, 2001 at 6:00 P.M. at the Provincetown Police Station.
- ◆ Jim Cole read a letter from the Truro Board of Library Trustees, congratulating the Provincetown Trustees on receiving the Massachusetts Board of Library Commissioners' grant.
- ◆ The Trustees discussed the offer from a homeowner near the Center Street building to donate her home for use as a library. Maghi Geary will follow-up on this potential offer.

**Adjournment**

*Marcia Fair moved to adjourn at 7:14 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