

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF AUGUST 22, 2001

Meeting Held in Provincetown Police Station

Members Present: James Cole (Chair), Marcia Fair (Vice-Chair), Arthur Pike, Maghi Geary (Secretary) , Anita Berman (arrived at 5:37 PM).

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 5:35 P.M..

1. **Public Statements** – None

2. **Minutes**

July 18, 2001 – *Marcia Fair moved to approve as revised, Arthur Pike seconded and it was so voted, 4-0, 1 absent (Anita Berman).*

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

- a. **MBLC Grant** – Marcia Fair and Debra DeJonker-Berry met with Anne Larsen last week and went over the Library's grant application. The review was extremely favorable, though there are some issues with the building design. The timeline in the grant application was also discussed, with the understanding that the Trustees could apply for an extension if the fundraising and/or construction schedule became unfeasible.
- b. **Summer Activities Recap** – Debra DeJonker-Berry reported that the activity numbers are again breaking records this summer, especially in circulation. The Children's Programs also went very smoothly.

4. **Chairman's Report** –

- a. **Sign for New Library** – Jim Cole reported that the sign has been installed and the public reaction has been positive.
- b. **Upcoming Meeting with Board of Selectmen** – currently scheduled for August 27, 2001, probably concerning the Finance Committee's request for a second estimate on the construction costs of the new library. Marcia Fair had assembled several documents relevant to the need for a second estimate. Jim Cole read from a memo from him to Betty Steele-Jeffers, Chair of the Board of Selectmen, dated August 23, 2001 with the subject "Library Building Project Update". Marcia Fair discussed in some detail the attached Library Building Project Timeline. Also discussed was the likelihood that the State Legislature will grant the Massachusetts Board of Library Commissioners supplemental funding for construction projects. *Arthur Pike moved to approve sending the memo, with attachments, from Jim Cole to the Board of Selectmen, Marcia Fair seconded and it was so voted, 5-0.*
- c. **Cost Estimates** – Debra DeJonker-Berry reported that the Finance Committee had requested a second construction cost estimate and that Mr. Bergman had given the task of investigating the possibility and need for such a estimate to DPW. Debra DeJonker-Berry also said that Tappe Associates had supplied her with a document explaining how the preliminary estimates had been prepared and how these estimates would be refined as the Project proceeded. She referred to a letter from Jeffrey Hoover of Tappe Associates, dated August 20, 2001, with attachments from Daedulus, the firm that did the preliminary estimates. Debra DeJonker-Berry also referred to a memo from David Guertin, DPW Director, to Mr. Bergman explaining why Mr. Guertin did not feel a second estimate was necessary at this time.

5. **Capital Campaign Steering Committee** –

- a. **Gift Report** – Marcia Fair discussed a Capital Building Campaign Gift Report, dated August 15, 2001, showing a total of \$81,603 from gifts of all kind.

- b. **Night of the Stars, September 8, 2001** – Debra DeJonker-Berry reported on this event, which is being coordinated by Michael Nunes. Volunteers are needed to accept donations and sell tickets.
- c. **Lock Box for Donations and Pledges** – several lockboxes have been built and placed around Town. Dana Berry also built a replica of the Center Street Building and it is on display at the Library.
- d. **Stickers** – are now available and are being purchased.
- e. **Other** –
 - The Library is developing the ability to accept donations via credit card.

6. Planning Committee –

- a. **Final Draft of Complete Long-Range Plan** – Arthur Pike reported that the Committee has finally completed the Draft Plan and distributed copies, with a cover letter, dated August 21, 2001, from him to the Committee. Arthur Pike discussed various terminology used in the Plan, including Service Goals and Objectives.

7. Other Business and Correspondence

- ◆ The next meeting date was tentatively set for Wednesday, September 19, 2001 at 5:30 P.M. at the Provincetown Police Station.
- ◆ Arthur Pike reported that there was still a need to accommodate those people and organizations who cannot or do not want to donate to the Town Gift Fund. Some other account or vehicle needs to be developed for these donors, probably via an arrangement with the Community Foundation. Arthur Pike discussed several issues associated with setting up such an account.
- ◆ Debra DeJonker-Berry mentioned two upcoming Zoning Board of Appeals applications for which the Library received abutter notifications.

Adjournment

Marcia Fair moved to adjourn at 6:17 P.M. and it was so voted unanimously.

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