

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF October 29, 2001

Meeting Held in Provincetown Police Station

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

Members Absent: None

Others Present: Debra DeJonker-Berry (Library Director)

Call to Order: Chair James Cole called the Meeting to order at 5:32 P.M..

1. **Public Statements** – None

2. **Minutes**

September 24, 2001 – *Marcia Fair moved to approve as revised, Arthur Pike seconded and it was so voted, 5-0.*

3. **Capital Campaign Steering Committee**

a. **Gift Report** – Marcia Fair reported that this fund now totals \$87,223.

b. **Capital Campaign Committee** – Marcia Fair reported that the Committee last met on 10/22/2001.

c. **Prospect Development** - Marcia Fair led the Trustees through an accelerated training session for identifying and speaking to donor prospects. Campaign Committee member Roberta Lasley joined the group for this workshop.

d. **Community Foundation of Cape Cod** – – *Arthur Pike moved that the Board of Library Trustees accept its responsibility to select a Board Member as the Designated Adviser for the Provincetown Public Library Building Fund in accordance with the agreement with the Community Foundation of Cape Cod, and that the member so designated is James D. Cole, the present Chair of the Board of Library Trustees. Maghi Geary seconded, and it was so voted (4-0-0-). Marcia Fair made a motion to thank Arthur Pike for all the hard work Arthur Pike did towards establishing these funds with the Foundation and for the generous donation. Jim Cole Seconded. All voted in favor, 4-0.*

e. **Other** – Marcia Fair reported that the Capital Campaign will have an insert in the Provincetown Banner.

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

a. **Senior Aide** – Debra DeJonker-Berry welcomed Senior Aide Mary Smith.

b. **Furniture/Computer Reorganization and Library Clean-up** – Ms. DeJonker-Berry reported that the front desk area and upstairs offices have been reorganized to make more efficient use of the workspace. Custodian Bryan Cowing borrowed a DPW truck and helped clean the boiler room and library of clutter and debris.

c. **Programming Policy and Art Display policy** – Ms. DeJonker-Berry is researching other libraries' policies.

d. **Supporters Bake Sales** – have totaled \$2,600. Additional Sweatshirts and tee shirts will be available for purchase for the holidays.

e. **Circulation Statistics** – There were over 5,000 requests recorded in August. There have been four record months this year.

5. **Chairman's Report** –

a. **Library Reorganization Plan** – Jim Cole inquired on the status of the reorganization plan.

Ms. DeJonker-Berry reported that the Town Manager would like to present it to the Selectmen as part of the budget process.

b. **Land Court** – *Jim Cole motioned that the Trustees sign the documents from Koppelman and Paige to continue the work on the Library Building Title at the Land Court. Marcia Fair seconded. All voted in*

favor, 5-0.

- c. **MBLC Construction Grant** - *Maghi Geary made a motion to send a letter to the Massachusetts Board of Library Commissioners requesting a three month extension on signing the Library Construction Grant Contract. Arthur Pike Seconded the motion. All voted in favor, 5-0.*
- d. **Library grounds** – By consensus, the Trustees agreed to send a letter of thanks to Peebo Bohannon for working on the Library grounds.
- e. **Supporters Annual Meeting** – Robin Reid and Stefan Nofield have retained their positions as President and Treasurer, respectively, and Sandra Fay is the new Clerk. The Supporters will be slowing down their activities somewhat to give them some time to regroup. They are seeking new members.
- f. **Crane Library Visit** – Arthur Pike and Jim Cole visited the Thomas Crane Library in Quincy for a Trustees training workshop. Both were impressed with the layout, services and space made possible by the addition and restoration project.

6. Other Business and Correspondence -

- ◆ The next meeting date was set for Monday, November 26, 2001 at 5:30 P.M. at the Provincetown Police Station.

Adjournment

Marcia Fair moved to adjourn at 7:15 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

Maghi Geary

Secretary