

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF NOVEMBER 19, 2001

Meeting held at the 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), Elaine Quinn (Recording Secretary)

1. Public Statements: None

2. Minutes:

October 29, 2001 --Marcia Fair moves to approve as revised, Maghi Geary seconded and it is so voted. 5-0.

3. Director's Report: Topics discussed included:

- a. Tom O'Malley** - Debra DeJonker-Berry suggested buying a book or starting a collection in his honor.
- b. Benefit by Michael Noons** - Michael Noons would like to do a benefit for the Library at the Surf Club, a variety show. Debra DeJonker-Berry suggests a dance. The Trustees are asked to suggest dates in February. Maghi Geary suggests President's Weekend. It is mentioned that Gail Enos will handle the details and that Patricia Fitzpatrick, Provincetown's Director of Tourism, should be contacted to discover other events that might conflict. Feb. 16th or 23rd were suggested.
- c. Mass. Historical Grant** - We did not receive the Mass. Historical Grant. Debra DeJonker-Berry says it is for the best as Town guide lines suggest that it can't be done.
- d. Post cards for the Holidays** - The first of December, Rose Basile's postcard will be available. The card is from her painting of the Heritage Museum with tourists in front, and it has the message "Happy New Year". Maghi Geary asks the price per card. Debra DeJonker-Berry suggests \$1.00 each, and the Trustees concur.
- e. Heritage Facade** - Debra DeJonker Berry reports that construction will happen any day now on the facade of the Heritage Museum. Three bids were received and none included all of the work.
- f. Thanksgiving Weekend** - James Cole announced that the Campaign Committee had placed an insert in the Nov. 21 issue of the Banner. Marcia Fair and Debra DeJonker-Berry feel the Library should be open Thanksgiving weekend. Debra has set up a schedule

using on-call personnel and the Library will be open on Saturday and Sunday. Debra is looking for volunteers to staff an Open House from 10 A.M.- 2 P.M. on Friday. James Cole and Marcia Fair and Anita Berman offer their time. Maghi Geary will provide flowers. Debra will have the key to the Center Street building. Marcia Fair moved to suspend the policy of being closed for the entire Thanksgiving weekend. Maghi Geary seconded, and it was voted 5-0.

- g. Library to address the Lion's Club** - Debra DeJonker Berry announced that the Library is scheduled to address the Lion's Club on January 9th.

4. Chairman's Report: Topics discussed include:

- a. Operating Budget** - Debra DeJonker Berry discussed changes to the Budget as follows.

1. **Staffing Level** - The Assistant Library Director is responsible for more of the Library operations.
2. **Operating expenses** - Last year 20% of the Budget was designated for Library materials and Debra DeJonker Berry put in for the same amount this year.
3. **Other operating expenses** - The Library has always supplemented the CLAMS expenses using funding from the Net Lender program and the Gift Fund. The Library Director expects a shortfall because CLAMS costs have risen over the years without any additional funding so the line item should be increased from \$9,000 to \$10,067.
4. **Office Equipment** - \$3,746 for new copier. This expense was approved last year and we sacrificed it for a Town emergency.
5. **Book Budget** - Audio-visual materials and DVD video discs reflect the difference over FY2001.
6. **Grants** - MBLC Construction grant. Marcia Fair suggests to mark this with an asterisk to protect this report of \$1,878,456. The increase in CLAMS is the major difference; if we have to cut anything this increment is the place to cut.
7. **Move to vote** - Arthur Pike moves to accept the budget as is. Anita Berman seconds and it is accepted unanimously.

- b. Capital Improvements** - Debra DeJonker Berry discussed computer repairs. Rachael Crosby is no longer available to take care of the computers, and the money to pay her from the Gift Fund is now going into the Building Fund. Gary Delius suggested we go to the Town to ask for a part-time person to take care of all Town computers and that 3 hours-per-week be allotted for the Library computers. Marcia Fair and Arthur Pike would like to see us keep the item in our own budget in case Gary Delius doesn't get it into his budget and also to provide uniformity in how we ask for this support.

1. **2000 vote at Town meeting** - Following through on Town meeting vote, we must include the \$1,050,000 appropriation in our CIP budget.
2. **Move to include computer repair person** - Arthur moves to include the computer-repair person in the capital improvements as recommended by Gary Delius. Marcia seconds and it is accepted unanimously.

- c. Heritage Facade** - David Guertin is to be part of the process and it is decided it is better to let his group oversee this work.

- d. Library Commissioners Extension** - Last month a request for a three-month extension was discussed and approved. Ann Larson of the MBLC Staff suggested we request a six-month extension instead. A new letter was put together and Marcia Fair moves to modify the requested extension from three months to six months, Arthur seconds and it is voted on unanimously. Marcia distributes the new letter for all to sign and it is done.

- e. Project report and projection** - Marcia Fair explains that a Capital Campaign is not usually announced until 25% of the money is in hand. It's a slow process. Arthur Pike moves to approve the revised version of the Construction Grant Extension Request and

related Documentation. Anita Berman seconds and it is accepted unanimously. Marcia passes the revised letters for all to sign and it is done.

- f. **Members of the Community** - Anita Berman talked about her meeting with Jeff Lovinger about possibly donating to the Building Fund. Anita will send a letter ahead of time to people who are being called on to donate funds.

5. Other Business

- a. **Coming up**- Lions Club; Nautilus Club; Masons; PBG; Chamber of Commerce. It is recommended that we get on the agenda of the winter or spring meeting. Anita Berman knows Bob Harrison.
- b. **Circulation Statistics** - Debra DeJonker Berry states that circulation statistics are up 12% for last month once again.
- c. **Town Manager's Budget Tonight** - There is a discussion initiated by Debra DeJonker-Berry about sending a cover letter on the budget about the Re-organization Plan and the computer-service business. It is decided that a letter is not needed.
- d. **Assistant Town Manager** - Mark Latour will be doing a report on the progress of the building swap and fundraising. Debra DeJonker-Berry offers to walk a note over to him letting him know what is happening.
- e. **Next Meeting** - The next meeting date was set for December 10, 2001, at the Police Station Conference Room at 5:30 P.M.

6. Adjournment

Maghi Geary moved to adjourn at 6:29 P.M. and Arthur Pike seconded, and it was so voted unanimously.

Respectfully Submitted,

Library Board of Library Trustees Signature

Title

Elaine Quinn

Elaine Quinn, On-Call Secretary