

Board of Library Trustees
Provincetown, Massachusetts

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Minutes of Regular Meeting

Monday, January 24, 2000 at the Provincetown Public Library.

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.

Attending: James Cole, Chair; Anita Berman; Maghi Geary; Bonnie Steele McGhee. Arthur Pike had to arrive late. Also, Debra DeJonker-Berry, Director.

The Chair called the meeting to order at 7:10 pm, and he asked Maghi Geary to take notes as Secretary pro tem.

No Public Statements were offered.

Minutes: Bonnie Steele McGhee moved that the minutes of the Regular Meeting of December 15, 1999 be approved as distributed. The motion was seconded and voted 4-0. Maghi Geary moved that the minutes of the Regular Meeting of November 17, 1999 be approved as distributed. This motion was seconded and voted 4-0.

Director's Report: The Director noted that there would be no written report for this meeting; instead, she gave an oral report.

The Director emphasized that the Library has had severe staffing problems. After surgery, the Assistant Director has been out for ten weeks; at present it seems that she may need to be out about two months more. It appears that Priscilla Randell may need to be out for surgery also. After the Library has been without a building custodian for some time, the Town has hired Eddie Machado as a temporary custodian. The Library has hired Service Master to provide additional custodial help for four hours a week on Thursdays; this arrangement seems to be working reasonably for the time being.

The Director reviewed a memo from Sandra Turner, who is presently working as Acting Operations Manager for the DPW. Her memo presented a new budget construction reflecting reorganization of the DPW, with changes in staffing, and also with bringing building maintenance for the Library directly under the responsibility of the DPW. [At this point, Arthur Pike joined the meeting and took over the Secretary's task from Maghi Geary.]

The Director noted that the Library's new Web page is about ready to be opened. Some books on gardening will be purchased with funds left as a memorial for Catherine Janard.

Although publicity has been put out about closing the Library this weekend for carpet replacement, the Director discovered that the carpet has been delayed at the manufacturer. The new date now seems to be for the weekend of February 19.

The Director reminded us that the Massachusetts Board of Library

Commissioners had required the Library to make an update of our Action Plan for the next Federal year beginning September 2000. Although the Trustees had reviewed the Plan, no vote had

been taken on it when the Director submitted the Plan to the MBLC, and the Commissioners have sent us their approval. Arthur Pike moved that the Board of Library Trustees is pleased that the MBLC has accepted our FY01 Action Plan. The motion was seconded; after some discussion the motion was voted 5-0.

The Director distributed a draft of some proposed changes in format for an agreement on Internet usage. Several problems have arisen over the past year with getting patrons to sign up and to relinquish their computer when their time has expired. The Director is planning to meet with the Library's Internet Users Group to get their input. The Director will bring another draft agreement to a subsequent meeting for approval.

Chair's Report: The Chair asked the Director for a recap on the meeting with the Selectmen on our FY2001 operating budget. She noted that the Selectmen approved the budget. However, Arthur Pike had pointed out that our budget still had a shortfall to meet the MBLC's 20% accreditation standard. The Director and the Secretary conveyed the strong sense of the Selectmen's meeting that we are enabled to adjust next year's budget so that the Town fully supports this accreditation requirement, without the need for the Library to look elsewhere for funding.

The Chair noted two difficulties around the work of the DPW. Snow removal was not done in time for opening the Library at noon. Also, a memo was received from Sandra Turner about recycling difficulties at the Library. The Director expressed hope that any misunderstandings may be cleared up as the reorganization of the DPW moves forward. The Trustees urged the Director to telephone her concerns to Sandra Turner.

The Chair introduced the need for two expenditures from the Library Gift Fund, one for Tappé Associates and another for CLAMS. Arthur Pike moved the necessary authorization. The motion was seconded and voted 5-0. The Trustees signed the authorization sheet, a copy of which is appended (Attachment 1).

The Chair circulated a draft for his Annual Report, as well as a draft of the Director's Annual Report for Town Meeting. The Chair intends to include some comments by Winn Davis about the votes on the Library at last year's Town Meeting.

The Chair introduced some ideas about possible action that the Library might submit for the upcoming Town Meeting. We need to point out that moving the Library into the Heritage building may be the last option for saving the Heritage building. However, this Board needs to have the latest input from Tappé Associates before we can plan strategy.

The Chair asked the Director to present information about the Customer Service grant recently awarded to the Library. The Director suggests that the Supporters run a contest with prizes so that the generation of a Library logo can be the work of our whole community. The Director noted that the grant will support training for the Library staff in the area of Customer Service. She feels that some of the grant money could also be used for a

