

Board of Library Trustees
Provincetown, Massachusetts

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Minutes of Regular Meeting

Monday, May 15, 2000 at the Provincetown Public Library.

Attending: James Cole, Chair; Arthur Pike, Secretary; Ania Berman; Marcia Fair; Bonnie Steele McGhee. Also, Debra DeJonker-Berry, Director.

The Chair called the meeting to order at 7:35 pm.

No Public Statements were offered.

Minutes: Bonnie Steele McGhee moved that the minutes of the Regular Meeting of April 24, 2000 be approved as distributed. The motion was seconded and voted 5-0.

Election of Officers: James Cole turned over the gavel to the Secretary, to conduct the election for the Chair's position. Bonnie Steele McGhee nominated James Cole for another term as Chair. The nomination was seconded, and voted 4-0-1, with the customary abstention of the Chair. The Secretary returned the gavel to James Cole to continue the election. James Cole nominated Bonnie Steele McGhee as Vice Chair, with her permission, and the nomination was seconded. Anita Berman nominated Arthur Pike as Secretary, with his concurrence. This nomination was also seconded. Anita Berman moved that we vote on both of these nominations. Her motion was seconded and approved 5-0.

Director's Report: The Director's Report, titled May 2000, is appended (Attachment 1). The Director reviewed the material in her written report, and she provided some additional information about the May 8 meeting with Tappé Associates. David Guertin's summary of that meeting is appended (Attachment 2). The Director also opened up discussion of a revised goal-setting process for the Board of Selectmen. In anticipation of their review on June 5, she was asked to submit Departmental Goals for FY2001, and her draft is appended (Attachment 3). Marcia Fair suggested that the Art Commission should be part of the team referenced as No. 3 under Town-wide Goal Proposals. The Director asked for further input from this Board at their convenience.

Chair's Report: The Chair asked Arthur Pike and Debra DeJonker-Berry to review the meeting with Tappé for the Trustees. The group traveling to Boston brainstormed the outline (items 1 through 8 in Attachment 3), and it was followed successfully throughout the meeting. As DPW Director under their reorganization, David Guertin is now responsible for the physical plant of all the Town's buildings. This change has brought him on board our Library's plans for the Center Street building. Tappé will prepare more complete square-footage assignments for the various portions of the Library's program in the Center Street building. It appears that our Board should work at this time mostly on the process of moving our program into Center Street.

Disposition of the Freeman building should not be a priority for us just now. However, Tappé expects to put into an appendix a possible plan to establish the Freeman building as a first-rate museum with strong tourist attraction. Another scenario would rework the Freeman building for mixed use, perhaps having a tourist center along with study spaces for historic research.

In response to a suggestion from David Guertin, Anita Berman moved that the Trustees approve a statement of intent:

The Board of Library Trustees strongly supports relocating the Library to the Center Street building, with the following six principal features in place: (1) the model of the Rose Dorothea shall remain; (2) as a teaching tool the boat model will be part of the Library's collection and under the Library's management; (3) the historic vaulted ceiling shall be rehabilitated; (4) the historic windows facing Commercial Street shall be restored; (5) the internal curved staircases shall be removed to insure unvarianced ADA compliance; and (6) the external housing for one of the required egress stairwells shall have windows appropriate to the historic front windows.

This motion was seconded, with the understanding that this motion would be included in the final report from Tappé. After brief discussion, the motion was voted unanimously 5-0.

Marcia Fair noted the importance of communication with the Board of Selectmen about the details of the final report from Tappé. In particular, she felt that the importance of this proposed move of the Library to Center Street needs some uninterrupted time for discussion with the Selectmen. Therefore, Marcia Fair moved that our Chair negotiate with the Chair of the Board of Selectmen to try to find an appropriate time for such discussion. The motion was seconded. Although discussion indicated that work times might make such a schedule difficult, the motion was approved 5-0. James Cole noted that the Supporters, as the group paying for this feasibility study, would like to be involved in the final presentation.

The Chair continued with a review of the workshop conducted by Renate Oliver on May 2. Because no quorum was present, the meeting was opened to the public, for whatever time anyone could spend on the workshop. From the brainstorming aspects, Renate Oliver suggested that the Library needs a logo - and, of course, the Supporters are already working toward that end with the Logo Contest. Another idea was that there needs to be ongoing communication among our three groups: the Supporters, the Friends, and the Library Trustees. We need to designate one person who will respond to queries from the media, so that we all present a united set of goals. Another suggestion was that the Library develop a "welcome wagon", in the form of a packet to be sent out to people who move into Provincetown. Renate Oliver urged the Supporters and Trustees to develop a time line, showing the sequence with which we wish to proceed: presentations, grant writing, funding efforts, preparation for Town Meeting approval. Finally, it was emphasized that the Library serves many different users, who come to the Library with different levels of expertise and with differing needs. Renate Oliver will conduct another workshop on June 6, again working with the Library staff on our Customer Service grant, and with some of the Trustees later in the day.

The Director called attention to a revision of the Library's Policy on Patron Behavior, with an inserted new section #4. This material, relating to the use of technology, follows on discussion of these issues at a previous meeting. Arthur Pike moved that the Trustees adopt this new statement on

Patron Behavior. The motion was seconded and voted 5-0. The revised Policy is appended (Attachment 4).

James Cole gave a brief summary about the Planning Workshop he attended with the Director in Hyannis at the Annual Conference of the Massachusetts Library Association. The emphasis was upon managing for success, by reallocating resources, setting goals, reviewing space utilization, and reviewing costs of programs. The Director noted a possible model of cooperation, as seen in the Springfield (MA) Library Quadrangle, which is the city's nonprofit umbrella to operate their library and their museums under one overall management. This scheme has worked very well in Springfield.

The Chair extended his thanks to all for the good efforts that went into our American Elm dedication ceremony, the pot luck that followed, and the good press coverage we received. The Chair opened discussion of sites for meetings during the Summer. With schedule changes, we probably need to meet on Wednesdays, and the Library will be open most of the day and evening. It was agreed that regular meetings should probably be held in the Conference Room of the Police Station for the Summer.

Fundraising: The Chair noted that he needs to give up his position on the Fundraising Committee. The Director suggests two Co-Chairs: Anita Berman as a Trustee, and Maghi Geary as a member of the Supporters. It was agreed that this should be the new organization.

The Director agreed to collate the Trustees' lists of possible donors for this year's Auction on July 22. The Chair noted that the Supporters would like to see increased representation of donations from emerging artists in Town. The Director has drafted a revised letter to possible donors, to be sent out under the letterhead of the Supporters. She suggests that a working committee be formed with the two Co-Chairs to plan some of the details of the Auction without convening our entire Board. Anita Berman has started on getting auctioneers in place.

Bonnie Steele McGhee asked that work on Other Business be moved forward, because she needed to leave. The Chair then altered the order of agenda items:

Other Business: Marcia Fair reported on a vote taken at a recent Supporters meeting to make a gift of funds, not to exceed \$600, to

make possible hiring an on-call secretary to take notes and write minutes for the Board of Library Trustees, thus freeing the elected Secretary of the Board for more involvement in other work of the Board. The Supporters wished to make this gift for the fiscal year beginning July 1, 2000, with the proviso that the Board of Library Trustees include funding for an on-call secretary in their next FY2001 operating budget. To implement these actions, Marcia Fair moved that the Trustees accept the funding gift from the Supporters and that the Trustees will include the on-call secretary in their next operating budget. Arthur Pike seconded this motion with alacrity. After brief discussion, the motion was voted 5-0. The Chair extended warm thanks to the Supporters for their funding gift. At this point, Bonnie Steele McGhee left the meeting.

Fundraising cont.: The Chair returned the discussion to the Auction. Anita Berman will get in touch with Maghi Geary for more planning. The Chair suggested that we repeat the silent auction, and that we try to limit the operation of the regular auction so that we close it at a reasonable time. Anita Berman pointed out the need for good publicity, perhaps especially

