

**TOWN OF PROVINCETOWN**  
**PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**

**MEETING MINUTES OF SEPTEMBER 20, 2000**

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**Meeting Held in Police Station Meeting Room**

**Members Present:** James Cole (Chair), Arthur Pike (Secretary), Marcia Fair, Anita Berman

**Members Absent:** Bonnie Steele McGhee,

**Others Present:** Debra DeJonker-Berry (Library Director), Rachel Crosby (Recording Secretary)

**Call to Order:** Chair James Cole called the Meeting to order at 7:02 P.M..

**1. Public Statements - None**

**2. Approval of Minutes**

**August 14, 2000 - Extra Meeting at 5:02 P.M. and Joint Meeting With Board of Selectmen at 6:00 P.M.–**  
*Marcia Fair moved to approve these two sets of minutes with a minor correction, Anita Berman seconded, and it was so voted, 4-0, 1 absent (Bonnie Steele McGhee).*

**August 23, 2000 – Arthur Pike moved to approve with minor corrections, Marcia Fair seconded, and it was so voted, 4-0, 1 absent (Bonnie Steele McGhee).**

**3. Director's Report – Debra DeJonker-Berry presented the following:**

- a. Letter of Intent –** Debra DeJonker-Berry discussed a draft of this letter to the Mass Public Library Construction Program and Marcia Fair presented prepared revisions, which the Trustees reviewed. Marcia Fair clarified that a change in the previously cited square footage figures reflected the actual building square footage of the Heritage Museum as recorded in the Assessors' records (as opposed to the land area). Debra DeJonker-Berry reviewed a package of materials to accompany the Letter of Intent, including a letter for James Cole's signature relative to the awarding of the design work to Tappe Associates. *Marcia Fair moved to support and endorse the Letter of Intent and accompanying materials, Arthur Pike seconded and it was so voted, 4-0.*
- b. Genealogy Grant –** Debra DeJonker-Berry reported that a letter has been received from the Mass Cultural Council stating that the Library was going to receive \$9,000 annually for the next three years. A quarter of this sum will be available to launch and sustain the proposed Genealogy Project, thereby reducing the need to apply for an additional grant. The Library's Mass Cultural Council grant was ranked #3 out of 33 total received.
- c. Custodial Issues –**Debra DeJonker-Berry reported that, despite the restrictions on water use, the cleaning of the front entrance will be dealt with in a creative manner. DPW's Sandy Turner has decided to send the Library's custodian to the Council on Aging and wants the Library to share a custodian with the Community Center. The Trustees discussed appealing Ms Turner's decision and to authorize James Cole to pursue an appeal to DPW Director David Guertin, with support from the other Trustees and Library staff. *Anita Berman moved to have a letter written to Mr. Guertin requesting a meeting on the proposed change in custodial staff, with copies to Mr. Bergman, the Town Manager, and the Board of Selectmen, to be followed up by a phone call, Arthur Pike seconded.* The Trustees discussed whether it was necessary to send copies of the letter to anyone other than Mr. Guertin. *Anita Berman moved to amend the motion by deleting the requirement to send copies of the letter to Mr. Bergman and the Selectmen, Arthur Pike seconded and the amendment was so voted, 4-0. The Trustees then approved the motion as amended by a vote of 4-0.*

- d. **Building Issues** – Debra DeJonker-Berry reported that, after the Board of Selectmen toured the Library, the Building Department conducted a safety inspection of the building. In response, the rear stairwell and the furnace room have been cleaned up and materials removed. The Trustees discussed the Library’s need for secure, dry storage space. The Library is still using bottled water, but DPW is no longer paying the bills. The bottled water is being paid for out of a grant. There is a possibility of having a water filter installed in the future.
- e. **Selectmen’s Request for Tour of Truro Library** – Debra DeJonker-Berry has been contacted by the Assistant Town Manager to arrange this tour. Debra DeJonker-Berry said she felt the Selectmen should also tour other libraries on the Cape, including those historic buildings that have been restored. *Marcia Fair moved to send a letter to the Board of Selectmen saying that the Trustees have been made aware of Board of Selectmen’s request to tour the Truro Library and that the Trustees support them in this effort and would encourage the Selectmen to also tour least one of the three libraries on the Cape which are more similar architecturally and historically to the Provincetown Library, Jim Cole seconded and it was so voted, 4-0.*
- f. **FY 2001 and FY2002 Action Plans, Long Range Plan: Planning** – the Trustees discussed a document prepared by Debra DeJonker-Berry entitled “Provincetown Public Library, Goals and Objectives FY02 (October 2001 – September 2002).” Debra DeJonker-Berry explained her modifications and recommendations embodied in this document. Anita Berman suggested that they consider increasing the budget to allow for longer Library hours and more staff and the Trustees discussed various options. The Trustees also discussed creating a target amount for fundraising effort and Debra DeJonker-Berry referred to a memo from Mr. Bergman, dated September 14, 2000, with the subject being “Staff Review of Tappe Study re: Library/Heritage Museum Feasibility – Preparation for Staff Discussion with Board of Selectmen, Public Hearing.” Debra DeJonker-Berry said that Mr. Bergman’s memo contained an estimate for the potential need for \$1 million to be raised privately and Mrs. DeJonker-Berry said that sum might be an appropriate target for the Trustees to agree upon. *Marcia Fair moved to endorse the Goals and Objectives for FY 2002 as Debra DeJonker-Berry presented and as revised at this meeting, including that the Board of Library Trustees commits itself to raising \$1 million in private funds in support of the Library move to the Center Street Building, Anita Berman seconded and it was so voted, 4-0.*
- g. **Closing of Customer Service Grant** – Debra DeJonker-Berry reported favorably on the training staff has received through this grant. James Cole said that the staff had made a point of thanking the Trustees for their recent support in dealing with a problem customer. Debra DeJonker-Berry said she was planning to have weekly staff meetings to which Trustees would be invited. Mrs. DeJonker-Berry reported that staff is feeling that the book sales are a significant additional work burden and that perhaps a coordinator should be hired to facilitate the sales.

#### 4. Chairman’s Report

- a. **Monday evening Tours of Buildings** – James Cole reported on the experiences to-date, stating that participants’ reactions have been mixed. The Finance Committee has not yet decided when they will be doing their tour.
- b. **Preparation for Joint Public Hearing with Selectmen** – meeting tomorrow with Mark LaTour, Assistant Town Manager, to discuss the October 16, 2000 joint public hearing with Board of Selectmen. Debra DeJonker-Berry reported that the legal notices are all set and the Town website has a PowerPoint presentation of the Tappe report.
- c. **Preparation for Upcoming Budget** – Debra DeJonker-Berry discussed various items that should be included in budget deliberations.
- d. **Gift Fund Payment** – *Arthur Pike moved to authorize expenditures as presented, Marcia Fair seconded, and it was so voted, 4-0.* [A signed copy of the authorization is attached.]

#### 5. Other Business and Correspondence

- Debra DeJonker-Berry referred to a memo received from Tappe Associates, dated September 18, 2000, with attachments entitled “Relocation of Provincetown Public Library and Heritage Museum: Conceptual Design Study. Addendum, Comparative Library Costs.” The Trustees agreed to discuss these documents with David Guertin, DPW Director.
- The Trustees discussed the advisability of attending the Board of Selectmen’s meeting with staff on the Library relocation.
- Marcia Fair referred to a memo to be sent to Barry Clifford.
- Marcia Fair reported on the recent actions and decisions made by the Supporters of the Library. The

Trustees discussed issues relative to the anticipated capital fundraising efforts, including the need to have an article ready for Town Meeting.

- Anita Berman reported on the Opera Fest Library fundraising event plans.
- The next meeting is set for Wednesday, October 25, 2000 at 7:00 P.M. in the Police Station.

**Adjournment**

*Arthur Pike moved to adjourn at 8:47 P.M. and it was so voted unanimously.*

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These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on October 25, 2000

Respectfully Submitted: [Arthur L. Pike]

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Library Board of Library Trustees Signature

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Secretary  
Title

**Rachel Crosby**

Rachel T. Crosby, On-call secretary