

TOWN OF PROVINCETOWN
PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF OCTOBER 25, 2000

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.

Meeting Held in Police Station Meeting Room

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

Members Absent: None

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..

Marcia Fair made a motion to move Public Statements to agenda item "Other Business and Correspondence", Anita Berman seconded and it was so voted, 5-0.

1. **Public Statements** – moved to agenda item "Other Business and Correspondence"

2. **Approval of Minutes**

September 20, 2000 – *Marcia Fair moved to approve with a minor clarification, Anita Berman seconded, and it was so voted, 5-0.*

3. **Director's Report** – Debra DeJonker-Berry referred to and discussed her written report [a copy is attached in the Appendix] as follows:

a. **Request for Use of Facilities** – a film crew came into the Library today to film a scene. Debra DeJonker-Berry will be drawing up a procedure for dealing with similar requests.

b. **Upcoming Events** –

- Workshops – Lu will be attending a Reference Librarian's Round-Table
- Long-Range Planning Meeting and Facilitation – Debra DeJonker-Berry and Arthur Pike will attend.
- Tea Party – Renee (Childrens' Librarian) is organizing a Halloween Parade and Tea Party.
- Genealogy Series – to be funded by a grant from Massachusetts Cultural Council.
- Book Discussion Series – to be funded by a grant from Massachusetts Cultural Council.
- Budget Cycle is beginning again.

c. **Collection Development** –

- **Provincetown and Cape Cod Collections** – have been moved out of locked cases (to prevent damage) to shelves in rear offices on first floor. The Director has asked DPW to build doors at entrance of rear offices to help limit public access to this valuable and rare collection.
- **Provincetown Advocate, re: microfilming project** – Debra DeJonker-Berry will be getting an estimate on the cost of this project, which is tentatively estimated at \$15,000.

d. **Off-Site Storage** – the Trustees discussed the significant need for formal off-site Library storage. Debra DeJonker-Berry referred to Warren Alexander's (Building Commissioner) memo, dated October 20, 2000, to the Board of Selectmen concerning his recent inspection of the Library. In a generally positive report, Mr. Alexander reported that materials were still observed temporarily blocking first floor areas and the stairwells. *Marcia Fair moved to write a letter to Mr. Bergman, Town Manager, copying the Board of Selectmen, requesting space for storage and authorizing Debra DeJonker-Berry to research storage options outside Provincetown, Anita Berman seconded and it was so voted, 5-0.*

e. **Board of Library Commissioners** – Staff member Patience Jackson will be coming for a visit in early November and will be discussing Library construction funding. The Trustees are encouraged to participate in

Ms Jackson's visit, which will include a tour of the Heritage Museum.

- f. The Building and Grounds Division has offered to paint the interior of the Library, which will necessitate closing the building.
- g. A gutter recently came loose from the third floor and the DPW staff, in the process of completing the repairs, also sealed the skylight and inspected the roof.
- h. **Customer Service Grant** – Debra DeJonker-Berry asked the Trustees to review the new Library brochure for corrections. Debra DeJonker-Berry also mentioned that the Grant had funded the new magnetic bookmarks.
- i. Library web site is now linked to the new CLAMS web site.
- j. Veteran's Day this year will fall on a Saturday and Town union regulations require that employees be given Friday off. Debra DeJonker-Berry said she felt that, in observance of Veteran's Day, the Library should also be closed on Saturday. *Anita Berman moved to close the Library on Friday and Saturday, November 10 and 11, 2000, in observance of Veterans' Day, Bonnie Steele McGhee seconded and it was so voted, 5-0.*
- k. **Potential Change in Custodial Services Staffing** – Mr. Cole reported that he had spoken with DPW Director David Guertin and Mr. Guertin said that the issue was certainly still open for review. Anita Berman confirmed Mr. Guertin's comments. Anita Berman reported that the Board of the Council on Aging had taken exception with the perceived wording of the letter received from the Library Director. Anita Berman mentioned that she felt that Sandy Turner, DPW Director of Operations, may have a conflict-of-interest in deciding who is the custodian at the Grace Gouveia Building. By consensus, the Trustees decided to wait until Mr. Guertin returns from vacation to pursue this issue.
- l. Debra DeJonker-Berry referred to and discussed a memo from Mr. Bergman, Town Manager, concerning the possibility of the Pilgrim Monument and Provincetown Museum (PM&PM) merging with the Heritage Museum. Chuck Turley, Director of PM&PM, has also expressed excitement about a merger. The Trustees discussed the sending of historical books and materials to the PM&PM.

4. Chairman's Report

- a. **Public Hearing Recap** – Jim Cole said he was pleasantly surprised at the public turn-out. The next Banner will contain several letters to the Editor with negative opinions on the Library/Heritage Museum swap. Marcia Fair and Debra DeJonker-Berry will work on a positive letter to be sent to the Banner. Mr. Bergman has arranged a public meeting on November 13, 2000 between the Board of Selectmen and Town staff to discuss the Library relocation. The Trustees discussed meeting prior to that date to prepare materials for submission. Also discussed were various budget recommendations for staff increases and storage sheds.
- b. **Capital Fundraising** – Marcia Fair reported that she and the Supporters of the Library have put together a Capital Campaign outline. She said that they needed to create an article for the 2001 Town Meeting to get permission from the Town to move ahead with the plans for the Library/Heritage swap and to get authorization to pursue grant funding. The Board of Selectmen will be approached about co-sponsoring such an article. Arthur Pike stressed the need to establish a budget for the fundraising campaign.

5. Other Business and Correspondence

- The next meeting is set for Monday, November 6, 2000 at 7:00 P.M. in the Police Station, with an alternative time set for Tuesday, November 7, 2000 at 1:00 P.M.
- Jim Cole reported that the Massachusetts Public Library Trustees Handbook is now available and that an orientation session is scheduled on December 18th.
- Book Sales – the Trustees discussed having one or more of the Trustees attend an upcoming Friends of the Library meeting. Also discussed was the need for the Friends' to officially establish non-profit status.
- Bonnie Steele McGhee submitted her letter of resignation and the Trustees expressed their regrets that Ms McGhee was unable to continue on the Board.
- **Public Statements** – Maghi Geary asked about the nature of a contribution from a Finance Committee member who had objected to the funding of the Tappe Study. Ms Geary read her letter of interest in rejoining the Library Trustees by filling the vacancy created by Ms McGhee's resignation. *Marcia Fair moved to have Jim Cole contact the Chair of the Board of Selectmen to set up a joint meeting within 30 days to fill the vacancy on the Board, Anita Berman seconded and it was so voted, 4-0.*
- **Gift Fund Payment** – to pay Rachel Crosby for secretarial services. *Arthur Pike moved to authorize the payment in the amount of \$45.00, Marcia Fair seconded and it was so voted, 4-0.*
[A copy of the signed authorization is attached in the Appendix.]
- At Anita Berman's suggestion, the Board decided to send a letter of thanks to Bonnie Steele McGhee for her years of service on the Library Board of Trustees.

Adjournment

Arthur Pike moved to adjourn at 8:37 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 November 6, 2000

Respectfully Submitted: Arthur L. Pike

Library Board of Library Trustees Signature

Secretary
Title

Rachel Crosby

Rachel T. Crosby, On-call secretary