

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

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MEETING MINUTES OF NOVEMBER 6, 2000

Meeting Held in Police Station Meeting Room

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

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 7:03 P.M..

1. **Public Statements** – None.

2. **Approval of Minutes**

October 25, 2000 – *Anita Berman moved to approve with minor corrections, Marcia Fair seconded, and it was so voted, 4-0.*

3. **Public Hearing Update** –

- a. Debra DeJonker-Berry reported on several recent meetings concerning the possible merger of the Heritage Museum and the Pilgrim Monument & Provincetown Museum (PM&PM). In particular, Dale Fanning, Heritage Museum Director, and Chuck Turley, PM&PM Director, met and are interested in seeing the merger happen quickly.
- b. Debra DeJonker-Berry said she has a three page draft letter almost ready to send to the Banner in response to some of the public statements made at the Public Hearing of October 16th. The Selectmen, at their meeting on November 13th, will discuss with Town staff various issues relevant to moving the Library to the Center Street building.
- c. Debra DeJonker-Berry referred to an email from Assistant Town Manager Mark Latour detailing his conceptual take on the Library relocation issues.

4. **Board Vacancy** – Jim Cole reported that he had left a message for Betty Steele-Jeffers asking for a meeting on filling the vacancy, but had received no reply. Debra DeJonker-Berry referred to a Public Notice posted on November 3rd advertising the vacancy. *Marcia Fair moved that the Board of Library Trustees write to the Board of Selectmen indicating a desire to hold a joint meeting to select an individual to fill the vacancy on the Board of Library Trustees, Anita Berman seconded and it was so voted, 4-0.*

5. **Visit by Representative from the Board of Library Commissioners** – Debra DeJonker-Berry, Marcia Fair and Arthur Pike reported on the visit by Patience Jackson on November 6, 2000. Overall, the visit was not discouraging and Ms Jackson did not make a definitive statement concerning the continued presence or absence of the Rose Dorothea model in the Center Street building. Debra DeJonker-Berry confirmed that the Library could apply for the construction grant and, if it were rejected, the plans could be changed. Debra DeJonker-Berry discussed some of the design plan changes and issues suggested by Ms Jackson. Items discussed included: retaining the front stairs, supporting the boat model, asbestos abatement, location of the children's area, parking, historic landscaping, the front entrance and steps, building structural integrity, zoning and planning issues.

6. **Construction Grant Update** – Marcia Fair reported on recent meeting she and Debra DeJonker-Berry had attended and that there are currently 60 grant applications pending. Provincetown currently has one of the larger projects and one of the older buildings.
7. **Budget** – Debra DeJonker-Berry referred to two handouts, one a memo from Mr. Bergman and the other being pages from the Town of Provincetown FY 2002 Budget Request (showing details of Line 610 Library). The Board discussed the Budget Timetable and the proposed 2.5% increase cap. Debra DeJonker-Berry said she would submit a budget that is within the 2.5% increase cap to the Town Manager, but that the Board of Library Trustees will be submitting a separate budget to the Board of Selectmen. **The Board decided to schedule a meeting to discuss the Budget on Tuesday, November 14, 2000 at 9:30 A.M. at the Library.**
8. **MBLC Trustees Handbook** – all Board members have received their new copies of the Handbook. Arthur Pike referred to sections concerning Friends of the Library organizations. Arthur Pike said he had advised the Friends that they were in danger of being sued if they solicited funds without clearly stating that they were not a legal non-profit organization. Marcia Fair read a draft statement for inclusion in the Friends’ fund-raising materials. Arthur Pike reported that each group, the Friends and the Supporters, should have a delegate who attends the other group’s meetings. Marcia Fair emphasized that the Friends should take responsibility for handling and storing the books received for the book sales so as to avoid overburdening or endangering Library employees.
9. **Gift Fund Payment** - to pay Rachel Crosby for secretarial services. *Arthur Pike moved to authorize the payment in the amount of \$45.00, Jim Cole seconded and it was so voted, 4-0.* [A copy of the signed authorization is attached in the Appendix.]

10. Other Business and Correspondence

- ⇒ Jim Cole reminded the Trustees of the opportunity to attend the Board of Selectmen meeting on November 13, 2000.
- ⇒ Anita Berman led a discussion on the possibility of taking Bonnie Steele McGhee to lunch. By consensus, the Board decided to try and schedule the lunch around noon on November 28, 2000.
- ⇒ Marcia Fair distributed a page entitled “Construction Grant Trustee Information” with several data items for each Trustee to complete.
- ⇒ Jim Cole thanked Marcia Fair for preparing a twenty year history at the last minute to meet a grant deadline.
- ⇒ Marcia Fair recommended that someone be delegated to meet with the Municipal Finance staff to discuss various accounts and grants. *Marcia Fair moved that the Trustees delegate someone to meet with either the Town Treasurer and/or the Town Accountant to review Trust funding, the Capital Campaign and other balance sheet accounting, Arthur Pike seconded and it was so voted, 4-0.* Arthur Pike volunteered to be the delegate.
- ⇒ Marcia Fair discussed the need to establish an endowment fund. *Marcia Fair moved that the Trustees indicate their intent to move forward to establish an endowment fund by proceeding with plans in collaboration with the Supporters of the Provincetown Library, to establish an organizational endowment fund with the Community Foundation of Cape Cod. The fund will provide support for the building project as well as a future income stream for the continued development of the Library Program and collection, Arthur Pike seconded and it was so voted, 4-0.* The Board confirmed that the Endowment Fund would continue independent of the outcome of the spring 2001 Town Meeting vote on the Library construction funds.
- ⇒ The Supporters of the Library are meeting on Tuesday, November 21, 2000 and Trustees are welcome to attend.
- ⇒ Customer Service Grant – Debra DeJonker-Berry reported that there will be a follow-up survey for customer reactions to the Library. Arthur Pike and Debra DeJonker-Berry will be attending a planning workshop at the Brewster Library on creating the “vision.”
- ⇒ Debra DeJonker-Berry reported that DPW recently dealt promptly with problems at the Library. There has been no new word on the custodial change.

Adjournment

Anita Berman moved to adjourn at 8:29 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 14, 2000

Respectfully Submitted: Arthur L. Pike

Library Board of Library Trustees Signature

Secretary
Title

Rachel Crosby

Rachel T. Crosby, On-call secretary