

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

**MEETING MINUTES OF NOVEMBER 14, 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 Provincetown Library**

**Members Present:** James Cole (Chair), Arthur Pike (Secretary), Anita Berman (left at 10:58 P.M.), Marcia Fair (arrived at 9:49 A.M.)

**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 9:39 A.M..

**1. Public Statements – None**

**2. Other Business and Correspondence**

- Debra DeJonker-Berry reported that Arno is home and doing much better.
- Staff has requested that the Library be closed on Friday December 8<sup>th</sup> at 3:00 PM to allow them to attend the Employee Recognition Dinner. *Arthur Pike moved to closed the Library at 3:00 P.M. on Friday December 8, 2000 to allow staff to attend the Employee Recognition Dinner, Anita Berman seconded and it was so voted, 3-0, 1 absent (Marcia Fair).*
- Debra DeJonker-Berry initiated a discussion on how the front desk could be redesigned to create more space and allow staff to work more efficiently. *Anita Berman moved to write a letter to the DPW Building & Grounds Division requesting the redesign and reconstruction of the front desk, Arthur Pike seconded and it was so voted, 3-0, 1 absent (Marcia Fair).*
- Debra DeJonker-Berry reminded the Trustees that they needed to write a letter requesting a joint meeting with the Board of Selectmen to make an appointment to the vacant seat on the Library Board of Trustees.
- The recognition lunch for Bonnie Steele McGhee is definitely scheduled for Tuesday, November 28, 2000 at Michael Shay's Restaurant.
- Jim Cole reported on the Selectmen's meeting of November 13, 2000, at which moving the Library to Center Street was discussed. The Board of Selectmen approved the move with further discussion to occur on November 27th. Debra DeJonker-Berry reported that the Town is going to apply for a County grant to pay for a study on merging the Heritage and Provincetown museums.
- **Gift Fund Payment** – to pay Rachel Crosby for secretarial services on November 6, 2000. *Arthur Pike moved to authorize the payment in the amount of \$45.00, Jim Cole seconded and it was so voted, 4-0.*
- *Anita Berman moved to authorize payment to Rachel Crosby for Fiscal Year 2001 secretarial services as they are completed and invoiced, Arthur Pike seconded and it was so voted, 4-0.*
- **Library Planning** - Arthur Pike initiated this discussion and listed the activities that needed to be completed along with their associated deadlines. In specific, a meeting of the Planning Committee and a Community Forum need to occur by the end of January 2001. Debra DeJonker-Berry and Arthur Pike will serve on the Planning Committee, but several other members are needed, including individuals from the community. The Trustees discussed potential Planning Committee members the size of the Committee. Arthur Pike discussed scheduling the Community Forum, which would include a paid facilitator. Debra DeJonker-Berry referred to forms in the Planning Workbook which provide detailed specifications for the various activities. Arthur Pike volunteered to be Chair of the Planning Committee. Debra DeJonker-Berry discussed creating a long-range mission for the Library and how the Customer Service Grant

results/activities would mesh with the Planning efforts.

### **3. Budget Discussion –**

Arthur Pike referred to and initiated a discussion on several documents, including pages from the “Town of Provincetown FY 2002 Budget Request” which detail the Library’s budget and contain greater detail on the indirect employee costs than has been previously provided. Debra DeJonker-Berry referred to and discussed another spreadsheet printout entitled “Three Year Budget Request, Increase Above FY 2001 by Year” that she and Arthur Pike had prepared to detail the Library’s actual additional needs (over and above those allowed by the 2.5% budget increase limit imposed by the Board of Selectmen). The Trustees agreed that they needed to submit a separate budget to the Board of Selectmen, requesting a 5% increase, based upon the Library’s actual needs.

Other Budget items discussed included: replacement of the copying machine (and whether and/or how to show it in the budget); funding for the On-Call Secretary for the Library Trustees, and; State Massachusetts Board of Library Commissioners guidelines which state that, in order to maintain Library certification, 20% of the Library’s materials budget should come from the Town’s funds.

***Arthur Pike moved that the Trustees affirm a policy to ensure compliance with the Budget requirements of the Massachusetts Board of Library Commissioners in order to maintain our Town’s Library certification. The requirement states that the sum appropriated by the Town for the Total Direct Library Costs in the 610 Library Operating Budget shall be sufficient that a reasonable part of 20% of the total sum shall completely cover the Materials expenditures (line items 302, 582, 583, and, 598), Anita Berman seconded and it was so voted, 4-0.***

Marcia Fair suggested that the exact wording of the Massachusetts Board of Library Commissioners requirement be available when the Library’s budget is discussed with the Board of Selectmen and other concerned parties. The Trustees discussed the possibility of requesting a waiver of the 20% requirement from the Massachusetts Board of Library Commissioners.

Other items discussed: microfilming the old issues of the Advocate; increases in the Audio/Video/Software budget line; increases anticipated in years FY 2003 and FY 2004 (including a new half-time Reference Librarian and an increase for additional On-Call staff).

The Budget submitted by the Trustees will highlight the items and areas which are different from that submitted by the Library Director.

Anita Berman left the meeting at 10:58 A.M.

***Marcia Fair moved to accept the FY 2002 Library Budget as discussed and amended, Jim Cole seconded and it was so voted, 3-0, 1 absent (Anita Berman).***

The Trustees briefly discussed the Capital Improvement budget and, in detail, the item which pays for the Computer Assistant position and the item which allows for replacement of computers. The hope is that the Tourism Fund will pay for the Computer Assistant and the computer replacements will be funded from town funds to be “raised and appropriated”. Also discussed was the need for off-site storage of Library materials and whether such a request should be included in the Library Budget.

By consensus, the Trustees agreed to write a letter to DPW requesting that the Library’s portion of the DPW budget be increased to pay for storage space.

### **4. Approval of Minutes**

**November 6, 2000 – Arthur Pike moved to approve as written, Jim Cole seconded, and it was so voted, 3-0, 1 absent (Anita Berman).**

### **5. Other Business and Correspondence (continued)**

- Budget meeting with Mr. Bergman scheduled for November 29, 2000 at 2:00 P.M.
- The Trustees discussed sending the letter, drafted by Marcia Fair, to the Board of Selectmen requesting that they visit several other libraries.
- The Friends of the Truro Library have sent an invitation to the upcoming ceremony for the dedication of their quilt.
- The next meeting is set for Monday, December 4, 2000 at 7:00 P.M. in the Library.

### **Adjournment**

*Arthur Pike moved to adjourn at 11:29 A.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 \_\_\_\_\_, 200\_\_

Respectfully Submitted:

\_\_\_\_\_  
Library Board of Library Trustees Signature

\_\_\_\_\_  
Title

**Rachel Crosby**

Rachel T. Crosby, On-call secretary