

**Board of Library Trustees
Provincetown, Massachusetts**

Minutes of Regular Meeting

Wednesday, November 17, 1999 at the Provincetown Public Library.

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.

Attending: James Cole, Chair; Arthur Pike, Secretary; Anita Berman; Bonnie Steele McGhee. (Maghi Geary had called to say she would arrive later). Also present: Debra DeJonker-Berry, Director.

The Chair called the meeting to order at 7:06 pm.

No Public Statements were offered.

Minutes: Bonnie Steele McGhee moved that the minutes of the Regular Meeting of October 18, 1999 be approved as presented. The motion was seconded and voted 4-0.

Director's Report: The Director's written report, titled November 1999, is appended (Attachment 1). The Director pointed out the present staffing crisis, with two people on leave at the same time. There are also changes in motion with Michael Andrews back as temporary custodian.

The Director noted that the Massachusetts Board of Library Commissioners has recently adopted a "Policy on Public Library and School Library Cooperation." She asked that the Trustees read through this statement. She also noted that MBLC is seeking public input on proposed legislation on Library regulation. One of the proposed changes may benefit our Library operation by modifying the 20% materials budget requirement in light of the fact that we keep open far more hours than do other libraries of our size. Anita Berman moved that the Secretary and Director draft a letter to MBLC supporting the change in the 20% materials requirement. The motion was seconded and voted 4-0.

The Director added that new legislation has increased State aid to Libraries by \$3 million, with Provincetown high on the list for help, because we lend out more books to other Massachusetts libraries than we request. She also noted that Robert Maier of the MBLC wants us to produce an updated FY2001 Goals and Objectives. The Director provided copies of such an update, and she suggested that the Trustees read this update for possible action at the next regular meeting. The Director also noted that State legislation is pending to initiate a new round of funding for capital improvements; if passed, this funding will require that Provincetown try as soon as possible to get on the wait list.

For our Town budget process, the Director presented her Library proposal for the FY2001 operating budget. Her choices retain level funding except for small increases in three areas: line 5151 to add \$1584 to wages for Vacation/Relief staffing; line 5342 to add \$468 for telephone expenses; and line 5314 to

add \$100 to professional Contracted Services. Arthur Pike moved that we accept the FY2001 operating budget as presented. This motion was seconded and passed 4-0. (Maghi Geary joined the meeting following this vote).

The Director pointed out that there is a change in capital budgeting, with a Summary presented for all buildings by DPW Director David Guertin. She called attention to the Summary, showing that \$15,000 has been budgeted for tower repair to the Library for FY2001.

The Director reminded the Trustees of the letters of Peter Bez of PACT to the Selectmen, with publication in the local newspapers, expressing his dismay with a perception of much smaller library needs for Provincetown than those shared by the Trustees. Although the Director has responded in writing to Mr. Bez, she felt that we should also have newspaper coverage. Anita Berman moved that the Secretary draft a cover letter and send it to the local papers together with a copy of the Director's response to Mr. Bez. The motion was seconded and passed 5-0. [The Secretary hand-carried the cover letter and response to both local papers on November 18, 1999.]

The Director gave a brief report on the training session attended by her and Arthur Pike on the LSTA Customer Service Grant received by the Library. The Director distributed a summary of the information presented in the session on the factors of Provincetown library service, liked and disliked, as determined from a statistical telephone survey. These results were also compared with state-wide averages. With some of the grant money, the Director will hire a facilitator to help in improving some of our areas that could use some work.

Chair's Report: The Chair requested Arthur Pike to report on the two Long Range Planning sessions he had attended, sponsored by the MBLC for assisting Trustees in beginning a new round of long-range plans for each local library. Arthur held up the large basic documents used as references, but he also noted that the training sessions had also provided shorter versions for use in smaller libraries. Action on this planning process will be deferred for a time, while action on budgets and building processes are more important.

Building Committee: The Board discussed their reaction to the preliminary schemes prepared by the Tappé architects for moving the Library into the present Heritage Museum. The consensus was that Option C appeared the most viable of the three. The Director pointed out that there could be a possibility of using more of the basement area than had been done, with some excavation. She also pointed out difficulties with placement of an elevator, and problems with isolating the children's areas from areas needing quiet space. It was generally agreed that the curved-stair architectural feature needed to be replaced, since these stairs did not satisfy code requirements for egress.

