

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting November 11, 2008

Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Chair; Paul Benatti, Secretary; Jim Cole; Lyn Kratz and Tom Boland

Others Present: Mary Nicolini, Assistant Director; Debbie DeJonker-Berry, Library Director

Call to Order: Mick Rudd called the meeting to order at 7:16pm

1. **Public Statements:** There were no public statements made.
2. **Minutes:** Lyn moved to accept the minutes of the October 15, 2008 BOLT meeting as amended. Tom seconded the motion. The vote passed 5-0-0.
3. **Agenda:** There were no changes to the agenda.
4. **Chair's Report –**
 - a. **Façade Bids-Recommendation to award –** Campbell Construction was the winning bidder for the main gable and lantern section of the façade. Their base bid amount was \$216,435. Campbell stated that they were willing to work with the library funding. The project might be delayed as more money is being raised to proceed with Alternate #1.

MOTION: Paul moved that the BOLT recommend Campbell Construction as the successful bidder for the library façade reconstruction, and request that the DPW Director pursue negotiations with Campbell Construction to delay the award for up to 90 days in order to pursue additional fundraising. Jim seconded the motion. The vote passed 5-0-0.
 - b. **Heritage Day '09 –AIDS film – Sundance Grant –** Catherine Russo filmed two complete DVDs of people recollecting the early days of the Town's response to the AIDS pandemic. One meeting of the script committee has taken place. Laura Thorton, Director of the ASGCC, suggested that the library pursue a Sundance Grant. Deb stated that the grant has a February deadline.
 - c. **Landscaping Update –** Deb referred the BOLT to the synopsis in the packet. The landscaping architect, Martha Lyons, has submitted two plans. Deb stated that the landscape should reflect the time period in which the building was used as a church (mid 1800s – mid 1900s). There will be a physical demarcation between the library grounds and the street with an 18" retaining wall that will help buffer the property. The sidewalk will wrap around into Center Street and the first parking space on Center Street will become the bike rack area. There will be cascading steps out the front of the library.
5. **Resource Development Report –**
 - a. **Appeal Letter –** Deb handed out a copy of the appeal letter. The BOLT discussed additions and deletions.
 - b. **Open House – Friday, November 28th at 1-5pm –** There will be a jewelry sale, a book sale, refreshments, and the opening of a new permanent exhibit of large photos taken by Josephine Del Deo of the construction of the Rose Dorothea. The Friends donated the money to have the photos framed.
 - c. **Cash and Gift Report -** \$7,556 was raised in the month of October. Of that total, most of the money was from the Mary Oliver Reading. There were also three donations related to the Anne Packard event and a few miscellaneous donations.
 - d. **Cultural Facilities Fund –** This fund is related to the Normal Mailer Writer's Colony which is being tabled at this time until details can be ironed out.

6. Director's Report – (see below for a full report)

- a. **Town Hall Closing – Board Meetings** – Deb told the BOLT that with the closing of Town Hall, the Historical and Disability Boards will hold their meetings in the library.
- b. **Born to Read grant, Public Libraries Fund and other budget cuts** – The open house on November 28th will be used to fund the Born to Read program which has had its funding cut.
- c. **Digitization Project** – Deb stated that the digitization project has begun again. The soft ware will be upgraded.

7. New Business:

- a. **Budget** – The BOLT discussed the FY 2010 budget.

MOTION: Paul moved that the Trustees recommend to the Director that the proposed budget for 2010 610-Library should be \$315,019 as delineated in the 610 budget report. Jim seconded the motion. The vote passed 5-0-0.

The next meeting of the BOLT will be Monday, December 1, 2008. The meeting will be a potluck party honoring the Friends of the Library, the staff, the BOLT, and the Supporters.

Adjournment: Lyn moved to adjourn the meeting at 8:56pm. Jim seconded the motion. The vote passed 5-0-0.

These minutes were approved by a vote of the Provincetown Library Board of Trustees present at their meeting on _____.

Respectfully submitted: _____
Library Board of Trustees signature Title

(Minutes prepared by Jean Jarrett)

Director's Report
November 2008

Of course, the big news this month is that we do have an awardable bid—to Campbell Construction for the base bid, which is the main gable and lantern sections of the façade, for \$216,435. I am recommending that the Trustees ask David Campbell to hold his bid until mid-to late-winter in order for us to raise enough money to sign a contract for the base bid and the first Alternate (which is the middle section of the façade).

Financially, we have (after commitments*):

Available Balance in Building & Exterior Funds	\$285,521
Less Base Bid	<u>-\$216,435</u>
Sub-total	\$ 69,086
Less 20% Contingency	<u>-\$ 43,287</u>
Sub-total	\$ 25,799

Alternate #1 (Middle-Façade Tier)	\$318,930
Less Funds Available	<u>\$ 25,799</u>

Funds to be raised to Complete Alternate #1 \$293,131

Funds to be raise to Complete entire Façade (Alt #3 & #2) \$616,801
(Alternate #2 is \$323,670)

*There are currently no funds set aside for the third Debt-Service Payment

The Library is planning on an Open House on Friday, November 28 with an opening of a new permanent exhibit of photographs of the construction of the Rose Dorothea model (Josephine Del Deo, photographer), a book and jewelry sale. Proceeds of the sales will benefit the Library's Born to Read program. Help is needed especially with tours and refreshments.

In your packet is the first work product from the Landscape Architect Martha Lyons. The last two pages, with conceptual plans, provided the group with a lot of material to work with. The Landscape Program is well-written and will be a useful document over the years.

Finally, I received a call last week from Guy Wolfe who is now assisting Larry Schiller on the Norman Mailer Writer's Colony. With all the other fundraising issues on our plate and the very tight timeline and complications of grant requirements, we will not be submitting an application to the Cultural Facilities Fund for planning purposes this fall.

Attached for your review is the FY2010 draft Library Budget

Respectfully Submitted,

Debra DeJonker-Berry,
Library Director