

# TOWN OF PROVINCETOWN

## Public Library Board of Library Trustees

### Minutes of Meeting February 18, 2004

#### Meeting held in the Provincetown Police Station

**Members Present:** James Cole, Chair; Marcia Fair, Vice-Chair; Arthur Pike; CJ Noyes, Secretary  
**Members Absent:** Anita Berman (excused)  
**Others Present:** Debra DeJonker-Berry, Library Director; Len Stewart  
**Call to Order:** James Cole called the meeting to order at 5:22 pm.

**1. Public Statements:** There were none.

**2. Minutes:** Arthur Pike moved and Marcia Fair seconded the motion to accept the minutes of January 21, 2004 as corrected. The vote was 4-0 in favor.

**3. Directors Report:**

**MCC Grant:** The Director reported that a grant proposal is in the works to support several aspects of programs for Library patrons. She believes that support will likely be forthcoming, perhaps about in the amount of \$3000.

**Digitization Grant:** Work is being done on a cooperative effort between the Library and the Banner, in order to provide digitized images of both the old Advocate and the new Banner, which can be consulted on-line by patrons. The grant will, first of all, support digitization of archival copies of the Advocate, all of which will be made available to the public without charge. Recent copies of the Banner will be digitized, but under a fee-per-access schedule, much like that used by the Boston Globe for recent issues in its archives. The Director urged the Trustees to examine the State-wide archives available to the public in the Colorado State Library digitized files.

**NASA grant:** The Director reported that our Library did not receive a grant from NASA in this funding round. Because the grant supported scientific exhibits that were indeed space-intensive, the Director believes that we do not have the necessary space now. After our move to the new Library site, it will be time to reapply for the NASA grant.

**Upcoming Library Programs:** There will be a demonstration sample of the operation of a "Mother Goose Asks Why?" session, with both parents and children, presented at the Yearrounders' Festival, on March 13, 2004, at Town Hall.

**Genealogy Series:** The Library will host a four-part series on issues in support of research in genealogy, for the Saturdays in March, 2004:

(1) Michael LeClerc, from the New England Genealogical Society, will give an introduction into use of local resources in genealogical research.

(2) Dana Berry will discuss how to use the Web to learn how to access and search the Registry of Deeds in Barnstable County and learn about old properties.

(3) Michael LeClerc, will return and will demonstrate how to incorporate information about museum artifacts into genealogical research, this time at the Pilgrim Monument and Provincetown Museum.

(4) Daniel Towler will present the many resources that are available locally, through the medium of old postcards.

**Heating Problems:** The Director reported that, after massive efforts on the part of the DPW and commercial repair services, the building is now reasonably warm again.

**Training Sessions:** It has become apparent that many services could be made available to Staff in the Outer Cape Libraries, but it is wasteful of time and money to have these offered to each Library alone. In particular, discussions have been ongoing about trying to share such training efforts among the Library Staff people in Provincetown, Truro, and Wellfleet. In a first attempt at such cooperation, a member of the Training Staff from CLAMS is making a presentation for the three Libraries, to be held in the Truro Library, on Monday, March 22, 2004. The Library Director asks the Provincetown Trustees to volunteer time here to keep the Library open, while all members of our Staff attend the Training.

**CLAMS Annual Retreat:** The Director reported that this year's retreat was particularly depressing because there has been such a drastic shortfall in State funding for local Libraries.

#### **4. Chairman's Report:**

**Library-Card Fee Policy:** Marcia Fair presented a printed summary of the background for the policy which the Trustees instituted in December 2003, in order to make a modest increase in our income stream, as suggested at last year's hearing with the Finance Committee. Debra DeJonker-Berry presented a printed summary listing the fees (or lack of) for nearly all of the Cape Libraries. It appears that our fee of \$25 for out-of State visitors and non-taxpaying residents is about the median value charged by other Cape towns.

The Chair reminded the Trustees that the rescheduled meeting with the Finance Committee has been changed once more, this time to 1 pm in the Welsh Room, on Monday, February 23, 2004. With a long agenda, it appears that our budget will be discussed about 3 pm.

**Budget Review with the Finance Committee:** It was agreed that James Cole will present an overview of our FY2005 budget. The Director will fill in details. She will remind FinCom that it was their suggestion at last year's hearing that we should try to identify new income streams, especially those that are not labor-intensive for the Staff.

The Chair reminded the Trustees that the next Supporter's Meeting is on Thursday, March 11, 2004, at 6 pm, at Michael Shay's Restaurant. He encouraged any Trustees to attend who are able.

**Session with Provincetown-TV:** Marcia Fair reported on conversations with Catherine Russo of P-TV, and with Bob Seay of WOMR, indicating that it is best for us not to go ahead with a taping session at this time. Marcia has had some initial contact with Robin Haueter, who has volunteered to help our Library with his professional expertise in organizing an appropriate video format for broadcast. Marcia will try to set up a time when the Trustees can meet with Robin. His partner, David Figueroa, may be helpful in the planning stages as well.

#### **5. Building Committee:**

James Cole reminded Arthur Pike that the next meeting of the Construction Committee is on Wednesday, March 3, 2004, at 1 pm.

The Director notified the Trustees that Patience Jackson, the MBLC Consultant on Library Construction, wants to tour our construction site on Thursday, February 26, 2004. All of the Trustees are encouraged to join the tour.

**Construction Meeting (February 18, 2004):** The Director reported that there had been a productive meeting, with good interaction between the Scanlan staff and our architect. The massive steel columns for the lower level have been delivered. The building will at last be set down again, once the columns have been set. The Southwest corner will be left open, to provide access for large items, such as elevator machinery. On Friday, February 19, 2004, it is expected that the window contractor will be on site to verify the shop drawings and proceed with the construction of one triple hung window on the west side of the Tower facing Commercial Street. Once confirmed, the window will be completed and installed in the very near future. In anticipation of ongoing installation of more windows, Scanlan will begin cutting and shoring up the necessary openings. Damp proofing has been completed, and concrete work on the several area ways is to be started soon.

**Project Change Orders:** The Director outlined the four Change Orders that now need to be approved by the Selectmen. These orders are:

Change Order #1, \$2,752.39: Demolition and disposal of exterior site walls and subsurface drainage/waste structures not identified on the survey prepared by Coastal Engineering Co., Inc.

Change Order #2, \$8,771.84: This Change Order incorporates supplemental structural revisions and improvements, both steel and wood, to the basement plans in order to address latent structural conditions in the wooden beams. These conditions were exposed after demolition.

In addition, the contract is adjusted to accept the proposal of the low competitive Filed Sub-Bid Plumbing Contractor, Rusty's Inc., in the amount of \$99,034.00, a net increase of \$34.00 over the \$99,000 previously authorized allowance, specifically:

Change Orders #3 & #4, Plumbing

Change Order #3 adds \$4,093.00 to the contract and Change Order #4 subtracts \$4,059.00:

The contract with JK Scanlan did not have an acceptable filed sub-bid for plumbing. Instead, an allowance of \$99,000.00 was carried. The net increase is thus \$34.00.

The Library Director noted that the Town Building Committee will meet on Friday, February 20, 2004, at 9:30 am, in order to recommend these Change Orders to the Board of Selectmen.

In anticipation of that upcoming meeting, Marcia Fair moved and Arthur Pike seconded a motion to approve the four Change Orders as presented. The motion was voted 4-0.

#### **6. Capital Campaign:**

Marcia Fair distributed copies of the February 1, 2004 Gift Report. She noted that there will be a new insert in the Banner to announce progress with the building construction. She also reported that the pledge-reminder letters are ready to be sent out. The following announcements were made about forthcoming fundraising events:

Yearrounders: the Library will have four tables this year.

Porch Bar: Greg Daniels has offered to do two fundraisers for us in May and October.

"Authors Read - Live at Town Hall" - Conversations between Marcia and Gerry Desautels indicated that this could be a lively event near the end of Summer, a ticketed event on a Sunday evening, with perhaps 10 to 15 authors reading from their own or other's works. Marcia has explored the possibility of hiring a professional manager for the event. It appears that Jennifer Rumpza may be willing to undertake the effort. Jennifer has suggested that August 29, 2004 may be the best possible date for this Summer.

Marcia noted that the next meeting of the Capital Campaign committee will be on March 3, 2004, in the Police Station Conference Room. She also reported that Doug Alllen is moving into a new position in the Assessor's Office, and that he may now be able to provide some assistance to the Capital Campaign.

**7. Other Business:**

James Cole reminded the Trustees of the several workshops that have been announced in the newsletter from SEMLS (Southeastern Massachusetts Regional Library System).

Arthur Pike reported that MBLC is offering a workshop for Trustees on Endowment Funds, with the workshop to be held in Boxborough on Saturday, March 20, 2004.

The Director circulated a beautiful thank-you card from Brian Perkins, Provincetown artist, who was grateful for the opportunity to have had a position in the stairwell lottery to hang his work in January. The Trustees asked Arthur Pike to respond with our best wishes to Brian for his graceful acknowledgment.

**Next Meeting:** The next meeting is scheduled for March 17, 2004 at 5:15 pm in the Police Station Conference Room.

**Adjournment:** Marcia Fair moved and Arthur Pike seconded the motion to adjourn at 6:32 pm. The vote was 4-0 in favor.

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

Respectfully submitted:

\_\_\_\_\_  
Library Board of Library Trustees signature

\_\_\_\_\_  
Title

Minutes prepared by Arthur L. Pike, Trustee