

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF MAY 30, 2001

Meeting Held in Provincetown Police Station

Members Present: James Cole (Chair), Arthur Pike (Secretary), Marcia Fair, Maghi Geary (acting Vice-Chair), Anita Berman (left the meeting at 7:00 PM).

Members Absent: None

Others Present: Debra DeJonker-Berry (Library Director), Karen MacDonald (Assistant Library Director), Robin Reid (Supporters of the Library representative), Rachel Crosby (Recording Secretary)

Call to Order: Chair James Cole called the Meeting to order at 5:39 P.M..

1. **Public Statements** – None

2. **Minutes**

April 30, 2001 – *Marcia Fair moved to approve as distributed, Arthur Pike seconded and it was so voted, 5-0.*

3. **Election of Officers** –

- *Arthur Pike moved to elect Jim Cole as Chair, Maghi Geary seconded and it was so voted, 4-0, 1 abstain (Jim Cole).*
- *Maghi Geary moved to elect Marcia Fair as Vice Chair, Arthur Pike seconded and it was so voted, 5-0.*
- *Marcia Fair moved to elect Maghi Geary as Secretary, Arthur Pike seconded and it was so voted 4-1 (Maghi Geary).*

4. **Director's Report** – Topics discussed included:

- Introduction of new Assistant Director** – Debra DeJonker-Berry introduced Karen MacDonald.
- Grant Announcement** – Debra DeJonker-Berry referred to a memo from the Massachusetts Board of Library Commissioners concerning their announcement procedures. The announcement of grant awards will be on June 7, 2001 at 4:00 PM.
- Resignation of Custodian John King** – Library is now sharing Eddie Machado with the Council on Aging.
- Library at Center Street Update**
 - **Façade Construction** – low bid was almost \$700,000, which is more than is available in Town Funds (\$400,000). Debra DeJonker-Berry suggested waiting until autumn to do the work, so as to provide an opportunity to raise the dollar difference via grants and other methods. Such a strategic delay would also save money as scaffolding would not have to be erected twice. Debra DeJonker-Berry discussed going before the Historical Commission to solicit their support for delaying the façade work.
- Reorganization Plan** - Debra DeJonker-Berry asked that the Trustees eventually support a Library staff reorganization plan she is developing. The reorganization will allow the Assistant Director to have more day-to-day authority, while allowing the Director to focus on larger issues, such as fundraising and the relocation of the Library.
- Town-wide Goals** – Board of Selectmen will soon hold their annual hearing to establish goals, though the Library's goals are already well-defined.

5. **Chairman's Report** –

- Probate Court Petition** – legal counsel has suggested proceeding with this petition with a few minor changes/corrections. *Maghi Geary moved to approve the Probate Court Petition as amended, Arthur Pike seconded and it was so voted, 4-0, 1 absent (Anita Berman).*
- Trust Fund Policy** – Jim Cole referred to and discussed a document entitled “Provincetown Public Library, Policy on Library Trust Funds”, which lists the various funds available to the Library and how these funds

can be used.

- 6. Fundraising Committee** – Marcia Fair referred to and discussed a packet of fundraising-related documents. Also discussed:
- a. **Capital Campaign Plans** – Marcia Fair explained the difference between an Annual Campaign and a Capital Campaign. The Library’s Capital Campaign will be only two years in duration, which is a shorter-than-normal time period. Marcia Fair recommended setting a Nucleus Campaign Goal of \$250,000 to be raised by the end of 2001. The various roles and responsibilities of the persons and organizations involved were also discussed, as well as the use of a donor prospect list. Marcia Fair reviewed the formation and functions of a Steering Committee. Other items included: volunteers, gift categories, campaign materials, records/financial management software, gift acknowledgements (including IRS notices), and events honoring donors. Marcia Fair distributed a document outlining a proposed Steering Committee Leadership Profile and asked for input on a draft Donor Form. Marcia Fair recommended that the Trustees set a date for making their personal financial commitment to the Project and suggested that date be by the Grant Announcement Party at Napi’s on June 24, 2001.
Marcia Fair moved that the Trustees accept and approve the Pre-Campaign Plan and the Capital Campaign Plan as presented and discussed, Arthur Pike seconded, and it was so voted, 5-0.
Marcia Fair moved that the Trustees accept and approve the organization of the Library Capital Campaign Steering Committee as presented and discussed and that the Chair of the Committee reside with the Trustees, Maghi Geary seconded, and it was so voted, 5-0. The Trustees discussed how the Chair of the Steering Committee should be selected/elected.
Marcia Fair moved that the Supporters purchase DonorPerfect records management software, Arthur Pike seconded and it was so voted, 5-0.
 - b. **Provincetown Public Library Endowment Fund** – the Community Foundation of Cape Cod has agreed to open a donor-advised endowment account for the Library. The fund shall be in the control of the Board of Library Trustees or their designee(s).
Marcia Fair moved that the Trustees accept the internal PPL Endowment Fund Agreement as presented, Jim Cole seconded and it was so voted, 5-0.
 - c. **Library Building Project Gift and Grant Fund** – The Supporters are currently working on setting up this fund.
Marcia Fair moved that the Trustees accept the Town Manager’s proposal to establish a “Library Building Project Gift and Grant Fund”, Arthur Pike seconded and it was so voted, 5-0.
 - d. **MBLC Grant Time-Line** – discussed in context.
 - e. **Miscellaneous** -
 - *Marcia Fair moved to write a letter of thanks to Paul Benotti for his support, Anita Berman seconded and it was so voted, 5-0.*
 - Everyone thanked Marcia Fair for all her hard work on organizing the fundraising effort-to-date.
 - Debra DeJonker-Berry suggested that the Trustees authorize the purchase of a sign to be placed in front of the Heritage Museum, stating it was to be the future home of the Provincetown Library.
- 7. Planning Committee** –
- a. **Draft Goals and Objectives** – Debra DeJonker-Berry reviewed the proposed list, mentioning several items to be added.
 - b. **Long Range Planning** – Mrs. DeJonker-Berry reported that she is ready to finalize the long-range Strategic Plan, probably in a booklet form.
- 8. MBLC Trustees Information Sheet** – Debra DeJonker-Berry reminded the Trustees they needed to sign this sheet.
- 9. Other Business and Correspondence**
- ◆ Donna Roll is in town and Anita Berman may contact her for a Library fundraising event.
 - ◆ Debra DeJonker-Berry mentioned that there will be a tour of the Heritage Museum on Saturday, June 2, 2001 at 2:30 PM.
 - ◆ The next meeting date was tentatively set for Monday, June 18, 2001 at 5:30 P.M. at the Provincetown Police Station.

Adjournment

Maghi Geary moved to adjourn at 7:15 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 _____, 200__

Respectfully Submitted:

Library Board of Library Trustees Signature

Title

Rachel Crosby

Rachel T. Crosby, On-call secretary