

TOWN OF PROVINCETOWN



PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF JUNE 18, 2001

Meeting Held in Provincetown Police Station

Members Present: James Cole (Chair), Marcia Fair (Vice-Chair), Arthur Pike, Anita Berman.

Members Absent: Maghi Geary (Secretary) (excused)

Others Present: Debra DeJonker-Berry (Library Director), Rachel Crosby (Recording Secretary)

Call to Order: Chair James Cole called the Meeting to order at 5:30 P.M..

1. Public Statements – None

2. Minutes

May 30, 2001 – *Arthur Pike moved to approve as distributed, Marcia Fair seconded and it was so voted, 4-0, 1 absent (Maghi Geary).*

3. Director's Report – Topics discussed included:

- a. **MBLC Grant** – Debra DeJonker-Berry reported that the Library had, in fact, received the \$1.878 million grant. Jim Cole read a letter of congratulation from Elizabeth Steele-Jeffers, Chair of the Board of Selectmen.
- b. **New Custodian** – Debra DeJonker-Berry reported that Brian Cowing has been working at the Library for the past three weeks.
- c. **Trustees Folders** - Debra DeJonker-Berry reported she has started a file cabinet with folders which will contain material for each individual trustee to pick up by the Friday before each meeting.
- d. **Library Annual Report** – Debra DeJonker-Berry distributed copies, which will also be distributed with the Capital Campaign material..
- e. **Grant Database** – the Library has purchased this software for use by the Library in investigating funding sources and for use by patrons interested in grants research.
- f. **Ebook reader** – the Library purchased one of the readers to be loaned to patrons.

4. Chairman's Report –

- a. **Probate Court Petition** – has been sent to the Land Court.
- b. **Provincetown Public Library Endowment Fund** – the fund has been created at the Community Foundation of Cape Cod. Jim Cole read a letter addressed to Arthur Pike from the other Trustees thanking him for his work in establishing the Endowment Fund. Arthur Pike reported that he had gone to the annual meeting of the Foundation. He distributed copies of their annual report.
- c. **Sign for New Library** – Debra DeJonker-Berry reported that the Supporters had authorized \$600 be spent for the creation of this sign to be placed in front of the Heritage Museum.

5. Fundraising Committee – Marcia Fair referred to and discussed a packet of fundraising-related documents. Also discussed:

- a. **Capital Campaign Steering Committee** –. Marcia Fair reported she has already received two gift pledges from members of the Steering Committee in the total amount of \$25,000. She will be meeting with Jane Peters of CCB&T to see if donations can be made via credit card. Marcia Fair distributed copies of the members roster of the Steering Committee.
- b. **Volunteer Reception** – Marcia Fair distributed a proposed guest list for this event, which is scheduled for Sunday, June 24, 2001. Marcia Fair also distributed a draft agenda for the Reception. There will be a menu of volunteer opportunities available at the Reception.

- c. **Library Building Project Gift and Grant Fund** – Marcia Fair reported that the Gift and Grant Fund had been approved by the Board of Selectmen and is already open for donations.
- d. **DonorPerfect software** – the Supporters will be buying the software at a total cost of \$4,225. The Supporters will be hiring a staff person to do data entry and records management. *Arthur Pike moved to send a letter of thanks to the Supporters, Jim Cole seconded, and it was so voted, 4-0.*
- e. **Fundraising Containers and Lock Box for donations & pledges** – Debra DeJonker-Berry reported that a secure glass aquarium will be placed in the Library lobby to collect confidential envelopes containing pledges and donations.
- f. **OperaFest** – Anita Berman spoke with Donna Roll and discussed Saturday, July 28th or Tuesday, July 31st as possible dates. Other than a traditional concert at the Methodist Church, a possible event concept would be to have a dessert and coffee event with entertainment, perhaps at the Provincetown Inn. The refreshments will probably be donated. By consensus, the Trustees focused on having a concert at the Methodist Church on Tuesday, July 31, with coffee and dessert to follow at the Church. The ticket price will be \$20. Anita Berman will contact the Methodist Church and Donna Roll to confirm the plans and to determine any associated expenses.
- g. **Barney Frank Fundraiser** – Marcia Fair distributed copies of a letter to Congressman Frank from Selectmen Mary-Jo Avellar requesting he confirm his interest in doing a benefit for the Library on or around August 2nd. The Trustees discussed various locations which could host such an event. After discussion, the Trustees decided by consensus that producing this event might be difficult, if not impossible, at the present time. Marcia Fair agreed to explain the problems to Mary-Jo Avellar.
- h. **Other** –
 - **Special Gift “Naming” Opportunities** – Marcia Fair distributed a draft list of varying levels of monetary gifts and the associated areas of the new Library to be named, along with a Special Gift donor form. Debra DeJonker-Berry suggested adding the two front windows to the list and, by consensus, the Trustees agreed to limit the list to gifts of \$20,000 or more. *Marcia Fair moved that the Trustees approve the attached “Special Gift ‘Naming’ Opportunities” and their associated dollar values, as well as the accompanying Donor Form, for use in connection with the Library Building Capital Campaign, Arthur Pike seconded and it was so voted, 4-0.*
 - **Donor Portfolio** – Marcia Fair reviewed the use of the portfolios and their distribution.
 - **Art Auction** – postponed until there is more time to plan and organize such an event.

6. Planning Committee –

- a. **Draft Goals, Objectives and Activities** – the Trustees will review this document and comment, revise and vote to approve it at the next meeting.

7. MBLC Trustees Information Sheet – Arthur Pike will find his copy for mailing.

8. Other Business and Correspondence

- ◆ The next meeting date was tentatively set for Wednesday, July 11, 2001 at 5:30 P.M. at the Provincetown Police Station.
- ◆ Debra DeJonker-Berry requested that the Trustees develop a written procedure for distributing materials among themselves prior to meetings.
- ◆ Debra DeJonker-Berry reported on her meeting with interested parties on the condition of the Heritage Museum building. Those attending the meeting agreed that it was wisest to wait to do the façade work until the total dollar amount required can be raised. Mrs. DeJonker-Berry said she would like to put the work out to bid a second time to see if more than one and/or a lower bid would be received.
- ◆ Debra DeJonker-Berry reported that she is a member of the staff group studying the merger of the Pilgrim and Heritage Museums. The current Pilgrim Museum would be demolished and reconstructed as a two story building with more features (conference room, café, auditorium, etc.) and a more welcoming ambience. The fate of the Freeman Street building is still undecided.

Adjournment

Arthur Pike moved to adjourn at 6:55 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