

TOWN OF PROVINCETOWN

PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

MEETING MINUTES OF DECEMBER 10, 2001

Meeting held at the Provincetown Police station

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

Members absent: Maghi Geary (Secretary)

Others present: Debra DeJonker-Berry (Library Director), Elaine Quinn (Recording Secretary)

1. Public Statements: None

2. Minutes:

November 19, 2001 - Arthur Pike moved to approve the minutes as revised, Marcia Fair seconded and it was so voted, 4-0.

3. Director's Report - Topics discussed included:

a. Operating Budget - The Operating Budget was submitted to the Town Manager as requested and after a problem in section A was resolved, he approved it.

b. Thanksgiving weekend- Friday of Thanksgiving weekend, an open house was held at the Library even though the Library was closed. About 200 people visited the Library at that time and donations were generated. Saturday and Sunday, the Library was open and Debra DeJonker Berry recommended that the Library remain open in the future on the Saturday and Sunday of Thanksgiving weekend. The Director noted that the Friday is a Holiday for union members. James Cole thanked the volunteers on the board who gave their time to the open house and he commented on the great weather.

4. Chairman's Report

a. Construction Grant Update - Marcia Fair and Debra DeJonker-Berry met with the Mass. Board of Library Commissioners in Boston. Provincetown Library was granted a three-month extension on their grant obligations. The Commissioners indicated that they would like to see positive steps in the Capital Campaign and an update in three months at which time we could ask for another three-month extension. Marcia Fair distributed a packet that included a Report on the changes to certain regulations for the Mass. Public Library Construction Program and the request to extend the time to commence construction. (A copy of the packet is attached).

Changes in regulations have to be published in the State Registry and then are subject to 90 days of public hearings before becoming law. Anne Larsen of the Commission informally recommended that we have \$300,000 in place by the next meeting of the MBLC. Marcia Fair would like to see \$500,000 in cash and pledges at that time. Marcia Fair moved that we acknowledge and thank Edward Bertorelli, Chair of the Mass. Board of Library Commissioners. Arthur Pike seconded and it was so voted (4-0). Debra DeJonker-Berry thanked Marcia Fair for putting together the letter.

b. Matching commitments - Debra DeJonker-Berry reported that eight out of ten Libraries receiving construction awards have made their matching commitments.

c. Letters - It was decided that holiday letters requesting gifts for the Library would be sent. Most received direct requests. Sixty received Leadership Gift Requests. Debra DeJonker-Berry reported that 750 letters are in the mail now. Marcia Fair pointed out that she just handed James Cole 75 letters to sign and there is another batch to come. Debra DeJonker-Berry stated that if respondents give \$1,000 or more, in one year they will be asked for more. If recipients don't respond, we will try to visit them. James Cole reported that most people received hand-written notes, either from himself or Marcia Fair with their letters, and a gift-fund sheet was inserted as well as a capital campaign update. This mailing took lots of folding and lots of writing.

d. Banner Insert - There was a large response to the Thanksgiving *Banner* insert.

e. Foundations - There was a discussion about possible foundations or groups with giving funds to approach. Among them, The Paul Newman Foundation - possibly \$15,000 - the Conservation Trust, The Sheehan Foundation, Rosalind Garfield - the Chaim Gross Foundation - NSTAR, The Masons. Marcia Fair suggested the License Plate program. Arthur Pike mentioned the Community Foundation of Cape Cod Endowment Fund. Arthur Pike gave Anita Berman the agenda for the Chamber of Commerce meeting.

f. Data Base - Marcia Fair noted the incredible data base that has been established in six months. There are about 1,000 names now. Marcia Fair and Debra DeJonker-Berry used the voter list to fill in some gaps. Checks are coming in from all over the country.

g. Press Release - Marcia Fair suggested that the Director send a copy of the MBLC meeting report along with a cover memo to the Town Manager who will distribute it to the Selectmen. The Trustees concurred and also agreed to wait until the beginning of the year to issue a press release concerning the three-month extension granted by the MBLC.

h. Matching Pledges - Debra DeJonker-Berry suggested doing a follow-up on people who give checks and then ask for matching amounts for the next two years.

i. Gift and Grant Fund - Marcia Fair reported that we now have \$124,426.64 in our building fund. Debra DeJonker-Berry said that accepting credit cards is helping and that most checks that are coming in are for \$50.00 and up.

Other Business:

- a. James Cole shared a flyer about an upcoming Legislative Breakfast in Middleboro.
- b. Debra DeJonker-Berry mentioned the Library Commissioners' anger at the State Legislators' Budget cuts.
- c. Arthur Pike mentioned that Representative Shirley Gomes would be in town on Thursday, Dec. 13. Debra DeJonker-Berry suggested inviting the legislators to hold an open house at the Library.
- d. The next meeting date was set for Monday, January 14, 2002 at the Police Station. at 5:30 P.M.

Adjournment - Anita Berman moved to adjourn at 6:19 P.M., Arthur Pike seconded, and it was so voted (4-0).

Reconvene - The Trustees voted to reconvene at 6:19 P.M. in order to complete some unfinished business.

Friends -

- a. **Solicitation letter** - A Library patron received a letter from the Friends of the Provincetown Library asking for money. The letter did not offer a disclaimer to let the recipients know that the money was not tax deductible nor was it for the Building Fund. A discussion followed and it was decided that a letter would be addressed to the Friends bringing this matter to their attention and also thanking them for all that they do for the Library. Arthur Pike moved that Debra DeJonker-Berry write the letter to the Friends and Marcia Fair seconded. It was so voted (4-0).
- b. **Book Storage** - There was a discussion about books in the boiler room. It was decided that nothing can be done at this time.

Adjournment - -Arthur Pike moved that the meeting be adjourned. Marcia Fair seconded and it was so voted (4-0) at 6:29 P.M.

.....
These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on _____, 200__.

Respectfully Submitted:

Board of Library Trustees Signature

Title

Elaine Quinn
Elaine Quinn, On-Call Secretary