

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Public Meeting March 19, 2008**

Meeting was held at the Provincetown Town Hall, 356 Commercial St.

**Members Present:** Mick Rudd, Chair; Jim Cole, Secretary; Paul Benatti

**Members Absent:** Lyn Kratz, Vice Chair

**Others Present:** Debbie DeJonker-Berry, Library Director

**Call to Order:** Mick Rudd called the meeting to order at 7:30pm

1. **Public Statements:** There were no public statements.
2. **Minutes:** Paul moved to accept the minutes of the February 20<sup>th</sup> BOLT meeting as presented. Jim seconded the motion. The vote passed 3-0-0. The vote passed 3-0-0. There was no discussion.
3. **Agenda:** There were no changes.
4. **Chair's Report –**
  - a. **Budget Discussion –** Mick reported that Deb went before the Fin Com to defend the library budget as submitted. Fin Com asked for cuts. Deb and Mick met with them a week later with proposed cuts in the on-call line item and the Materials budget. Deb made herself available for further discussion.
  - b. **Long-Range Plan –** The Library has had the first 2 meetings with the newly formed Planning Committee. There was a remarkable amount of support and accolades for the library staff. The committee does recognize that the library is understaffed. The Board discussed the results from the meetings. Deb was impressed with the caliber of the committee.
  - c. **Heritage Day –** Deb will be setting up a meeting with Warren Alexander and Mike Trovato to set up a power point presentation for Heritage Day 2008. That day will also be the official opening of the Josephine Del Deo Heritage Archives. Tony Vever's brochure of the paintings located in the library will be presented as well. Margaret Mayo turns 100 on April 4<sup>th</sup> and the library will ring the bell in her honor. The Schooner Regatta would like to have a trophy celebration in September at the library. Deb presented a new self-guided tour of the library written by Karen and produced by Sally Brophy which also shows naming opportunities.
5. **Resource Development Report –**
  - a. **Gift and Cast Report –** There was \$2,667 deposited in February in the Building Fund. The Community Preservation Committee has recommended \$50,000 rather than \$100,000. The library has submitted a \$100,000 grant application to the Mass. Historical Commission. The Board discussed the new report format for the Board of Selectmen monthly report.
  - b. **Resource Development Planning: Grant Writer –** Felicia Penn has been hired as the Library Grant writer. The Supporters gave \$500 for the grant writer.
  - c. **Pledge Letters –** Deb stated that only 10 letters needed to go out to people with outstanding pledges.
  - d. **Major Gifts: Landscaping RFQ: –**
  - e. **Temporary Landscaping –** The library has researched spraying a wildflower mixture on the front lawn. A company who plants on the median on Route 6 and the rotary at the bridge felt that the library needed topsoil to plant wild flowers. Deb suggested getting the community to donate plants and recruit volunteers to water. Mick felt this would be good for public relations with the community. The BOLT decided on a planning meeting on April 8<sup>th</sup> at 8pm.
6. **Director's Report –**

- a. **Building Issues & Operations-Updates: Furnace & Emergency Exterior Repairs** – Deb has not heard anything new from Town Counsel.
- b. **Rose Dorothea MFH Grant Kiosk** – The kiosk is in place and is being enjoyed by the community.
- c. **Grants: Mass. Historical Commission Preservation Projects Fund; Community Preservation Fund** – Deb stated that both grants have now been submitted.
- d. **Josephine Del Deo Heritage Archives Construction & Draft Policy** – The Heritage document and photograph collection is now housed in the basement. The library collection will soon follow. Deb discussed the Usage Policy with the BOLT. Deb and Doug would be the only ones who have keys and who are able to remove requested items. They would be placed where staff can retrieve them for patrons who have requested the materials.
- e. **Children’s Safety Policy** – Draft and Discussion – Deb presented a packet to the BOLT to discuss internet policy for kids and public safety of children using the library. Deb will have a draft to discuss at the next meeting.
- f. **Website** – Deb is determined to get the website up and running by May 1.
- g. **Self-Check out** – The machine that would allow patrons to check out their own library materials would cost about \$4,000.

7. **New Business:** There was no new business

**8. Other Business and Correspondence -**

The BOLT discussed starting their monthly meetings a half an hour earlier. The actual meeting would begin at regularly scheduled time of 7:15, but being available earlier would provide an opportunity for the public to mingle with the BOLT and staff, and to discuss and perhaps view a presentation on topics such as new technologies.

The BOLT also discussed field trips to Boston Public Library. Mick stated that he found it boosted moral to travel to other libraries and that others could benefit from this.

The next meeting of the BOLT will be at April 16<sup>th</sup> at 6pm, implementing the new schedule.

**Adjournment: Mick motioned to adjourn the meeting at 9:17pm. Paul seconded the motion. The vote passed 3-0-0.**

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)