

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting January 21, 2004

Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Arthur Pike; CJ Noyes, Secretary; Anita Berman

Others Present: Debra DeJonker-Berry, Library Director

Call to Order: James Cole called the meeting to order at 5:18 pm.

- 1. Public Statements:** There were none.
- 2. Minutes:** Arthur Pike moved and Marcia Fair seconded the motion to accept the minutes of December 17, 2003 with corrections. The vote was 5-0 in favor.
- 3. Building Committee:** Debbie and Marcia attended a meeting at the new building where the workers began pouring concrete piers on January 13; it will be 2-3 weeks until it is complete. The windows may be installed by the end of February. There may be 4-5 change orders that will be bundled (approx. \$20,000) to go to the Selectmen. Minor asbestos abatement will be dealt with tomorrow. The site is currently being measured for the sewer connections. The plumbing contractor, Rusty's, modified their bid to the \$99,000 that was budgeted. The next Construction meeting will be February 4, 2004 at 11 am.
- 4. Chair's Report:** Jim Cole presented the texts of the Library Director's 2003 Annual Report, and Board of Library Trustees 2003 Annual Report. He suggested that the Board read them over and suggest any necessary changes. He also spoke about responding to the Visitor's Services Board's invitation to request funding; a proposal has been made in the amount of \$10,000. CJ's poem, which was read at the Groundbreaking, and some blueprints and photos will also be included in the Town Annual Report.
- 5. Library Director's Report:** The Library lost heat on Friday night when David Murphy discovered water pouring out of the building owing to a broken circulator coil. Sandy Turner & Bernard from the Water Department came to assist. Brian Cowing stayed till midnight till the repairs were finished. Debbie publicly praised them all. On Saturday, the inside temperature was only 52 degrees, so she closed the Library until it was warm again on Monday. Souza's, the heating company, said the book-sale books must be moved from the area. The staff is now researching alternative spaces to store the books. There was no damage from the break or heat loss, but there will be a substantial bill. Arthur will draft a letter commending the DPW for their help in the matter. Laine Quinn's brother has died, and Debbie would like to organize a memorial--a book or a donation to the building fund. She reminded the Board about the Selectmen's meeting next week. She has updated the website with photos and the list of recent acquisitions. PTV has asked for the Board, Staff, et al., to go to the studio to film a 30-minute round table to be broadcast on TV. The Board decided that Tuesday, February 3, 2004 would be good. MBLC has returned, with their approval, the long-range action plan. The numbers are in--last year's circulation was 51,248; December was up 13%. It was the biggest December ever with only 200 fewer than August 2003. Debbie reported that Karen is coordinating a three-part program series using Mass. Cultural Council funds. The series will be on Researching Your House, and the Pilgrim Monument will be co-hosting and sponsoring it. Dana Berry is volunteering to lead one of the programs and Michael LeClerc is leading the other two. As a result of the Mother Goose Asks "Why?" grant, Kathy Hutchins is coming to see our Children's collection. Regarding the charges for Library cards instituted this month, Staff have gotten both positive and negative responses. The FAWC has agreed to reimburse fellows for the fee. Staff haven't seen many patrons who are not residents, not property owners. Some property owners are happy about the change. Staff has collected \$300 in revenue so far. Debbie is investigating the costs of having a coin box installed to collect charges for printing from the public-access computers.
- 6. Capital Campaign:** Marcia Fair distributed the cash report showing the previous six months were the best of the campaign, with a total of \$132,242 raised from July 1-December 31, 2003. Total cash gifts currently stands at \$465,912, and the capital Campaign Gift Report shows \$574,514 in gifts and pledges. Arthur presented the PPL Donor Listing by category showing substantial increases, particularly two individuals who have progressed into the

\$25,000-\$49,999 category. Marcia noted that the \$100-499 category greatly exceeds the lower level of giving; usually the lower level has the greatest number of contributors. She presented a revised and updated donor form, with an option to bill people monthly, an operation that CJ will handle. Tax advisory letters are being mailed in batches. About eighty pledge advisory letters will go out in February. Debbie noted that recently about 70% of the gifts are from repeat givers. Marcia said Vintage Jewelry III will occur at Yearrounders in March. The Campaign Committee has decided that the Food for Thought event is too large to accomplish in 2004, but they are exploring a new event—"Authors Read--Live at Town Hall." Next meeting of the Capital Campaign committee is February 17, 2004. CJ reported that there is enough fundraising merchandise on hand.

- 7. Other Business:** Arthur Pike reported that, on a trip to the Hyannis Library, he was told by the staff that our collection is invaluable to them. He suggested that he might ask Ross Sormani of Pride Mortgage in Boston to assist with visiting some of our Boston prospects. Ross has also offered help with some Cape Cod prospects. Anita Berman said she would be absent from meetings for the next two months.

Next Meeting: The next meeting is scheduled for February 18, 2004 at 5:15 pm in the Police Station Conference Room.

Adjournment: Marcia Fair moved and Arthur Pike seconded the motion to adjourn at 6:30 pm. The vote was 5-0 in favor.

These minutes were approved by a vote of the Provincetown Library Board of Library Trustees members present at their meeting on February 18, 2004.

Respectfully submitted:

Carol J. Noyes _____ Secretary
Library Board of Library Trustees signature Title

Minutes prepared by Sheila McGuinness, On-Call Secretary