

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting April 21, 2004

Meeting held in the Provincetown Police Station

- Members Present:** James Cole, Chair; Marcia Fair, Vice-Chair; C.J. Noyes, Secretary, Arthur Pike, Anita Berman
- Others Present:** Debra DeJonker-Berry, Library Director
Sandy Fay, Member of the public
David Guertin, Director, DPW
- Call to Order:** James Cole called the meeting to order at 5:15 pm.

- 1. Public Statements:** There were none.
- 2. Minutes:** Marcia Fair moved and Arthur Pike seconded the motion to approve the March 17, 2004 minutes as submitted. The vote was 4-0-1 in favor, Anita Berman abstaining.
- 3. Building Committee: Project Update:** David Guertin presented a schedule from Scanlan showing an early completion, which will likely change. He presented his concerns about possible change orders. The DPW will not take action on them until the scope of changes are better known, probably late in May.

Marcia Fair moved and Arthur Pike seconded the motion to endorse a plan to go ahead with asbestos clearance, since there is a firm bid of \$14,000. The vote was 5-0 in favor.

- 4. Chair's Report: Trust Funds/Books Budget:** Jim Cole asked that the Board approve the allocation of 90% of the interest of the Library Trust Funds, \$1, 970.10, for collection purchases.

Arthur Pike moved and Marcia Fair seconded the motion. The vote was 5-0 in favor.

Budget: Jim reported that the FY2005 budget had been approved.

MBLC/State Budget: Debbie said there may be a small amount more in the budgets next year, owing to slight increases in the state budgets.

- 5. Library Director's Report: LSTA Digitization Grant:** The state doesn't want to fund the grant as preservation but as a digitization access grant. Debbie may rewrite the grant, or postpone it until next year, depending on the funder's advice.

Library Programs: Debbie gave credit to Karen MacDonald for her work with programming. Upcoming are the following programs: an introduction to computers; a cooperative series with Pilgrim Monument; how to research the history of your house; a cooperative effort with the Provincetown Art Association and Museum—a movie and discussion of the book *Fahrenheit 451*.

PTV: Debbie asked the Board to send a thank you letter to Robin Hauerter. The program has been televised and Debbie has received compliments on it. Plans are to do a second program.

CLAMS Modules: Debbie reported that the Acquisitions module has helped to show the public what is on order. The ILL module and Virtual Catalog will allow patrons to make requests from home by the end of the year.

Circulation: Circulation was up over 24% for March, which was the second highest circulation month ever. Debbie reported that people from outside Massachusetts seem willing to pay for library cards. She has concern that some foreign workers have state issued photo identification cards; hence, they will not be paying for their library card.

- 6. Capital Campaign Committee: Gift and Cash Reports:** Marcia Fair presented the Capital Campaign Gift Report showing \$607,905 in cash and pledges. One person increased his pledge from \$10,000 to \$15,000. Marcia

presented the Monthly Cash Report showing an increase of \$12,999 for a total of \$493,874.

Spring Update: The Committee will be sending out a Spring Update, and an insert that Sally Brophy designed will be in the Banner and the Cape Codder.

Events and Merchandise: Sandy Fay discussed the Porchside Bar event—Raise the Roof II—which will be catered by Cosmos. The Cats Meows will arrive in time to sell at the event. The Packard Gallery event will happen again this year. The Campaign Committee will meet next Wednesday.

- 7. Other Business and Correspondence:** Jim Cole read a letter from Jessica Lema thanking the Board for a book donated to the collection. Jim introduced Sandy Fay, who will be mounting a sticker election campaign. There will be a neighborhood meeting, initiated by Sarah Peake, to discuss issues, including parking, on Center Street.

Next Meeting: The next meeting is scheduled for Wednesday, April 28 at 5:15 pm in the Conference Room of the Police Station. Another meeting is scheduled for Wednesday, May 19 at 5:15 pm in the Conference Room of the Police Station.

Adjournment:

Marcia Fair moved and Arthur Pike seconded the motion to adjourn at 6:49 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 May 19, 2004

Respectfully submitted:

<u>Carol J. Noyes</u>	<u>Secretary</u>
Library Board of Library Trustees signature	Title

Minutes prepared by Sheila McGuinness, On-Call Secretary