

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Meeting November 1, 2004
Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; C.J. Noyes, Secretary, Anita Berman, Sandy Fay

Members Absent: None

Others Present: Debra DeJonker-Berry, Library Director

Call to Order: James Cole called the meeting to order at 5:20 pm.

Action Plan:

Motion: Prior to beginning discussion on the Action Plan, the Board considered minutes of the October 18, 2004 meeting. Marcia Fair moved and Anita Berman seconded the motion to accept the minutes as presented. The vote was 5-0 in favor.

Board members gave input on the draft of the Library's Action Plan for FY2006.

Motion: Sandy Fay moved and Marcia Fair seconded the motion to accept the Action Plan as presented in the draft. The vote was 5-0 in favor.

Building Move: Debbie presented a list of concerns about the move to the new building. She asked that everyone get 5 friends to help out on any single project. Besides the actual move, she needs help with preparations—notifying CLAMS, newspapers, mail, copier repair, etc.; changing stationary, website, etc.; preparations for an Open House; organizing the move, etc. Debbie will meet with Sandy Turner to develop a facility budget for FY 2006 and to determine the level of DPW's involvement in the actual move. Debbie is concerned about how long the Library may be closed to facilitate the move—2 or 3 months seems likely. There is no budget to move, so she hopes to mobilize the community's help. Her target is to have the new Library open by Memorial Day Weekend. Debbie wants help formulating the plan to present to the Selectmen. Board members agreed to keep adding to the plan. Debbie requested that the Board consider letting the town Art Commission place art on the staircase walls after November.

3. Building Update: Jim reported that the building is progressing rapidly. Among other things, the first floor is clear of debris, and that the Reading Room doors are magnificent. The first floor is painted. The glass block window is in and the circulation desk is done, as is the vaulted ceiling in the tower. The second-floor drywall will be completed this week. The elevator was shipped and will be arriving soon. And the mezzanine stairs are in on the Center Street side.

4. Budget Preparation: Debbie reported that the Town Manager predicts a \$250,000 windfall and savings on the Manor in FY 2006, so he suggested that Departments budget for their expected needs. Debbie wants to present a budget that includes the revenue from Library cards and the cost of benefits from the unfilled Tech Support position. She will add supply and professional development items, and add to the travel budget. Debbie presented the CLAMS FY2006 draft fees. CLAMS has lost the funding for telecommunications and it has depleted its development fund, so the new cost to Provincetown will be approximately \$19,000. This is including a 20% reduction of staff at CLAMS. The due date for the budget is November 22; the meeting with the Town Manager is December 3.

5. Other Business and Correspondence: Marcia Fair called Beverly Dwyer to thank her for taking caring of the tree. The person who gave the money for the historic front lobby wishes to remain anonymous. Marcia asked if the Board wishes to send a letter to MassPort in support of Cape Air to waive landing fees at Logan Airport. She will draft the letter. Debbie requested that the Board write a letter to Mary Smith thanking her for her service as the Senior Aide through Elder Services of the Cape & Islands.

Next Meeting: The next meeting is scheduled for Wednesday, November 17, both at 5:15pm in the Conference Room at the Police Station.

Adjournment: Marcia Fair moved and Sandy Fay seconded the motion to adjourn at 6:57 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 _____ January 5, 2005 _____.

Respectfully submitted:

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

