

TOWN OF PROVINCETOWN

Public Library Board of Library Trustees

Minutes of Meeting November 17, 2004

Meeting held in the Provincetown Police Station

Members Present: James Cole, Chair; Marcia Fair, Vice-Chair; Secretary, Anita Berman, Sandy Fay
Members Absent: CJ Noyes, excused
Others Present: Debra DeJonker-Berry, Library Director
Sandy Turner, DPW
Call to Order: James Cole called the meeting to order at 5:15 pm.

- 1. Public Statements:** There were none.
- 2. Minutes:** There were none.

Special guest, Sandra Turner presented the DPW Buildings & Grounds Budget draft for 2006 of the New and Old Library's building. Ms. Turner estimated the new buildings maintenance costs will be higher than the Freeman Street building because of the new buildings size. Turner showed that the sewer charges will be higher too considering the six public restrooms in the building. For the same reasons Turner asked for the Trustees support in getting one full-time custodian for the new building. Regarding the Freeman Street building, Turner said that the building must have a budget must be kept in use in order to keep the building insured and so will need funding.

Motion: Marcia Fair moved and Sandy Fay seconded that the Board of Library Trustees supports the budget draft presented on November 17th by Sandra Turner. The vote was 4-0-0 in favor.

3. Chairman's Report:

a. Building Project Update

Marcia reported that the building is progressing well. The elevator arrived; the water heater is installed; the landscape on the east side is done; and the installation of the doors and acoustic sealing on the second floor are in the works.

b. Tours

Debra DeJonker-Berry said that the 2:30 pm tours are available on Fridays and they look forward to getting more support for the Library Building Project.

c. Planning the move

Debra DeJonker-Berry presented a moving plan which includes draft assignments and the target dates. The plans includes the move of the arts, books, furniture, shelving, etc. and the notification of the vendors and providers of the new mailing and billing address. The Library Director is hoping that the official opening date of the new Library will be before Memorial Day.

4. Director's Report

a. FY06 Budget

The Library Director stated that the primary purpose of the FY2006 budget request is to restore the cuts from the previous year. The restoration of these funds is essential because the Library's over-all Library use and attendance continues to increase especially with the new services, like the Virtual Catalog. In the A Budget, the Library Director assumes that the New Library will operational by Spring 2005, and there is a small (6 hours per week) increase in staffing to make sure that three staff members will be in the building at all times.

On Marcia Fair's request Debra DeJonker-Berry presented some ideas of the long-term development needed by the

Library. Over the long-term, the Trustees should consider automated check out, and an alarm system, pre-processing of Library materials and the need for a Reference Librarian. Processing time would be shorter if the Library would be able to purchase the materials already processed. This service is already available at the vendors for the customers.

The Library Director also suggested reducing the non-resident annual fee from \$25 to \$20. She re-capped for the Trustees some of the comments to the new annual fee expressed over the summer by the public and the stress caused by this on the staff. The Library Trustees agreed to review the policy in January. Debra DeJonker-Berry reported the impressive drop of the print costs in the Library with the use of the coin box purchased by the Friends of the Library. The investment was around \$6000.

Motion: Marcia Fair moved and Anita Berman seconded to approve the draft of the FY06 Budget presented by the Library Director. The vote was 4-0-0 in favor.

b. The Library Director described how the donated shelves were brought from Hatfield to Provincetown. She suggested a thank-you card to the Friends of the Library, who financially supported the move of the shelves from the Western Massachusetts Regional Library System (WMRLS); to the WMRLS for the donation of the shelving; and to DPW for unloading the trucks and driving them back to Orleans.

5. Capital Campaign Committee: Marcia Fair presented the Monthly Cash Report showing an increase of \$18,772 for a total of \$687,878; a total of 1,113 gifts; and fifteen new donors. The gifts included a \$700 gift from the Lewis Brothers Ice Cream, raised during the company's last two days of operation this season. Marcia Fair also presented the Capital Campaign Monthly Gift Report showing \$948,292 total cash and pledges and \$52,642 non-cash gifts.

Ms. Fair reported the following: An insert will be published in the Banner on November the 24th and the following week on December 2nd; an ad in the Banner and Cape Codder will follow. A more detailed and expansive list of donor opportunities will be presented later this month. Marcia reported sending a letter to MassPort requesting the fee increase be tables and a letter to former Senior-Aide Mary Smith thanking her for her service.

6. Other Business and Correspondence: None.

Next Meeting: The next meeting is scheduled for Wednesday, January 5th, at 5:15pm in the Conference Room of the Police Station.

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 Noyes _____ _____ Secretary _____
Library Board of Trustees signature Title

Minutes prepared by Agnes Imecs, On-Call Secretary