

**TOWN OF PROVINCETOWN**  
**Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting February 21, 2007**

Meeting was held at the Provincetown Public Library, 356 Commercial St.

**Members Present:** Mick Rudd, Chair; Paul Benatti, Vice Chair; Lyn Kratz, Cathy Metzger

**Members Absent:** Cj Noyes, Secretary

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

**Members of the Public:** Marcia Fair, Jack Houghton

**Call to Order:** Mick Rudd called the meeting to order at 7:19pm

**1. Public Statements:** There were no public statements.

**2. Minutes:** Paul moved to accept the minutes of the January 23, 2006 meeting of the Board of Library Trustees as written. Lyn seconded the motion. There was no discussion. The vote passed 3-0-2 (Cathy abstained, Cj was absent).

**MOTION:** Paul moved to change the order of the agenda, making item #6G the next item to be discussed. Lyn seconded the motion. There was no discussion. The vote passed 4-0-1 (absent).

**6. Resource Development Report**

**g. Traditional Celtic Music Performance** – Jack Houghton presented a fundraising idea to the Trustees of bringing Celtic singer/songwriters Matt and Shannon Heaton to Provincetown. Possible dates would be May 29, 30 or 31. The cost for renting the Provincetown Theatre would be \$250. The performers are asking \$400. Debbie suggested having the event at the library. Mick reminded the Trustees that for this event to be a successful fundraiser, it needed to be heavily marketed and networked. Mick also suggested that this could be used as a thank you event for Library donors; maybe the event could be dedicated to the donors.

**4. Chair's Report**

**a. Budget Discussion** – Mick stated that the level of support for the Library has been very gratifying. The Finance Committee expressed interest in what the library was doing. The next decision point will be Town Meeting. Mick is confident that with the support received from the town; the Town Meeting in April will go well.

**b. Belfry Report** – Six companies have expressed interest in bidding for the Belfry restoration project and two bidders attended the site visit to inspect the Belfry.

**c. Bell Report** – Lyn reported that two companies are interested in the bell restoration project. The Verdin Company estimated the cost for sandblasting and polishing at \$1,075. Lyn presented a brochure showing the Trustees an option of having the bell be stationary yet still being able to be rung by a clapper mechanism that would ring the bell from the outside. The cost for this would be \$8,000. Mick felt the bell would have a more significance presence if it were a functioning bell. Debbie presented the building specifications that show building a deck out of mahogany, a solid foundation that would be able to hold the restored belfry. Mick asked about maintenance. Debbie said that it might have to go out to bid because of the cost. Discussion ensued about whether the bell should be placed in the belfry or displayed on the ground. Mick suggested conducting more research. Debbie, Lyn, Mick and Cathy agreed to work on that. Lyn and Debbie will get back to the Trustees with answers to their questions after speaking with the bell restoration companies.

**d. Building Fund Report: Debt Payment** – Debbie presented an analysis of the history of the Library's "mortgage" with the Town (included in the Trustees packet).

**e. VSB Grant** – The grant request for funding in FY2008 in the amount of \$3,750 was denied, but the library was invited to submit a request for new chairs, which would be used and stored at the library. They could also be used by other town departments thus saving the town money because they wouldn't have to rent chairs when they had a function.

## 6. Resource Development Report

- a. **Donor Mailing/annual appeal/pledge letter** – The end-of-year IRS letters have gone out. Debbie proposed the idea of a new fundraising letter for spring, which should include information on the belfry. Mick suggested a piece detailing the library's debt to the Town, an analysis of the monies spent to date and an explanation of the reasons additional funds need to be raised.
- b. **Gift and Cash Report** – Mick directed the Trustees to the Gift and Cash report in their packet.
- c. **Resource Development Planning** – With Marcia leaving, there will be a need for a member of the Board to act as an overseer and to work on items like producing a Gift and Cash report every month.

Along with Debbie's Funding Strategy (see report in packet) Paul handed out copies of calculations regarding the Building Fund account. From his calculations, the library was obligated to raise \$1,072,000. The library owes the town \$770,000 for construction costs after subtracting the \$302,000 already raised. From Paul's calculations, the library has raised unrestricted cash totaling \$635,792. Where is this money? Debbie stated that it's already been spent, put into the building like paying the Clerk of the Works, NSTAR, a change order to complete the Mezzanine and other similar items. Debbie presented a spreadsheet to the Trustees.

- d. **CPA Request** – Debbie referred the Trustees to the grant request prepared by the Town Clerk in their packet.
- e. **Memorials** – Debbie mentioned that there is a donor who would like to make a memorial donation to the library in the form of a display case. Another donor has given \$2,000 and Debbie stated that they should get a bookend panel inscribed with their name.
- f. **Poster Print Donation/Silent Auction** – Tabled until next meeting.

## 7. Director's Report

- a. **Building Issues and Operations** – Debbie referred the Trustees to the Draft Security Alarm Policy. It states that the alarm code will be changed every 6 months, and that library staff, the Chief of Police, the Fire Chief, the DPW Director and Buildings and Grounds Foreman will be given this alarm code.

**MOTION: Cathy moved that the Board of Library Trustees authorize the Director as a matter of library policy to change the library entrance alarm code every 6 months in July and January. Paul seconded the motion. There was no discussion. The vote passed 4-0-1(absent).**

Furnace- REB Mechanical Services reported back to Tony Lemme (attached). Tony believes that there might not be a problem with the length of furnace pipe leading up to the roof. They suggest that the library goes back to Scanlon. The furnace has been overhauled and is running fine at the moment. It's the long-term functioning abilities that Debbie has issues with.

The blinds have arrived. Karen is recovering well, and will be working 20 hours a week from home. Her main priority will be the Rose Dorothea video.

- b. **Long Range Plans/Survey** – This item should not have been place on the agenda
- c. **Exhibits, Events and Tours Rose Dorothea MFH grant update** – Deb stated the need to bring in more funding resources and to have something wonderful to show for Heritage Days.

Programming – Deb got an email from regarding the Tennessee Williams Program where David Kaplan he states that the library would be responsible for expenses like flying the speaker here. Deb stated that there is no budget for this level of programming and will pursue with David.

- e. **Traffic Hearing** (2 requests) – Debbie referred the Trustees to the Parking Hearing Request Summary in their packet.

- 1) **Handicapped Parking** - Parking is a barrier to handicapped patrons using the library, and a second space should be provided. The library was hoping to remove the concrete wall over by the book drop to allow for another handicapped parking space, but the red pipe is in the way and cannot be removed. She felt the best place for this additional parking space would be the very first space at the corner of Commercial and Center streets.
- 2) **Library Staff Parking** – Debbie would like to go to Town Hall with a proposal that the two full-time library employees who live out of town get to park in the municipal parking lots, paying the \$50 Provincetown resident price.

**MOTION: Lyn moved that the Library Board of Trustees authorize the Library Director to present two traffic hearing requests as outlined in the attached summary to the Trustees in this order (1) Library Staff Parking (2) Handicapped Parking. Cathy seconded the motion. There was no further discussion. The voted passed 3-0-2 (Paul abstained, Cj was absent).**

**8. New Business** – There was no further business presented or discussed.

**Next Meeting:** The next meeting is scheduled for **Monday, March 19, 2007 at 7:15pm** at the library.

**Adjournment:** Cathy moved and Lyn seconded the motion to adjourn the meeting at 9:34pm. The vote passed 4-0-1(absent).

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)