

# TOWN OF PROVINCETOWN

## Public Library

### Board of Library Trustees

#### Minutes of Meeting May 9, 2007

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

**Members Present:** Mick Rudd, Chair; Paul Benatti, Vice Chair; Cj Noyes; Secretary; Jim Cole

**Members Absent:** Lyn Kratz

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

**Members of the Public:** none

**Call to Order:** Mick Rudd called the meeting to order at 7:23pm

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

**2. Minutes:** Paul noted one correction. **Paul moved to accept the minutes of the March 19, 2007 meeting of the Board of Library Trustees as corrected. Mick seconded the motion. There was no discussion. The vote passed 4-0-1 (Lyn was absent).**

**3. Agenda:**

**4. Election of Officers:**

**MOTION: Paul moved to accept the slate of officers that Mick presented to be as follows: Mick Rudd, Chair; Lyn Kratz, Vice Chair; Jim Cole, Secretary. Cj seconded the motion. There was no discussion. The vote passed 4-0-1.**

**5. Chair's Report**

- a. Belfry Report** – Mick stated that considerable progress has been made and everything is going along as scheduled. The level of communication is good. The timetable is still indefinite, but the bell will be returned next week on May 14<sup>th</sup>. The Trustees are asked to approve a change order in the amount of \$11,845.

**MOTION: Jim moved and Cj seconded the motion to approve the change order with Campbell Construction in the amount of \$11,845 for the finial restoration work; and to recommend Coastal Engineering's request to approve the substitution of the "premium" grade lumber specified in the Campbell contract for the "superior" grade (select pine) lumber at an increased contract price of \$1,600. The total contract increase would be \$13,445. There was discussion (shown below). The vote passed 4-0-1.**

Paul asked if we have the money for this change order. Deb referred to paperwork showing Paul that the library does have the money. She also stated that DPW had intended to restore the finial as an in-kind contribution, but it was beyond repair. Beyond its esthetic and historic value, the finial is important because it will help support lightening protection.

**MOTION: Paul moved and James seconded the motion to recommend proceeding with a lightening protection system provided by Morse-Collins at a cost not to exceed \$10,000. There was discussion (shown below.) The vote passed 4-0-1.**

Mick stated that preliminary cost estimates are \$4,500, but they're asking to vote for a higher amount because they want to make sure that the finial is incorporated properly into the lightening protection system. Also the contractor, Morse-Collins, has not actually visited the site yet.

- b. Bell Report** – When the bell is delivered, the bell rope flywheel, clapper, and counter weights will have all been removed. The bolts that attach the bell to its yoke will be replaced. The bracket for future installation of a modern electronic device to ring the bell will be installed. Mick asked the Trustees to approve returning the bell to the top of the building.

**MOTION: Paul moved and James seconded the motion that the bell is restored to its position in the belfry and returned with the belfry to the top of the building. Discussion ensued (shown below.) The vote passed 4-0-1.**

James asked at what decibel the bell would ring. Mick said that its volume would be controlled by a sophisticated computerized system and would be modulated to fit the occasion of its ringing. Paul said that the Trustees should consider the expense of putting the bell back and maintaining it. Mick presented the history of the bell and the Board's past ideas of having the bell displayed on the ground. He said that now that there is adequate access to the bell and belfry, the bell can be returned to the belfry. He felt that this would be the most economical solution, as well as most appropriate for the building's heritage. The contractor's deadlines made the quick decision necessary.

- c. **Naming of Archival Room-lower level - Heritage Day June 14<sup>th</sup>** – Preparations for Heritage Day have begun with an initial meeting last Thursday with Doug Johnstone. The event will celebrate Josephine C. Del Deo by making June 14<sup>th</sup> “Josephine Del Deo Day.” The keynote speaker will be Doug Johnstone and he will be presenting a Power Point presentation of the housing of the Heritage collection. This will be an opportunity to honor the woman who saved the Heritage Collection and the building that now houses the library. David McHoul will also be recognized by the addition of a display case donated in his honor.

**MOTION: Cj moved and Paul seconded a motion that the archival room that is to be created in the library's lower level to house the paper documents and photographic portion of the Heritage Collection be named the “Josephine C. Del Deo Heritage Archive.” There was no discussion. The vote passed 4-0-1.**

- d. **Collection Access Policy Development Discussion** – The Trustees will need to develop a policy about access to the collection. Mick will ask Lyn to undertake that responsibility.

## 6. Resource Development Report

- a. **Gift and Cash Reports** – Mick presented the reports stating that Town Hall requests that when the Trustees present the Monthly Cash Raised Report, that they only submit the front page and the most recent year's totals.
- b. **Resource Development planning** – Lyn, Deb, Robin Reid (chair of the Library Supporters) and Mick met to strategize how to pick up where Marcia left off. Mick feels that the library needs to educate the people who support the library (i.e. the town, donors, philanthropic organizations) that this is a long-term fundraising challenge. The library could use the excitement of the belfry being restored as an impetus to educate the public that more external work still needs to be done. The newsletter will be important in detailing exactly what will be needed. The donor network needs to be expanded.
- c. **Newsletter** – The Spring newsletter is the vehicle for fundraising.
- d. **Memorials** – Later this summer, a plaque on a bookend will be dedicated to Rich McKown (Deb's brother-in-law), The display case will be dedicated to David McHoul on June 14th.
- e. **Silver Bullet fundraising box** – the bullet is “back on the job!”

## 7. Director's Report

### a. Building Issues and Operations

#### 1. Overall long-range plan

**Façade/Landscaping:** There are no bid specs for the façade yet, and there are no plans for landscaping. David Guertin suggests that the library move forward and produce plans. Deb would like the Trustees to give her permission to go to Coastal Engineering for a proposal and cost estimate for the work to replace the original ornate front façade, and also to approach various landscaping firms for proposals and cost estimates for restoring the building's grounds. Paul asked if there were limitation imposed by the Historical Commission. Deb wasn't sure that they had jurisdiction over landscaping, but she said that the Massachusetts Historical Commission would have jurisdiction over what the library

plans. The process could take a couple of years. Deb thinks that there would be grant money available for this in the form of a planning grant.

**MOTION: Paul moved to develop a request for proposal from Coastal Engineering of Orleans, MA to define the scope and costs of completing the restoration of the façade of the front of the library building. Jim seconded the motion. Discussion ensued (shown below.) The vote passed 4-0-1.**

Mick said that the Trustees need to reset their goals. This will be needed to move forward. This will be money well spent (approximately \$20,000.) Mick wants the Trustees to maintain control of the landscaping plans and to stay true to the mission of public access and to preserve historical integrity. This will be achieved by having a plan in place. The Beautification Committee, Historic Entities, Streetscape, Economic Development Group, ADA, Art Commission will all be involved. It will be a process of planning meetings to create a forum.

## **2. Short-term, immediate issues:**

**Furnace** – David promised that the lawyers would get involved. Deb got good advice from the Building Commissioner, Matt Mulvey. He said that the library’s malfunctioning furnace is in violation of the Town’s building code. He will take on this project for the library as an attempt to remedy this violation.

**Automatic Door Closure – Center St entrance** – The Assistant Town Manager found money for the Center Street automatic door opener.

**Front Exterior – Emergency Repairs** – Plywood currently sheathing the front of the building where the façade had been removed was a temporary fit at best in 2001 and is leaking where the joints are covered by unsealed battens. A temporary covering for the Cathedral window in the Lantern had been placed on the inside rather than outside over the window opening causing water to run down into the building. Deb is asking for up to \$20,000 to be used to make these repairs. It would come under the purview of emergency repairs.

**MOTION: Paul moved to authorize the Library Director to expend up to \$20,000 from the Building Funds under an extension of the contract with Campbell Construction of Beverly, MA to repair leaks in the Lantern and temporary covering of building’s front facade. Jim seconded the motion. There was no discussion. The vote passed 4-0-1.**

**Attic Lights** – The library attic has lights. Switches have been installed in the attic.

Deb wanted the Trustees to know that April statistics were up 15%. The full-time staff has been meeting to go over re-organizing.

- b. Exhibits** – Harry Potter Day will be July 20, 2007.
- c. Traffic Hearing** – The request was approved. Out-of-town library staff will pay the Provincetown Resident rate of \$50 per year.
- d. Fine Amnesty** – All Provincetown cards have been wiped free of past fines.
- e. Envisionware PC Reservation System Implementation** – With this new system, the adults will not be able to log on to the kids’ computers. The system will be able to tell that it’s an adult card. People with laptops will be able to print using our printer station.
- f. Art Collection** – A brochure will be produced illustrating the library’s artwork.

Deb told the Trustees about the following items of business:

Ricky Days will not be providing janitorial services this summer.

The Town Clerk is scheduling an ethics meeting in June. The Trustees might be interested in attending this meeting.

The Art Commission wants the statue outside protected when the belfry is returned to the steeple.

Deb now has a print out of expenses that she has been asking for from Town Hall. It will take a few months, but they should have more accurate accounting of the library's expenses.

**8. New Business** – There was no new business.

**9. Other Business:** There was no other business.

**Next Meeting:** The next meeting is scheduled for **Monday, June 4, 2007 at 7:15pm** at the library.

**Adjournment:** Jim moved and Paul seconded the motion to adjourn the meeting at 9:20pm. The vote passed 4-0-1.

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)