

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Meeting June 4, 2007

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

Members Present: Mick Rudd, Chair; Lyn Kratz, Vice Chair; Jim Cole, Secretary; Paul Benatti

Members Absent: Cj Noyes

Others Present: Debbie DeJonker-Berry, Library Director

Members of the Public: Sharon Lynn, Town Manager; Mary Ann Braggs; Pat Benatti

Call to Order: Mick Rudd called the meeting to order at 7:18pm

1. Public Statements: There were no public statements.

2. Minutes: Paul noted two corrections. **Jim moved to accept the minutes of the May 9, 2007 meeting of the Board of Library Trustees as corrected. Paul seconded the motion. There was no discussion. The vote passed 3-0-2.**

3. Agenda:

4. Chair's Report:

- b. Bell Report** – Mick stated that a concerted effort was made in safely unloading the bell and securing and mounting it back in the belfry. Mick thanked Deb and the Trustees for making this possible. The bracket for the future electronic device to ring the bell has been installed. Jim asked the cost of the electronic clapper. Mick said \$6-8,000. Lyn added that it will need wiring which will cost around \$2,000 more.
- a. Belfry Report** – Mick said that the lightening protection would only cost \$5,000 instead of the projected \$10,000 that the BOLT voted on last meeting. He went over the change order presented to the Trustees in their packet. The finial will need to be completely recreated. Paul asked about the amount of money that was voted during the last meeting. Would this new amount replace that amount? Deb said, "Yes."

MOTION: Lyn moved and Paul seconded that the motion passed at the May 9th Trustee's meeting for a change order with Campbell Construction in the amount of \$11,845 be amended to \$14,435 and that the Trustees additionally approve an amount of \$5,000 to fund the installation of a lightening rod on the belfry by Morse Collins for a total amount of \$19,435. Discussion ensued (see below). The vote passed 4-0-1.

Jim asked if there is a need for a new topping of the roof surface. Mick and Deb said that the Historical Commission is fine with the lead/copper coating being installed on the roof. David Guertin, Mick, Deb, Bill Ingraham, and Eric Dray have all looked at it. The roof of Town Hall is the same.

- c. Heritage Day** – Mick discussed the highlights of the upcoming ceremony. The intention of the library is to celebrate that date and to celebrate the town's heritage. June 14th is the date of the town's incorporation. Part of the library's mission is to preserve the town's history dating back to 1620. The library will also be focusing on the Heritage Museum Collection. The guest of honor will be Josephine Del Deo. The future archival space at the library will be named after Josephine. Deb added that she is pleased with the progress.
- d. Community Builders Award** – This will also be presented on June 14th to DPW. As libraries become resource centers instead of just a place to get books, the Provincetown library wants to recognize other organizations in town who build community. Deb felt that DPW really comes through when they are needed like with the removal of the bell and working with the inmates when they were here helping to repair the windows. Jim mentioned when they worked together to move the library's contents. Mick mentioned Michael who takes such good care of Town Hall grounds.

MOTION: Jim moved, and Paul seconded to honor DPW, and all of its staff, for all of the contributions made to the library building project over the years that far exceeded what was expected of them. There was no discussion. The vote passed 4-0-1.

5. Resource Development Report -

- a. **Gift and Cash Report** – Mick presented the reports to the Trustees.
- b. **Resource Development Planning** – The newsletter hasn't gone out yet. The Capital Campaign is taking a look at where it has been in the past 5 years and where it needs to go. The newsletter will explain what the library needs to work on next and educate our primary donor sources. Deb stated that Maghi Geary will make the presentation of the display case in honor of David McHoul on June 14th, and will add the library's continuing need for funding.
- c. **Newsletter/web-site** – Deb has updated the website adding photos of the bell, the history of the bell, and Lyn's article. Sandy Fay and Lyn will be working on the web-site.
- d. **Silver Bullet** – Will be emptied this week by Deb and Jim and will be counted by Jean.
- f. **Book Sales** – They continue to be a good source of income for the library; and they will continue into October.

6. Director's Report

a. Building Issues and Operations:

1. **Furnace** – In a meeting with Matt Mulvey, Deb was asked to compile info for him on the furnace which she did. Matt is trying to block out time to work on this issue. Paul stated that costs for replacing the vent pipes are adding up to \$32,000 which is considerably higher than the amount originally discussed. Mick wondered what position the library will be in if we still don't have a new system in by winter. Mick also reminded the Trustees that this is a building code violation. Paul said that before it gets removed, everyone should be notified so that they can see it running and see the cause of the problem.
 2. **Automatic door for Center Street entrance** – has been ordered.
 3. **Windows and shades** – 5 shades have been ordered. The Friends will pay \$2,000 for them.
 4. **Front Exterior-temporary repairs** – nothing has happened yet.
 5. **Attic lights** – are working fine.
 6. **Temporary Front Landscaping plans** – Stormy Mayo, Gillian Drake, Helen at Napi's are all interested in being involved in the forming of a garden club to put together temporary landscape for the front of the library. Paul suggested making space available for a community garden where people could rent space. Mick stated that five people, not associated with the library, should be sought to take on this project. It should not fall on Debbie's shoulders.
- b. **Exhibits, Events and Tours** – The Summer Reading Program is coming along. Teachers and the 7th grade came to the library and met with Flyer Santos. The event was filmed. About 40 children were in attendance.
 - c. **Historic District Database** – A database describing all the buildings in town has been created. The library now has a laptop with all of this data for public use.
 - d. **Summer Intern** – Alexandra Lustigman is from England and will be interning at the library for the summer. Her mother grew up in Provincetown.
 - e. **Art Collection Interpretive Brochure** – A 14-page brochure describing the art hanging in the library has been created by Tony Vevers.

7. New Business – There was no new business.

8. **Other Business:** Ann Larson from the Board of Library Commissioners came last week for a visit. She said to finish the front of the library so that she can bring tours.

Next Meeting: The next meeting is scheduled for **Monday, July 9, 2007 at 7:15pm** at the library.

Adjournment: **Jim moved and Paul seconded the motion to adjourn the meeting at 9:10pm. 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)