

# TOWN OF PROVINCETOWN

## Public Library

### Board of Library Trustees

#### Minutes of Meeting February 6, 2006

Meeting held at Provincetown Public Library, 356 Commercial St.

**Members Present:** Marcia Fair, Chair; Mick Rudd, Vice Chair; C.J. Noyes, Secretary; Paul Benatti, Cathy Metzger

**Others Present:** Library Director Debra DeJonker-Berry

**Members of the Public:** James Cole

**Call to Order:** Marcia Fair called the meeting to order at 7:15pm

**Public Statements:** Jim Cole stated that both the Exhibit & Display and the Food & Beverage Policies drafted by Marcia were outstanding.

**2. Minutes:** Mick moved and Paul seconded the motion to accept the minutes of January 23, 2006 as amended. The vote was 5-0 in favor.

**Agenda:** CJ moved and Mick seconded the motion to accept the Agenda as presented by Marcia Fair. The vote was 5-0 in favor.

#### Chair's Report

**Lipton Cup:** The Lipton Cup will be returning to Town on a TBA date later this month. Marcia distributed a letter that she drafted to Adam Levinson, on behalf of the Trustees. This letter thanked Adam and acknowledged the fine craftsmanship of the display cases for the Lipton Cup he recently built and installed in the Library

**Belfry Update:** Tom Payne of Payne/Bouchier, a reconstruction firm located in Boston, visited the Library over the past weekend. Tom took a look at the Library tower structure to assess whether or not any additional structural work would be needed to accommodate the placement of the Belfry. Tom was very impressed with the work that had been done to the tower. Tom said that he and his firm would like to consider contributing their services pro-bono to reconstruct the Belfry. He said he would put together a proposal for the work and materials. In anticipation of moving forward, Marcia told the Trustees that she has already put together a summary of the Payne/Bouchier firm that describes the firm and its experience. This information will be needed later for the Town in order to demonstrate that Payne/Bouchier is well equipped and experienced to move forward with the project. Deb mentioned that she has emailed Tom the name of a contact for getting a crane. She will also have Coastal Engineering send Tom the 1999 building specs. Deb has also asked ~~Ricardi~~ Tom McCarty (Perry Dean Rogers) to put all the information about the Library façade on a disk that she will provide to Tom. Marcia followed up with John Corbett, the former Steeple Jack who was willing to act as a consultant for the project. Marcia thanked him and let him know that his help would not be needed but that she would be in touch if his assistance is needed in the future.

**Building Fund:** Marcia directed the Trustees' attention to the Gift Report and Cash Report for February located in their information packets. Marcia mentioned that 350 letters of advisement for the IRS were sent out on January 31st. Also a few Pledge Balance letters were to be sent out on February 7<sup>th</sup>. Marcia pointed out that the two new chairs ordered for the Reading Room were delivered. Also, the Nelson Hitchcock Table that was funded by Scholastic Publishers was delivered.

**Policy Review:** Marcia directed the Trustees' attention to two policies she drafted located in their information packets: Exhibit & Display Policy and Food & Beverage Policy. The Trustees reviewed and discussed both policies.

**MOTION:** Mick moved and Cathy seconded the motion to adopt the Exhibit & Display Policy as submitted and amended on February 6, 2006. The vote was 5-0 in favor.

**MOTION:** Mick moved and Paul seconded the motion to adopt the Food & Beverage Policy as submitted and

amended on February 6, 2006. The vote was 5-0 in favor.

## Director's Report

**FY07 Budget:** Deb said that the Board of Selectman passed the Library's FY07 Budget. However, she pointed out that due to the Town deficit that the budgets of all departments are still at risk of being revisited. Deb stated that the Finance Committee wants to review the Library's budget on February 17<sup>th</sup>. Marcia said that she will be out of Town on 2/17 so Mick will attend this meeting with Deb.

**Building Report:** Deb said that Richard Scanlan and Craig Gabri will visit the Library this week to determine who has responsibility for fixing the various items on the building punch list.

Deb expressed concern about getting the process moving for sealing and painting the building. Since this project will need to be put out on bid and advertised, her concern relates to the fact that the bid process is a long one and has not been started yet. She is concerned about the impact the elements will continue to have on the building the longer it remains not sealed/painted.

**MOTION:** Mick moved and Cathy seconded the motion for the Library Trustees to request the DPW, in consultation with the Library Director, to initiate the Bid process to secure an appropriate vendor to paint and seal the exterior of the Library building. The vote was 5-0 in favor.

**Rose Dorothea:** Deb said she informed Grassy Santos of Flyer's Boat Shop that the Library is not ready to move forward with his quote at this point and is currently looking into some other aspects of the overall project.

**Art Commission:** Deb said another painting, a L'Engle, was recently hung in the Library.

**Tours/Events:** None was reported.

**Digitization:** Deb announced that the recent unveiling of the digitized issues of the Advocate on the Library's web site went very well. There were only a few technical questions. She felt the quality of some of the photographs could be improved. Deb is only aware of two individuals who could not access the issues on line. Deb said she plans to offer some help sessions to teach the public how to access/navigate these digitized issues on the web site.

**New Business:** Mick informed the group that the American Convention of Schooners of Mystic, CT was excited to hear that the Provincetown Library has a scale replica of the *Rose Dorothea* schooner.

**Other Business and Correspondence:** There was none.

**Next Meeting:** The next meeting is scheduled for Tuesday, March 28, 2006 at 7:15 p.m. in the Local History room of the Library.

**Adjournment:** CJ moved and Paul seconded the motion to close the meeting at 8:50pm. 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 \_\_\_\_\_March 28, 2006\_\_\_\_\_.

Respectfully submitted:

\_\_\_\_\_ Carol J. Noyes \_\_\_\_\_

Library Board of Library Trustees signature

Minutes prepared by Liz Angelino

\_\_\_\_\_ Secretary \_\_\_\_\_

Title