

MINUTES

Snow Library Board of Trustees Meeting

December 9, 2008

Call to Order:

- A quorum was established and the meeting called to order at 7:03 p.m. by Chairman Gallagher. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

- **Trustees present:** Mary Lou Conway, Hal Eastman, James Gallagher, Barbara O'Connor, Robert Singer, and Tim Traub.
- **Library Staff members present:** Library Director, Mary Reuland; and Administrative Assistant, Judi Wilson.
- **Others present:** Assistant Town Administrator, Myra Suchenic; and Friends' Representative, Ellen Dickinson.
- **Absent:** Trustee, Megan Fates; and Student Representative, Lynley Platten.

Approval of minutes:

- The minutes of the Trustees Meeting held November 12, 2008, were reviewed. A motion was made and seconded to **"approve the minutes as presented"**. The motion carried with a vote 5(Y)-0(N)-1(A).

Trustee Chair Report:

- **Friends Staff Appreciation Luncheon:** The Friends will be hosting their annual holiday staff appreciation lunch on December 16 and Trustees are invited to attend.
- **Sundays at Snow Request for Permission to Sell Books:** Chairman Gallagher reported receipt of a letter from Sandra Rhodes, Co-Chair of the Friends' Sundays at Snow Committee, requesting permission for a speaker to sell books after her Sundays at Snow presentation. (Copy of letter attached.) Radio personality, gardener and author, C.L. Fornari, is presenting a Sundays at Snow program on March 29, 2009, and the Friends of Snow Library have requested that she be allowed to sell her books at the program. A motion was made and seconded to **"permit author, C.L. Fornari, to sell her books when she speaks at the March 2009 Sundays at Snow program"**. The motion carried with a vote 6-0-0.

Report of Friends' Representative: (done early to allow Friends' Rep. to leave as needed)

- Friends' Treasurer, Ellen Dickinson reported on the following matters:
 - The financial status of the Friends is solid after a successful annual membership campaign.
 - Plans are underway for the 2009 Winter Term of Lifetime Learning and there has been no negative impact after raising the fees for participation.
 - Sundays at Snow programs are planned through March 2009, and with the possibility of the Library not being opened Sundays next winter, the Friends are planning to canvas participants to determine the best alternate time for the program.
 - Additional **"Poverty to Plenty"** books by David Snow are being printed for purchase by patrons.
 - The Friends are beginning plans to take on the library home delivery service started by Trustee Conway.
 - An all-day holiday book sale is being planned for December 13.

09 MAR - 9 AM 11:50
TOWN OF ORLEANS
TOWN CLERKS OFFICE
[Signature]

Financial Report:

- **Monthly Financial Reports:** Treasurer Traub reviewed the Monthly Budget Summary for October 2008. (*Copy attached.*) Line items were reviewed and the following matters were noted:
 - **Depletion Accounts:**
 - Town salaries expenditures included five pay periods and retroactive payments due to a union contract settlement. Town operating expenditures included \$1,965 for electricity, \$285 for MLTA membership and conference, and \$6,590 for books and materials.
 - Friends fund expenditures included \$403 for the annual renewal of investment reference materials and \$110 for the annual renewal of the Roger Williams Zoo pass.
 - **Revolving Accounts:**
 - Trust Funds monthly deposits included \$1,827 in CD interest along with regular monthly interest.
 - Contribution/Gift monthly expenditures included \$1,455 for the purchase of audiobooks for the collection, and deposits included a \$3,000 contribution from a Library patron/volunteer.
- **A motion was made and seconded “to accept the Financial Report as presented”. The motion carried with a vote 6-0-0.**

Report of Student Representative:

- Unable to attend, Student Representative Platten submitted a report to Director Reuland by email. (*Copy attached.*)

Library Director’s Report:

- **December Report:** Director Reuland reviewed the December 2008 Director’s Report. (*Copy attached.*) Copies of the Youth Services Report for November 2008 were also distributed. (*Copy attached.*) In addition, the following matters were discussed:
 - **Budget:**
 - Director Reuland reported the FY10 budget request for the Library sent to Town Hall met the guidelines which required Town departments to submit a budget request with a 1% increase over the FY09 appropriated budget, including all salary and operating expenditures. The proposed budget does not eliminate any staff but does reflect some reductions in hours for salary expenditures as well as reductions in general operating expenditures. The draft budget does not include funds for Sunday hours from November 2009 through March 2010 due to the decreases in budgets for staffing and utilities. A Trustee vote will be required by Trustees in February or March to change the hours. However, additional State cuts in local aid could further seriously impact Town budgets and the budget process will need to be closely monitored.
 - There was some discussion regarding the ability to use volunteers for anticipated staff decreases. Director Reuland reported that volunteers are an enormous help with some of the more routine tasks such as unpacking network deliveries of patron books and materials, or shelving. However, direct patron services still require coverage and skills of paid staff. Several Trustees expressed concern regarding Sunday closures and Director Reuland reported she believes this change will have the minimum impact on patrons and staff while still meeting the Town budget guidelines. It was also noted, that given the grim budget forecast, if this is the only impact of the tight budget next year the Library will be doing well. In addition, it was noted that the Sundays at Snow Committee is already beginning to look at alternative programming times or perhaps even scheduling bigger programs less often.
 - **Customer Satisfaction Survey:** Trustees inquired whether the Library conducts a customer satisfaction survey. Director Reuland reported the Library may work with a consultant during the future building planning process, or could opt to conduct one on our own. The Director will speak with the feasibility study consultant to obtain further information as the time approaches.

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69 MAR - 9 AM 11:50
TOWN OF ORLEANS
TOWN CLERKS OFFICE
Edmund

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- A motion was made and seconded *“to accept the Director’s Report as presented”*. The motion carried with a vote 6-0-0.

Other Reports:

- ***Craine Gallery Committee:*** Trustee Conway reported the current exhibit was the Embroidery Guild exhibit, but there would be no reception this month.
- ***Endowment Fund:*** Trustee Singer reported on the following matters:
 - The fund has lost more than \$292,000 as a result of the struggles in the stock market, and income is being projected as \$25,000 for the year.
 - Newly appointed Endowment Fund Trustee, Bill Risko, attended the last meeting and was introduced to the Endowment Fund Board. The next meeting is scheduled for March 2009, at which time a new President will be elected.

Old Business:

- ***Meeting Room Policy:*** Director Reuland explained to Trustees the Meeting Room Policy is essential to the administration of the Library, and Trustees need to be very familiar with it as it is one of the most crucial Library policies. She is recommending Trustees look carefully at the language with regard to library function versus meeting space, as well as language regarding solicitation. Trustees requested Director Reuland make recommendations for change which could serve as a platform for discussion. Director Reuland agreed as she wants Trustee input. The matter will be postponed until February 2009 when budget work for the Library subsidies.

New Business: None

Public Comment:

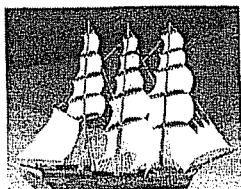
- ***Selectman Hinckley’s Death:*** Assistant Town Administrator Suchenicz informed Trustees that Orleans Selectman John Hinckley died unexpectedly December 6, following cardiac surgery. Calling hours and funeral services are being held at the Methodist Church across from the Library on December 11 and 12.
- ***January 2009 Library Trustees Meeting:*** Director Reuland informed Trustees she will not be present for the Trustees Meeting scheduled for January 13, 2009 due to a family commitment.

Adjournment:

- A motion was made and seconded to *“adjourn the meeting”* at 7:55 p.m. The motion carried with a vote 6-0-0.

Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library

**APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES
ON FEBRUARY 10, 2009.**



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, December 9, 2008

7:00 p.m.

Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - APPROVAL OF MINUTES FROM NOVEMBER 12, 2008, TRUSTEES MEETING
 - TRUSTEE CHAIR'S REPORT
 - FINANCIAL REPORT
 - REPORT OF STUDENT REPRESENTATIVE
 - LIBRARY DIRECTOR'S REPORT
 - REPORT OF FRIENDS' REPRESENTATIVE
 - OTHER REPORTS
 - Craine Gallery Committee
 - Snow Library Endowment Fund
 - OLD BUSINESS
 - Meeting Room Policy Review
 - NEW BUSINESS
 - PUBLIC COMMENT
 - ADJOURNMENT
-

Next Trustee Meeting: Tuesday, January 13, 2009, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, December 18, 2008, 2:00 p.m. [Trustee Rep. – Hal Eastman]
Thursday, January 15, 2009, 2:00 p.m. [Trustee Rep. – Mary Lou Conway]

Snow Library
FY 2009 MONTHLY BUDGET SUMMARY

October-08

ACCT	SOURCE	Revised FY09 Budget	Expenditures Oct-08	Deposits Oct-08	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$365,375.00	\$34,552.49	\$0.00	\$115,121.51	32%	\$0.00	\$250,253.49
1610002	Town - Operating Exp.	\$129,381.00	\$10,458.86	\$0.00	\$51,357.33	40%	\$0.00	\$78,023.67
1610003	Town - Site Improvmts.	\$5,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$5,000.00
N/A	Friends - Books & Materials	\$14,800.00	\$403.00	\$0.00	\$1,278.00	9%	\$0.00	\$13,522.00
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$3,000.00
N/A	Friends - Museum Passes	\$2,200.00	\$110.00	\$0.00	\$885.00	40%	\$0.00	\$1,315.00
SUBTOTALS		\$519,756.00	\$45,524.35	\$0.00	\$168,641.84	32%	\$0.00	\$351,114.16
Revolving								
24-62610-540000	State Aid	\$14,243.38	\$175.44	\$0.00	\$4,274.19		\$0.00	\$9,969.19
Misc.	Trust Funds	\$101,730.62	\$266.95	\$2,099.38	\$266.95		\$4,932.45	\$106,396.12
2463610-540000	Contributions/Gifts	\$17,999.90	\$1,487.19	\$3,639.60	\$2,728.90		\$9,776.94	\$25,047.94
24CQ610	H&H Kline Foundation	\$6,293.58	\$0.00	\$0.00	\$2,436.00		\$0.00	\$3,857.58
24-AE610-540000	Endowment Gift Fund	\$15.39	\$0.00	\$0.00	\$0.00		\$0.00	\$15.39
24-CC610	Friends Gift Acct.	\$14.00	\$0.00	\$0.00	\$0.00		\$0.00	\$14.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
SUBTOTALS		\$140,296.87	\$1,929.58	\$5,738.98	\$9,706.04		\$14,709.39	\$145,300.22

December 2008

Director's Report

Financial

The Library Director met with the Town Administrator and the Financial Officer on Thursday, Dec. 4th. The FY10 draft budget for the library in the amount of \$ 499,699.00 was discussed and will be submitted to the Selectmen for review in January. The proposed budget does not eliminate any staff but does have some reductions in hours on the salaries side and in the general expenditure portion of the budget.

The draft budget does not include funds for Sunday hours. A Trustee vote is needed in order to change the library hours. The Sunday closing is not intended as a permanent change but one that enables us to meet the budget guidelines of the town for FY10.

November at a glance

Circulation for November was 14,340 items. Total number of people entering the library was 11,717, a daily average of 418 per day.

Children's Report-attached.

Space Needs Assessment

The expansion/renovation of the library is on the Capital Improvement Plan for FY2013 and FY2014. Since the funds have been identified to do the first step in any expansion process in the Space Needs Assessment, the library plans to do this in 2009. Any building project requires years of planning and it is better to have preliminary work done so that the library is ready to move forward as circumstances change.

Memorandum

To: Mary Reuland
CC: Tavi Prugno
From: Susan Kelley
Date: 12/2/2008
Re: November Report

Date	Telling Tales	Mother Goose-on-the-Loose
Nov. 5	7	
Nov. 6		17
Nov. 12	13	
Nov. 13		11
Nov. 14	7	

Other Programs:

Date	Program	# attending
November 4	Youngest Critics Book Club	2
November 5	Boys' Mystery Book Club	4

Hello!

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From: Lynley Platten [Add to Address Book](#)
To: mreuland@clamsnet.org
Date: Monday, December 08, 2008 10:16:16 PM
Subject: Hello!

Hope all has been well! There is a possibility that I might not be able to make it to the meeting tomorrow night. With that being said, I thought I would e-mail you an update on the high school to provide in the report.

Nauset Regional High School has been winding down some of their academics with the coming Christmas break. Half of the freshman history classes have their research projects due at the end of January/beginning of February. They have been referred by both the teachers, myself, and the school librarians to utilize Snow Library. Juniors and Seniors have their major thesis papers due in the middle of the 4th semester, but extensive research starts after the holiday break. Many resources are needed for this paper, and teachers are referring all of their students to their local libraries, including Snow Library.

But with the holidays close by there aren't too many papers due in the next few weeks, but following the new year the library should be well utilized!

Hope to see you soon!

Lynley

Friends of the Snow Library

BOX 481 ORLEANS, MASS. 02653

SUNDAYS AT SNOW

December 6, 2008

Mr. James Gallagher, Chair
Board of Trustees
Snow Library
67 Main Street
Orleans, Ma. 02653

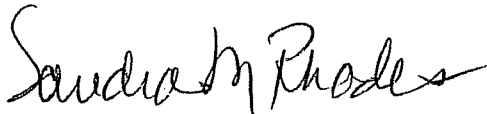
Dear Jim,

The Sundays at Snow committee is writing to the Board of Trustees to ask permission for our last presenter, C.L. Fornari to sell her books after her program on Sunday, March 29, 2009

As you may know, on Cape Cod, C.L. Fornari is quite a well known speaker and writer on gardening issues. She is frequently on the radio and in newsprint discussing all types of gardening topics. We feel quite lucky to have her agree to speak at Snow Library for our program. Her usual fee for speaking is much larger than the usual Honorarium we offer our speakers, and we felt that if we could offer to sell her books, it would be a good resolution for both of us.

I hope that the Board of Trustees will look favorably on this request. Thank you for your consideration

Sincerely yours,



Sandra M. Rhodes, Co-chair
Sundays at the Snow Library