

MINUTES

Snow Library Board of Trustees Meeting

March 10, 2009

09 MAY -6 PM 2:43

Call to Order:

- A quorum was established and the meeting called to order at 7:05 p.m. by Chairman Gallagher. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

- **Trustees present:** 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:** Friends' Representative, Bonnie Munroe.
- **Absent:** Trustees, Mary Lou Conway and Megan Fates; and Student Representative, Lynley Platten.

Approval of minutes:

- The minutes of the Trustees Meeting held February 10, 2009, were reviewed and amended. A motion was made and seconded to **"approve the minutes as amended"**. The motion carried with a vote 5(Y)-0(N)-0(A).

Trustee Chair Report:

- **Trustee Re-election:** Chairman Gallagher reported there are three Library Trustees with terms expiring in May 2009. Chairman Gallagher will not be running for re-election as he will have completed his second term, but Trustees Traub and O'Connor reported they are taking papers out to run for re-election for their positions. Director Reuland reported being aware of a resident who has expressed an interest in the Trustee vacancy, and it is anticipated that the information regarding the Trustee vacancy will be posted in the local newspaper by the Town as in years past.

Financial Report:

- **Monthly Financial Reports:** Treasurer Traub reviewed the Monthly Budget Summary for January 2009. (Copy attached.) Line items were reviewed and the following matters were noted:
 - **Depletion Accounts:**
 - Town salaries expenditures included five pay periods. Town operating expenditures included \$16,161 for CLAMS membership from 1/1/09 – 6/30/09, \$1,426 for electricity, \$2,290 for books and materials, and \$756 for heat.
 - Friends fund expenditures included the annual renewal costs for Standard & Poors financial reference materials and miscellaneous reference books.
 - **Revolving Accounts:**
 - State Aid expenditures included \$583 for books and \$241 for office supplies.
 - Trust Fund monthly deposits included a \$1,827 in CD interest and \$108 in regular monthly interest. Trust funds were expended for books and the renewal of electronic databases.
 - Contribution/Gift monthly deposits included a \$3,000 patron gift for a new public access Mac computer, and a \$500 gift was received from the Hess & Helyn Kline Foundation for a new video camera.
- A motion was made and seconded **"to accept the Financial Report as presented"**. The motion carried with a vote 5-0-0.

Report of Student Representative:

- Director Reuland reported that Student Representative Platten is a senior at NRHS and will be graduating in June. Another student who currently volunteers at the Library has expressed an

interest in the position for next year. There was consensus that Director Reuland should extend an invitation to the student to attend a future Library Trustees meeting.

Library Director's Report:

- **March Report:** Director Reuland reviewed the March 2009 Director's Report. *(Copy attached.)* Copies of the Youth Services Reports for February 2009 were also distributed. *(Copy attached.)* In addition, the following matters were discussed:
 - **Space Needs Assessment:** The decision of whether or not to proceed with the assessment was discussed. Director Reuland stated it was important to begin and gather concrete information regarding the future space needs of the Library to coordinate planning with the Town and provide data for the initiation of a capital fundraising campaign. There was Trustee consensus to contact consultant Richard Waters to schedule the Space Needs Assessment for September 2009. Director Reuland will contact him and make necessary preparations for Library groups.
 - **Summer Author Talk:** Director Reuland explained that author, Michael Tougias, is available this summer and he has a new book being published this May, *Finest Hours: The True Story of the U.S. Coast Guard's Most Daring Sea Rescue*, about the wreck of the Pendleton off Chatham. The boat was acquired by the Orleans Historical Society and has been restored and will be moored at Rock Harbor this summer. There was consensus that an event with the author would be a wonderful programming idea co-sponsored with the Historical Society. Director Reuland will make the arrangements and keep Trustees informed of the date and the potential need to vote to approve the sale of books at the event if the author expresses that interest.
 - **Building:** Director Reuland informed Trustees that exhibit lighting improvements will be made in the Craine Room this month with a generous gift received from the Hess & Helyn Kline Foundation for this purpose.
- A motion was made and seconded **"to accept the Director's Report as presented"**. The motion carried with a vote 5-0-0.

Report of Friends' Representative:

- Friends' Representative Bonnie Munroe reported on the following matters:
 - Friends Board Members participated in a retreat to plan a future vision for the group and a report will be issued shortly.
 - The Friends will be participating in the July 4th parade with a red truck, the new logo for the "Snow Mobile", symbolizing the home delivery program.
 - The Friends are trying to decide on a new printer for their newsletter due to problems they have experienced with their current vendor.
 - A new Friends of Snow Library website is being developed and will link to the Library website.
 - Membership donations appear to be up this year as part of the annual membership drive.
 - Lifetime Learning classes had a total registration of approximately 400 participants.
 - Friends Special Projects Coordinator, Jane Roberts, is working with Bobi Eldridge in developing a committee to identify an artist and sculpture to be placed on the landing at the bottom of the stairs to the Lower Level. Any selection will require the final approval of the Library Board of Trustees.

Other Reports:

- **Endowment Fund:** Trustee Singer reported on the following matters:
 - The fund lost more than \$63,000 since the beginning of the year as a direct result of the poor market. The Snow Library Endowment Fund market value is now down to \$670,000. The estimated annual income of the Endowment Fund is under \$25,000.
 - On March 18, 2009 at 5:00 p.m. the Endowment Fund Trustees will be meeting with an accountant to inform the group of their filing requirements. A new Chairman for the

Endowment Fund will be elected at that time, and the group is recommending the independent community representative assume the position.

Old Business:

- **Meeting Room Policy:** Director Reuland distributed and reviewed the Snow Library Meeting Room Policy and changes being suggested. (Copy attached.) It was explained that changes are needed to make it more clear who is responsible for what, and clarify the priority of Library programs. Trustees asked Director Reuland to have Town Counsel, Michael Ford, review the policy. Trustees plan to review the modifications in April and vote on the changes at their May meeting.

New Business:

- **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 guest poet to sell books after her Sundays at Snow presentation which is part to the "Other Voices, Other Songs" program honoring NRHS student poets. (Copy of letter attached.) Concern was expressed that the guest poet's name had not been given, but it was noted that the program was only five days away and it was important to support the Sundays at Snow Program. **A motion was made and seconded to "permit the sale of books by a guest poet selected by "Sundays at Snow" at the March 15th "Other Voices, Other Songs" poetry program". The motion carried with a vote 5-0-0.**
- **Joint Meeting:** It was reported a joint meeting with Library Trustees, Friends of Snow Library Board members, and Snow Library Endowment Fund Trustees had not been held in some time. It was suggested that given the need to address future fundraising, it might be time to schedule a joint meeting in the near future. In the past these meetings have generally preceded a Library Trustees monthly meeting, and May or June would be best prior to the summer season. The matter will be discussed in more detail next month.
- **Spelling Bee:** It was reported Trustees Conway, Fates, and O'Connor will be representing the Library in the Together We Can Community Spelling Bee on Friday, March 13th, at the Orleans Elementary School.

Public Comment:

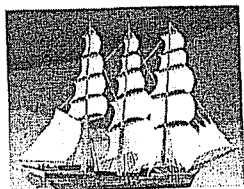
- **Future Sunday Closings:** The closing of the Library on Sundays from November to March was recently published in the newspaper as a cutback which will result from the Town budget shortfall. A Trustee was recently approached by a patron upset at the change and suggested Trustees consider an evening closing instead of Sundays. Director Reuland reiterated that when asked to make the budget cuts she had to look at making reductions which would minimize the impact on the public and staff while maintaining the consistent hours critical to providing good public service. The decision to close Sundays next fiscal year is a direct result of required budget reductions.

Adjournment:

- **A motion was made and seconded to "adjourn the meeting" at 8:20 p.m. The motion carried with a vote 5-0-0.**

Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library

**APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES
ON APRIL 14, 2009**



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, March 10, 2009
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - APPROVAL OF MINUTES FROM FEBRUARY 10, 2009, TRUSTEES MEETING
 - TRUSTEE CHAIR'S REPORT
 - FINANCIAL REPORT
 - REPORT OF STUDENT REPRESENTATIVE
 - LIBRARY DIRECTOR'S REPORT
 - Budget Update
 - 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, April 14, 2009, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, March 19, 2009, 2:00 p.m. [Trustee Rep. – Tim Traub]
Thursday, April 16, 2009, 2:00 p.m. [Trustee Rep. – Megan Fates]

**Snow Library
FY 2009 MONTHLY BUDGET SUMMARY**

January-09

ACCT	SOURCE	Revised FY09 Budget	Expenditures Jan-09	Deposits Jan-09	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$365,375.00	\$33,186.04	\$0.00	\$205,932.93	56%	\$0.00	\$159,442.07
1610002	Town - Operating Exp.	\$129,381.00	\$21,852.29	\$0.00	\$84,155.29	65%	\$0.00	\$45,225.71
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	\$7,416.19	\$0.00	\$9,096.14	61%	\$0.00	\$5,703.86
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$161.89	\$0.00	\$161.89	5%	\$0.00	\$2,838.11
N/A	Friends - Museum Passes	\$2,200.00	\$0.00	\$0.00	\$935.00	43%	\$0.00	\$1,265.00
SUBTOTALS		\$519,756.00	\$62,616.41	\$0.00	\$300,281.25	58%	\$0.00	\$219,474.75
Revolving								
24-62610-540000	State Aid	\$14,243.38	\$824.92	\$0.00	\$5,756.56		\$7,548.53	\$16,035.35
Misc.	Trust Funds	\$101,730.62	\$4,579.42	\$1,951.32	\$8,270.45		\$7,928.73	\$101,388.90
2463610-540000	Contributions/Gifts	\$17,999.90	\$47.97	\$3,595.90	\$3,692.35		\$15,475.19	\$29,782.74
24CQ610	H&H Kline Foundation	\$6,293.58	\$0.00	\$0.00	\$2,763.00		\$0.00	\$3,530.58
24-AE610-540000	Endowment Gift Fund	\$15.39	\$0.00	\$0.00	\$0.00		\$5,000.00	\$5,015.39
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	\$5,452.31	\$5,547.22	\$20,482.36		\$35,952.45	\$155,766.96

March 2009 Directors Report

Financial

The library received the second portion of the State Aid to Public Libraries for FY09. The amount recently received was \$6,212. and this brings the total received by Snow this FY to \$13,760.53. The projected state budget for FY10 in this category is about 1.5 million less than it was for 09. FY09=\$9,989,844. FY10 proposed=\$8,557,657.

Space Needs Assessment

Renovation of Snow Library is on the town's Capital Plan for FY13-FY15 (see attached). Although this date may change and the actual costs and town portion thereof have not been identified it seems to make sense to begin the early stages of planning this work. This has been discussed at previous Trustee meetings (see attached) and Trustees voted (Jan.15,2008) to utilize \$2,000.00 from contributions to fund the study. The Friends of Snow voted to contribute \$3,640.00 toward the study at their March 13, 2008 meeting.

Richard Waters, library consultant, is available this fall. Description of the elements of the assessment that Waters would conduct are contained in Option 2 (see attached).

Mailing to all residents of Orleans

In order to make all the residents aware of the Space Assessment study this fall, the library plans to do a mailing to all residents of the town. The focus of the mailing will be "Planning for the Future" and "News from Snow Library". Skip Rozin has offered to help in the production of this newsletter and it will be mailed about one month before the Space Assessment begins.

Possible author talk

Michael Tougias' newest book will be coming out this May. *Finest Hours : The True Story of the U.S. Coast Guard's Most Daring Sea Rescue* is about the wreck of the Pendleton off Chatham. The Coast Guard boat used in this rescue is CG36500. The boat was acquired by the Orleans Historical Society and has been restored. It is moored at Rock Harbor in the summer.

See attached-other works by Tougias.

Snow Library at home

New databases provided by Snow Library include Art Image Gallery and others which would be of use to students and the general public (How It Works, International Wildlife, The Elements, World War I, World War II, Reptiles and Amphibians, Peoples of the World). See complete listing under databases on the Snow Library web page.

Meeting Room Policy revisions

See attached for suggested revisions.

CAPITAL IMPROVEMENTS PLAN
FY 2011 - FY 2015

Project Descriptions	Adopted FY10	Budgeted FY10	Proposed				
			FY11	FY12	FY13	FY14	FY15
PLANNING DEPARTMENT							
Wastewater Management Plan Implementation (CF-27)							
Pre-Design Engineering Feasibility	175,000	175,000					
Design Engineering Services (Phase 1)			7,000,000		42,000,000		2,000,000
Construction (Phase 1)							
Design Engineering Services (Phase 2)							
Village Center Master Plan (ED-6)							
Economic Assessment	40,000	0	45,000				
Landscape/Streetscape							
POLICE DEPARTMENT							
Police Station Renovation/Addition (CF-32)			400,000	5,000,000			
Architectural & Engineering Design							
Construction							
SHELLFISH/HARBORMASTER DEPARTMENT							
Replace Town Piers, Docks and Ramps (CF-19)	300,000	300,000		320,000			
SNOW LIBRARY							
Library Renovation/Addition					35,000	400,000	5,000,000
Feasibility Study							
Architectural & Engineering Design							
Construction							
WATER DEPARTMENT							
I & M Plant - Filter Membrane Rack Replacements	285,000	285,000	285,000	285,000			
TOTALS	3,931,711	1,651,711	16,390,000	11,055,000	42,655,000	1,155,000	7,850,000

Notations: References to the Orleans Comprehensive Plan are shown after each project description in parenthesis and described in the addendum.

(1) Community Preservation Act program activities will be supported through state matching funds (estimated at 35% or \$192,500), fund reserves for Historical Resources (\$124,605) and Community Housing (\$124,606). Existing Community Preservation Fund Balance and the proceeds from the Community Preservation Surtax will be used to pay debt amortization costs for previous open space purchases funded by long term debt. The balance as of 12/15/2008 is \$441,711.

(2) Open Space Purchases can be made in FY10 up to \$1,190,000. The balance available for FY11 - FY13 will be determined based on any expenditures made during the previous year.

(3) Affordable Housing Development purchases can be made in FY10 up to \$350,000. The balance available for FY11 - FY12 will be determined based on any expenditures made during the previous year.

(4) Wastewater Management purchases can be made in FY11 up to \$1,500,000. The balance available for FY12 - FY13 will be determined based on any expenditures made during the previous year.

Date: December 15, 2008

Revised: December 30, 2008

Approved:

MINUTES

Snow Library Board of Trustees Meeting

January 15, 2008

Call to Order:

- A quorum was established and the meeting called to order at 6:04 p.m. by Chairman Rozin. The Joint Meeting with the Friends and Endowment Fund was held in the Craine Room at Snow Library, and the Trustees later recessed to the Trustees' Room to resume the agenda of their regular monthly meeting.

Meeting Attendance:

- **Trustees present were:** Mary Lou Conway, Megan Fates, James Gallagher, Barbara O'Connor, Skip Rozin, Robert Singer, and Tim Traub.
- **Student Representative:** None
- **Library Staff members present were:** Director, Mary Reuland; and Administrative Assistant, Judi Wilson.
- **Others present for Joint Meeting:** Friends of Snow Library Board Members (President, Hal Eastman; Vice President; Pam Ritchie; Treasurer, Ellen Dickinson; Secretary, Mary Mador; and Sundays at Snow Coordinator, Sandra Rhodes), Endowment Fund Trustees (Friends' Representatives, Sandra Rhodes and Emily Hannah; and Library Trustees' Representatives, James Gallagher and Robert Singer), and Assistant Town Administrator, Myra Suchenicz; and Selectmen's Liaison, Dave Dunford.
- **Others present for Regular Trustees' Meeting:** Assistant Town Administrator, Myra Suchenicz; Selectmen's Liaison, Dave Dunford; Friends President, Hal Eastman; and Friends Rep. to the Endowment Fund, Emily Hannah.
- **Absent:** Student Representative, Lynley Platten

Joint Meeting with Friends of Snow Library Board and Endowment Fund Trustees:

- **Introductions:** Chairman Rozin had all meeting participants introduce themselves, and stressing the importance of collaboration and cooperation, a brief overview was given of the roles of each of the three library organizations – the Library Board of Trustees, the Friends of Snow Library, and the Snow Library Endowment Fund. It was explained that the State's Open Meeting Law would be observed as the Trustees are a publicly elected Board and are subject to this whenever a quorum or greater gathers to discuss Library business.
- **Potential Future Library Renovation:** In response to questions, Director Reuland and Chairman Rozin explained that a significant issue the Library will need to address in the near future is the potential future renovation of the building to plan for changing patron needs due to technology and increased utility and demand on the current building. Capital improvement plans typically include three phases: 1) a feasibility study to examine the sight for engineering limitations and possibilities along with a formal needs assessment; 2) design plans; and 3) construction. The Massachusetts Board of Library Commissioners will be consulted for assistance with space planning or possible construction grants as determined appropriate.
- **Budget:** Director Reuland explained that a Library budget was submitted with other departmental budgets for the next fiscal year maintaining existing level of services and with this level of funding the Town is anticipating a \$400,000 deficit. If additional prioritized requests are included the deficit would increase to \$800,000. The Board of Selectmen and FinCom are currently reviewing the budget in preparation for the Annual Town Meeting in May. In anticipation of this budget shortfall the Town has asked the Library to consider the use of alternative funds for the Feasibility Study for future building renovation which had been part of the Town's Capital Improvement Plan until the budget constraints came to light.
- **Library Trust Funds:** There was discussion regarding the ability to utilize Library Trust Funds to help pay for the Feasibility Study. Director Reuland explained Trust Funds are currently used

Other Reports:

- **Craine Gallery Committee:** Trustee Conway stated there had been no meeting and there was nothing new to report.
- **Endowment Fund:** No report was given in the absence of appointed Trustee Endowment Representatives.

Old Business:

• **Feasibility Study:**

- **Endowment Fund Request:** Chairman Rozin reported he had received a letter from the Snow Library Endowment Fund in response to Trustees' request for up to \$25,000 to help the Town fund a feasibility study for future building renovation/expansion of the library. (*Copy of letter attached.*) The Endowment Fund has denied the request stating they "believe that the feasibility study and design phase are normal town expenditures" although they state they stand ready to contribute to construction costs. Neither appointed Trustee Endowment Fund Representative was present to further explain the group's decision or vote, and Trustees expressed frustration at the lack of available details regarding the Endowment Fund meeting. Concern was expressed that the Endowment Fund had met without Director Reuland in attendance and it was not clear how the voting occurred, i.e. over the telephone, etc. as one Endowment Fund member has been out of state. Chairman Rozin explained that the Library Director has always attended the Endowment Fund meetings as an "ex officio" member and had not been included in the meeting. He expressed concern that the exclusion of the Director harkened back to past times when the business of the Endowment Fund was somewhat secretive and not open to the Library. There was consensus that this was a poor decision by the Endowment Fund as it did not help promote a collaborative and cooperative relationship and is embarrassing to have to report back to Town officials. It was requested that a report of the Endowment Fund's January 28th meeting be added to the agenda for March's regular monthly meeting of the Library Board of Trustees.
- **Options to Proceed:** Director Reuland reported that during the meeting she had earlier in the day with Library Consultant, Richard Waters, a few scaled down options for a feasibility study were presented. A space needs assessment could be completed for approximately \$4,000 and the cost would be approximately \$7,000 to include community input. To include engineering and design ideas the price would increase to approximately \$28,000. Director Reuland reported these options would take the project to the next phase of renovation/expansion – the creation of architectural plans. She reminded Trustees that delays in completing the feasibility study phase would cause subsequent delays in the design and construction phases which are still several years away and could also perhaps change the total cost of the project.
- **Alternative Funds:** Trustees expressed concern about the need to preserve a positive working relationship with the Town by demonstrating a gesture of good faith to contribute in some way to the cost of the feasibility study in light of the Endowment Fund's decision not to contribute. It was suggested that perhaps the Endowment Fund could be asked to reconsider their decision. There was some discussion regarding encouraging personal contributions from Library Trustees at some point in the process to express appreciation to the Town for all they do to support at the Library and demonstrate a personal commitment to the project. Director Reuland reported that limited contribution funds could be accessed if necessary, although the majority of these funds were given in support of books and materials for the collection. A motion was made and seconded *"to utilize \$2,000 from the Snow Library contribution funds towards the cost of a limited feasibility study for future building renovation/expansion of the library."* The motion carried with a vote of 5-0-0.
- **Town Budget Priorities:** With Selectmen's Liaison, Dave Dunford, in attendance, Trustees asked him for information regarding the horizon for capital improvement funding. Selectmen Dunford explained that the Town is currently looking at building infrastructure needs to prioritize what can be done and when. Both the Town Highway and Police Departments have

FRIENDS OF SNOW LIBRARY BOARD MEETING MINUTES
March 13, 2008

President Hal Eastman called the meeting to order at 2:02 PM.

In attendance: Board members Mary Mador, Mary Ellen Van De Water, Elizabeth Merritt, Leslie Pike, and Abby Summersgill, Sue McFarlane, Jean Dixon, and Treasurer Ellen Dickinson. Also present: Mary Reuland, Library Director, Lyn Oleksiak (representing Ruth Higgins for Hospitality), Trustee Barbara O'Connor, and prospective Board member Bonnie Munro.

Minutes: The Board reviewed the minutes of the February 14, 2008 meeting and the minutes were approved as submitted.

Treasurer's Report: The report accepted as submitted.

The first order of business was to excuse Bonnie Munroe and Lyn Oleksiak in order that Board members could vote on their election to the Board. Both were elected unanimously, Bonnie to serve as Publicity Chair, and Lyn to assist Hospitality. They then returned to the meeting.

Committee Reports:

Publications/Publicity: Bonnie has already connected with Holly, who looks forward to working with her. The deadline for articles to appear in the next newsletter is April 30. A sign-up sheet was passed around for Board members to indicate whether they will be submitting articles.

Book Sales: Nothing to report.

Membership: Nothing new to report.

Lifetime Learning: There are 480 registrations for the spring 'semester' so far.

Sundays at Snow: Nothing to report.

Hospitality: A thank-you note signed by each staff member was received, thanking the Friends for the Valentine's Day staff appreciation luncheon.

Chamber of Commerce: No report.

Trustees to Friends: Barbara reported that Mary Lou Conway has begun a volunteer service for delivery of library materials to shut-ins. Orders can be called into the library on Tuesday for delivery on Wednesday. She is hoping that this service will be popular enough that the Friends can take it over.

Friends to Trustees: Mary Mador is scheduled to attend the next Trustees meeting on March 19, 2008.

Director's Report: Mary Reuland reported that "Crossing to Safety" has been chosen as the 'town book.' The reading and discussion will be done in September or October, and she is still working out the details. No particulars are available as yet.

The Feasibility Study proposal received from Library Consultant Richard Waters was distributed to members and discussed. Due to budget constraints, the study has been removed from the town budget for 2009. It was the sense of the Board that the study needed to be done in order to demonstrate good faith and a commitment to expansion in the future. There are funds available (\$3,000) from library contributions which can help pay for Option 2, which is preferred. Mary requested a commitment of the remainder (\$3,640) from the Friends. A motion was unanimously passed authorizing the expenditure of up to \$3,640 for Option 2 of the Space Planning Feasibility Study.

Old/New Business:

The Board also authorized memorial gifts in the amount of \$100 each to the Orleans Historical Society in memory of Kris McCall and Bob Crozier.

OPTION 2

Consultant - two (2) trips on site, total of five (5) on-site days

- Trip #1 - Four (4) days for purpose of interviewing staff, Trustees, and Friends, detailed review of existing space, six (6) focus group discussions, and two (2) town hall meetings.
- Trip #2 - One (1) day for purpose of presenting findings and preliminary report.

Off-site - Five (5) days for purpose of reviewing background data (usage data, collection holdings, staff roster, population data/projections, etc.

- Preparation for focus group discussions and town hall meetings
- Preparation of focus group discussion and town hall meetings report
- Preparation of findings and preliminary report.
- Revision of preliminary report following Trip #2
- Publication of final report, providing 20 bound copies.

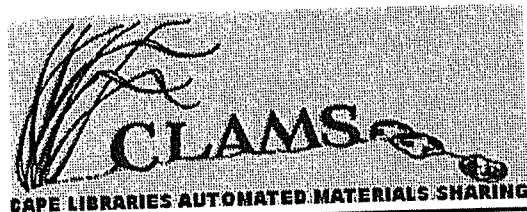
Option 2 Deliverables (final report)

Space projections looking 20 years forward

- Public input findings from focus group discussions and town hall meetings
- Collections space needs
- Seating space needs
- Computer needs
- Staffing and staff space needs
- Meeting, conference, group study room space needs
- Parking needs
- Total amount of Net Assignable Square Feet (nasf) space needs
- Total building gross square feet (bgsf) space needs (includes space for rest rooms, stairs, mechanical room, janitor closets, columns, etc.

Option 2 Study Cost

- Professional fees - Ten (10) days @ \$500 per day = \$5,000.
- Reimbursable expenses - Lodging, Per Diem, Mileage, Communications, Printing, etc. = \$1,800
- Administrative overhead (10% of reimbursable expenses) = \$180
- Total Option 2 Study Cost = \$6,980 (not to exceed cost if work completed by September 30, 2009).








Saved Records

- View and Export your saved records
- View and Request your saved records

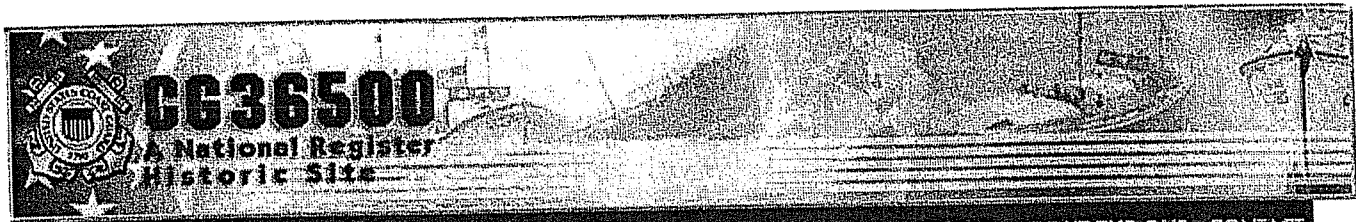
Your List of Saved Records

Select All Clear All Delete Selected

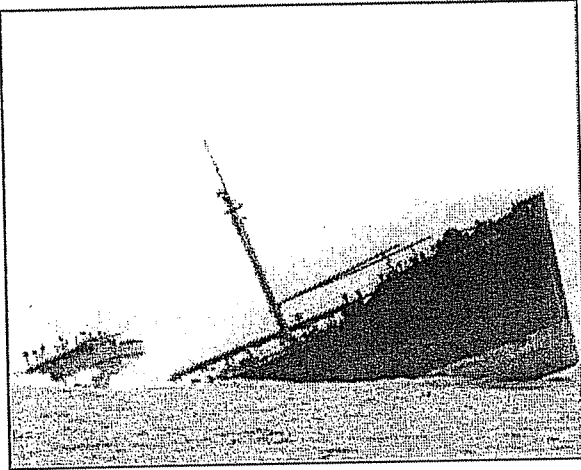
Num Mark **TITLES (1-5 of 5)**

			Media	Year
1	<input type="checkbox"/>	The Blizzard of '78 Michael Tougias. : The Blizzard of '78 / Michael Tougias.		c2003
2	<input type="checkbox"/>	Fatal forecast : an incredible true tale of disaster and sur Michael J. Tougias. : Fatal forecast : an incredible true tale of disaster and survival at sea / Michael J. Tougias.		2007
3	<input type="checkbox"/>	New England wild places Michael Tougias. : New England wild places / Michael Tougias.		c1997
4	<input type="checkbox"/>	King Philip's War : the history and legacy of America's forg Eric B. Schultz, Michael J. Tougias. : King Philip's War : the history and legacy of America's forgotten conflict / Eric B. Schultz, Michael J. Tougias.		c1999
5	<input type="checkbox"/>	Ten hours until dawn : the true story of heroism and tragedy Michael Tougias. : Ten hours until dawn : the true story of heroism and tragedy aboard the Can Do / Michael Tougias.		c2005

Select All Clear All Delete Selected



36500 HISTORY THE RESCUE THE RESTORATION EVENTS CALENDAR KEEP US AFLOAT ABOUT THE OHS CONTACT



The CG36500 is nothing short of a floating museum. Built in 1946, she performed admirably during her years of service at the Chatham, Massachusetts Lifeboat Station. Come view the memorabilia and read the story of an incredible night on the high seas off Chatham back in 1952.

The CG36500 is a Gold Medal boat made famous by its crew of four in the February 18th, 1952 rescue of 32 survivors of the ill-fated tanker Pendleton, during a tremendous 70 knot northeasterly storm. The four Coasties took 36500 out in this wild storm in what seemed an impossible mission. They each received the Gold Life Saving Medal for getting to the scene under almost impossible conditions and heroically rescuing the 32 crewmen from the Pendleton. They returned to the Chatham Station with 32 rescued crewmen.

Decommissioned in 1968, CG36500 was left to deteriorate until the Orleans Historical Society intervened, acquired ownership, and executed a comprehensive restoration. The Lifeboat now once again travels the waters on Cape Cod and beyond.

[36500 HISTORY](#) | [THE RESCUE](#) | [THE RESTORATION](#) | [EVENTS CALENDAR](#)
[KEEP US AFLOAT](#) | [ABOUT THE OHS](#) | [LINKS](#) | [CONTACT](#)

© The Orleans Historical Society [cg36500.org]



Web site provided by
By-The-Sea.com

Meeting Room Policy

Suggested changes are in italics.

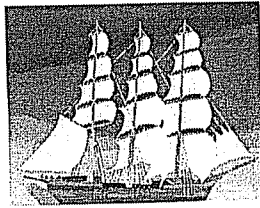
INTRODUCTION:

The Board of Trustees of Snow Library establishes the policy regarding use of its meeting rooms and is the sole authority in interpreting these rules and regulations. The Library Director has the supervisory responsibility delegated by the Library Trustees.

POLICY:

1. Library meeting rooms will be available when not needed for activities or programs sponsored in whole or in part by the library. *No use of meeting rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities or endanger patrons, staff or the library building or collections.*
2. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies or activities of any group or organization.
3. Meeting rooms are not available for regular monthly or weekly meetings of any organization, with the exception of book discussion groups.
4. Commercial solicitations are not permitted. Invited authors may sell copies of their work with approval of the Board of Trustees.
5. All meetings held in the library must be open to the public and free of charge.
6. Meetings of Town Boards and committees must be open to the public and meet all requirements of the Open Meeting Law.
7. All meetings must be held during the regular open hours of the library.
8. *Priority in scheduling of the library's meetings rooms is given to;*
 - a. *Library-sponsored programs.*
 - b. *Groups and organizations affiliated with the library*
 - c. *Town of Orleans departments.*
 - d. *Town of Orleans committees.*
 - e. *Neighborhood and community-based groups and organizations of the Town of Orleans*
 - f. *Other groups serving the needs of the community*
9. The number of those in attendance must conform to the safety regulations of the Library and the Town of Orleans.
10. Smoking and alcoholic beverages are not permitted. Light refreshments may be served with prior approval of the Library Director and in compliance with Orleans Board of Health regulations. Organizations wishing to serve refreshments *are responsible for obtaining the required permit from the Orleans Board of Health.*
11. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to library material, equipment or facilities which they utilize during their meeting.

- 12. The individual who signs the application for use of library meetings rooms accepts responsibility for damage or loss to Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group.*
- 13. Groups using the meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library and their employees from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.*



S N O W
Library
Established 1877

MEETING ROOM POLICY

INTRODUCTION:

The Board of Trustees of Snow Library establishes the policy regarding use of its meeting rooms and is the sole authority in interpreting these rules and regulations. The Library Director has the supervisory responsibility delegated by the Library Trustees.

POLICY:

1. Library meeting rooms will be available when not needed for activities or programs sponsored in whole or in part by the Library and when such use is not disruptive of public use of the Library.
2. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies or activities of any group or organization.
3. Meeting rooms are not available for regular monthly or weekly meetings of any organization, with the exception of book discussion groups.
4. Commercial solicitations are not permitted although invited authors may sell copies of their work with approval of the Board of Trustees.
5. All meetings held in the Library must be open to the public and free of charge.
6. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law.
7. All meetings must be held during the regular open hours of the Library.
8. The number of those in attendance must conform to the safety regulations of the Library and the Town.
9. Light refreshments may be served, but smoking and alcoholic beverages are not permitted. Serving of refreshments must have prior approval from the Director and comply with the Orleans Board of Health regulations. Organizations wishing to serve refreshments must contact the Orleans Board of Health to obtain the required permit.
10. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to Library material, equipment or facilities which they utilize during their meeting.

p. 1 of 2

MEETING ROOMS:

Quiet Study Room (seats 6)

The Quiet Study Room is intended to provide a meeting place without distractions.

Cape Cod Room (seats 18)

The Cape Cod Room contains the Library literature collection and may provide meeting space for book discussion groups which are open to the public.

Trustees Room (seats 12)

The Trustees Room is intended to provide a meeting place for the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

Craine Room (seats 125)

The Craine Room is intended to provide a meeting place for the Library and related organizations, but also for non-profit, non-sectarian organizations in Orleans with cultural or civic purposes and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

SCHEDULING MEETING ROOMS:

Scheduling the Quiet Study Room (QSR)

In scheduling use of the Quiet Study Room, priority will be given on a first-come, first-served basis to Orleans residents. Reservations for use of the Quiet Study Room may be made in person or by telephone, and will be accepted one week in advance of the scheduled meeting.

Scheduling the Cape Cod Room

The Cape Cod Room is not available for meetings other than those of book discussion groups which are open to the public. Reservations for any eligible book discussion group wishing to schedule use of the Cape Cod Room must be made in writing to the Library Director using the Snow Library Meeting Room Reservation Request Form by an authorized representative of the group making the request.

Scheduling the Trustees Room

The Trustees Room is only available for meetings of the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places. Reservation requests for use of the Trustees Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Reservation Request Form by an authorized representative of the group making the request.

Scheduling the Craine Room

Reservation requests for use of the Craine Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Reservation Request Form by an authorized representative of the group making the request. In scheduling use of the rooms, priority will be given to:

- a. Library events
- b. Programs sponsored by Library-related groups (i.e. Friends of Snow Library)
- c. Meetings sponsored by departments, committees and boards of the Town of Orleans, when space is not available at Town Hall or other regular meeting places
- d. Non-profit, non-sectarian cultural or civic groups based in Orleans

NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting.

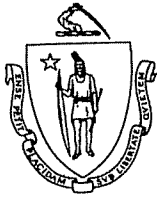
Memorandum

To: Mary Reuland
CC: Tavi Prugno
From: Susan Kelley
Date: 2/28/2009
Re: February Report

Date	Telling Tales	Mother Goose-on-the-Loose
Feb.4	11	
Feb. 5		16
Feb. 11	11	
Feb. 12		11
Feb. 25	6	
Feb. 26		9

Other Programs:

Date	Program	# attending
Feb. 12	Boys' Mystery Book Club	4
Feb. 26	Mother & Daughter Book Club	6
Feb. 18	Family program 'International Folk Dancing'	14



Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

February 23, 2009

Mr. Skip Rozin, Trustee Chair
24 Evelyns Dr.
Harwich, MA 02645

re: Snow Library

Dear Mr. Rozin:

The Board of Library Commissioners is pleased to send to the Town of Orleans a second State Aid to Public Libraries payment in these amounts:

FY2009 Library Incentive Grant (LIG)	1,974.44
FY2009 Municipal Equalization Grant (MEG)	294.61
FY2009 Nonresident Circulation Offset (NRC)	3,942.95
Total	6,212.00

Within the next few weeks, the State Treasurer's office will issue an award in the amount of 6,212.00. This method of distribution is necessitated by the state's incremental allotment of State Aid to Public Library funds for distribution to cities and towns. A third and final payment will be sent to Orleans in the last quarter of FY2009.

A letter has been sent notifying the treasurer in your municipality that the Board has asked the State Treasurer's office to issue Orleans a check for the above awards.

Sincerely,

Robert C. Maier
Director

cc: Mary S. Reuland,
Snow Library, Orleans

FRIENDS OF THE SNOW LIBRARY
"SUNDAYS AT THE SNOW"

March 10, 2009

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

Dear Jim,

The "Sundays at Snow" is having "Other Voices. Other Songs, IX" this Sunday, the 15th, for our program. This is the annual program where we give awards from the Donald Baker Memorial Fund to student poets at Nauset Regional High School. This is our 9th year of having this type of program. There will be a guest poet there from the Provincetown Fine Arts Workshop. She would like to offer her recently published book of poetry for sale after the program. I would like to offer her the opportunity to do this. I hope the Trustees will approve this plan.

Thank you.

Sincerely yours,


Sandra Rhodes, Co-Chair