

MINUTES

Snow Library Board of Trustees Meeting

April 14, 2009

Call to Order:

- A quorum was established and the meeting called to order at 7:02 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, Megan Fates, 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 Suchenicz; and Friends' President, Pat Ritchie.
- **Absent:** None

Approval of minutes:

- The minutes of the Trustees Meeting held March 10, 2009, were reviewed and amended. A motion was made and seconded to "approve the minutes as amended". The motion carried with a vote 7(Y)-0(N)-0(A).

Trustee Chair Report:

- **Date Change for Friends Meeting:** It was reported the Friends of Snow Library had changed the date of their April monthly meeting from Thursday, April 16, to Wednesday, April 15.

Financial Report:

- **Monthly Financial Reports:** Treasurer Traub reviewed the Monthly Budget Summary for February 2009. (Copy attached.) Line items were reviewed and the following matters were noted:
 - **Depletion Accounts:** It was reported expenditures are on target with 65% of funds expended with 67% of the fiscal year complete.
 - Town salaries expenditures included four pay periods. Town operating expenditures included \$1,566 for electricity, \$3,740 for books and materials, and \$1,102 for heat, \$798 for heating system repairs, and \$275 for plumbing repairs.
 - Friends fund expenditures for books and materials included the annual renewal costs for Investor's Business Daily and expenditures for memorials included reference materials.
 - **Revolving Accounts:**
 - State Aid expenditures included \$100 for books and \$33 for supplies.
 - Trust Fund monthly deposits reflected regular monthly interest of \$91.
 - Contribution/Gift monthly expenditures included \$1,619 for a new public access Mac computer using funds donated by a patron for this purpose.
 - Endowment Gift Fund expenditures of \$1,377 were for books and materials as budgeted.
- A motion was made and seconded "to accept the Financial Report as presented". The motion carried with a vote 7-0-0.

Report of Student Representative:

- Student Representative Platten reported NRHS freshmen had completed their projects and juniors were still in process of working on their papers. Both students and teachers have expressed that library personnel have been helpful assisting students find supporting materials.
- 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 and is an Orleans

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TOWN OF ORLEANS
TOWN CLERKS OFFICE
K. B. L. W. ASSN.

resident has expressed an interest in the position for next year. It was agreed that Trustee O'Connor would contact the individual and invite her to an upcoming Trustee meeting.

- Trustees expressed their appreciation of Student Representative Platten's work and agreed to write a formal letter of appreciation which Trustee Conway will pen.

Library Director's Report:

- **March Report:** Director Reuland reviewed the April 2009 Director's Report. *(Copy attached.)* Copies of the Youth Services Report for March 2009 were also distributed. *(Copy attached.)* In addition, the following matters were discussed:
 - **Space Needs Assessment:** Consultant Richard Waters is available the weeks of September 14th or 21st, for the on-site meetings with Trustees, Friends, staff, and other groups. There was consensus that with Labor Day being late this year, the week of September 21st was preferred for the project. Director Reuland will make necessary preparations and keep Trustees apprised.
 - **Building:** Plumbing repairs have been made again in hopes that the persistent leaks in the Library roof can be resolved.
 - **Pleasant Bay Scrapbook:** Director Reuland reported that Emma Rogers had recently offered an old scrapbook of Pleasant Bay to the Library. There was a brief discussion of the matter and consensus that given its personal family nature, Trustees recommended offering the scrapbook to the Historical Society who might have more use for it.
 - **Financial:** Director Reuland reported historical items owned by the Library, including the Snow family genealogy and a photograph of David Snow, were recently taken to the North East Document Center for recommendations regarding their preservation. A designated gift from the Hess and Helyn Kline Foundation will make this work possible. The Hess and Helyn Kline Foundation also donated \$500 for the Children's Room and \$460 towards supplies for the display case at the entrance to the Library. It was noted they have been extremely generous supporters of special projects at the Library as a result of Archivist Bobi Eldridge.
- A motion was made and seconded **"to accept the Director's Report as presented"**. The motion carried with a vote 7-0-0.

Report of Friends' Representative:

- Friends' President Pam Ritchie reported on the following matters:
 - A reception to honor Library volunteers will be held Friday, April 24, at the Orleans Historical Society and Trustees are invited to attend.
 - The Friends have run into some problems with the "Snow Mobile" program delivering books to homebound individuals. There is concern with the need for CORI checks for volunteers as there is liability managing a program where volunteers enter private homes. The Friends would like to continue the program but need to address the liability concerns and are working with the Council on Aging to brainstorm solutions.
 - A new Friends of Snow Library website is being developed and will link to the Library website.
 - The Friends will have a new Volunteer Coordinator coming on board and a new Archivist has been doing a wonderful job gathering materials to preserve records of Library activities.
 - On April 1, the presidents from the friends groups of the lower Cape libraries gathered for the first time to get to know one another and brainstorm. The information sharing proved helpful and it was decided to get together on a more regular basis.
 - The Annual Meeting for the Friends of Snow Library is scheduled for July 16. The guest speaker will be Peter Smith, an editor for "O" magazine who has written books and worked with former Snow Library Director, Kay Bader. Bobi Eldridge was credited with helping to arrange for the speaker.
- Trustees inquired whether there was a written report of the Friends Board retreat. Pam Ritchie indicated an outline will be distributed in the near future with plans to hold follow-up meetings to continue to address issues.

Other Reports:

- **Craine Gallery Committee:** Trustee Conway reported the current exhibit of mixed media art by local school students was exceptional and encouraged Trustees to view it in the Craine Gallery.
- **Endowment Fund:** Trustee Singer reported on the following matters:
 - The fund made gains of \$29,000 in March, but it has still lost more than \$33,000 since the beginning of the year as a direct result of the poor market.
 - The new Community Representative to the Endowment Fund was somewhat reluctantly elected the new Chairman.
 - An accountant attended the March 18, Endowment Fund meeting to discuss tax filing requirements and the differences between the levels of contributions required for charitable organizations versus endowment groups. As an endowment fund significant funds should be raised annually, and income generated from investments may not be counted. To retain the tax benefits of an endowment, as much as \$80,000 may need to be raised. There was discussion of the possibility of rolling the endowment funds back to the Friends, and a legal opinion of the matter is planned.

Old Business:

- **Meeting Room Policy:** The Draft of suggested changes to the Meeting Room Policy was distributed (*copy attached*). Trustees reviewed the document and made the following recommendations to amend the document:
 - #3 – add “or Library support groups”; #4 – change “sale” to “purchase”; #8 – add “in the following order to:”; #8f – add “non-profit” after “other”; and end Note – add “with the exception of monthly book clubs”

A motion was made and seconded to “approve the proposed changes as discussed in the Snow Library Meeting Room Policy”. The motion carried with a vote 7-0-0. A final vote to adopt the proposed changes to the Snow Library Meeting Room Policy will occur at the next meeting of the Library Board of Trustees.

- **Joint Meeting:** Trustees discussed the merits of holding a joint meeting with Library Trustees, Friends of Snow Library Board members, and Snow Library Endowment Fund Trustees since one has not been held in some time. There was discussion that the purpose of such a meeting would be to become more familiar with one another, share issues, prepare for the Space Needs Assessment in September, final plans for a low budget newsletter to residents, and look ahead to fundraising needs. There was consensus to hold the meeting before the summer season and since none of the three boards are anticipating a huge turnover in June, it was suggested a good time for the meeting would be June 9, at 6:00 p.m. immediately prior to the Library Trustees meeting.

New Business: None

Public Comment:

- **Potential Conflict between May Trustees Meeting and Town Meeting:** Assistant Town Administrator Suchenicz reported the Annual Orleans Town Meeting will be held Monday, May 11, 2009. However, due to a problem with school scheduling, should a second night be required to complete the Town Meeting it will be held Wednesday, May 13, which would conflict with the next scheduled Library Trustees Meeting. Should this occur, the Library meeting would have to be canceled as no Town organization may hold a meeting which conflicts with Town Meeting. Typically the second night of Town Meeting is scheduled for Tuesday which is why the May Library Trustee Meeting was originally scheduled for a Wednesday in May. The option of rescheduling the May meeting back to Tuesday was discussed, but at least one Trustee indicated potential conflict as they had already scheduled around the planned change. There was consensus to leave the May Library Trustees Meeting as scheduled for Wednesday, May 13th, with the hope the Annual Town Meeting business will conclude in one evening.
- **Spelling Bee:** Trustee O'Connor reported the Library was represented in the Together We Can Community Spelling Bee held March 13th, at the Orleans Elementary School. The Library team of

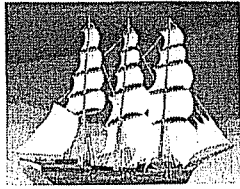
Trustee O'Connor, Trustee Fates, and Pat Zeiss finished respectfully – not coming in first, but not coming in last!

Adjournment:

- A motion was made and seconded to “*adjourn the meeting*” at 8:28 p.m. The motion carried with a vote 7-0-0.

Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library

<p style="text-align: center;"><i>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES</i> <i>ON JUNE 9, 2009</i></p>



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, April 14, 2009
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - APPROVAL OF MINUTES FROM MARCH 10, 2009, 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 Changes
 - Joint Meeting Plans
 - NEW BUSINESS
 - PUBLIC COMMENT
 - ADJOURNMENT
-

Next Trustee Meeting:

Wednesday, May 13, 2009, 7:00 p.m. [NOTE: Date was changed
[NOTE: THE MAY MEETING IS BEING HELD ON WEDNESDAY TO
AVOID CONFLICT WITH TOWN MEETING OR ELECTION]

Upcoming Friends' Meetings: Thursday, April 16, 2009, 2:00 p.m. [Trustee Rep. – Megan Fates]
Thursday, May 21, 2009, 2:00 p.m. [Trustee Rep. – Robert Singer]

Snow Library

FY 2009 MONTHLY BUDGET SUMMARY

February-09

ACCT	SOURCE	Revised		Expenditures Feb-09	Deposits Feb-09	YTD Expenditures	% Util.	YTD Deposits	Available Funds	
		FY09 Budget								
Depletion										
1610001	Town - Salaries	\$365,375.00	\$26,898.65	\$0.00	\$232,831.58	64%	\$0.00	\$0.00	\$132,543.42	
1610002	Town - Operating Exp.	\$129,381.00	\$8,272.89	\$0.00	\$92,428.18	71%	\$0.00	\$0.00	\$36,952.82	
1610003	Town - Site Improvmts.	\$5,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$5,000.00	
N/A	Friends - Books & Materials	\$14,800.00	\$564.00	\$0.00	\$9,660.14	65%	\$0.00	\$0.00	\$5,139.86	
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$349.90	\$0.00	\$511.79	17%	\$0.00	\$0.00	\$2,488.21	
N/A	Friends - Museum Passes	\$2,200.00	\$0.00	\$0.00	\$935.00	43%	\$0.00	\$0.00	\$1,265.00	
SUBTOTALS		\$519,756.00	\$36,085.44	\$0.00	\$336,366.69	65%	\$0.00	\$0.00	\$183,389.31	
Revolving										
24-62610-540000	State Aid	\$14,243.38	\$133.44	\$0.00	\$5,890.00		\$7,548.53		\$15,901.91	
Misc.	Trust Funds	\$101,730.62	\$0.00	\$91.09	\$8,270.45		\$8,019.82		\$101,479.99	
2463610-540000	Contributions/Gifts	\$17,999.90	\$1,717.53	\$392.90	\$5,409.88		\$15,868.09		\$28,458.11	
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	\$1,376.96	\$0.00	\$1,376.96		\$5,000.00		\$3,638.43	
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	\$3,227.93	\$483.99	\$23,710.29		\$36,436.44		\$153,023.02	

April 2009

Director's Report

Personnel

Jane Borrelli, Library Assistant, resigned effective March 24th as she is relocating to Northville, New York. The position was posted internally and Ann Foster, currently substitute library assistant, has accepted the position..

Financial

The library has received a gift of \$ 5,960.00 from the Hess and Helyn Kline Foundation. \$500. is for the Children's area, \$5,000.00 for conservation/preservation and \$460. for supplies for the display case at the entrance of the library.

Anslow lecture

A resident of the town, Claire Forbes, asked if the Trustees were still doing an Anslow lecture. If so, she thought the Trustees might be interested in having someone from Partners in Health be the speaker. Partners in Health is allied with several projects started by Paul Farmer, author of Mountains Beyond Mountains.

See attached PIH Bulletin.

See attached Notes on Grace Anslow from Notes provided by Kay Bader concerning trust funds.

Space needs study

Dick Waters, consultant who will be doing the study, is available the week of 9/14 and 9/21 for the on-site meetings with Board members, Friends, staff, and other groups. Director's preference would be to have the study the week of 9/21.

A copy of the March 1991 Friends newsletter is attached as it shows the timeline for that last expansion of Snow Library.

Memorandum

To: Mary Reuland

CC: Tavi Prugno

From: Susan Kelley

Date: 3/28/2009

Re: March Report

Date	Telling Tales	Mother Goose-on-the-Loose
Mar. 4	4	
Mar. 5		12
Mar. 11	7	
Mar. 12		12
Mar. 25	11	
Mar. 26		7

Other Programs:

Date	Program	# attending
Mar. 12	Boys' Mystery Book Club	4
Mar. 26	Mother & Daughter Book Club	10

VERY ROUGH DRAFT

SNOW LIBRARY FUNDS - INTERVIEW WITH KAY BADER

Grace Anslow was a schoolteacher, unmarried, aunt of Bob Anslow, South Orleans. She left a sizable amount to the Town several years before the addition of 1976-77. We got approval in 1976 to tap the funds, and we bought the new circulation desk, affixing a plaque with her name on it. She left a bequest to the Town and said that it should be divided: one-third to Snow Library and one third to the Rescue Squad, and the remaining third to be *** decided upon by her executor, Mr. (*check Winnie*), a lawyer. Margaret Koehler was Trustee Chair when we first heard about the fund, and wanted to see about a book-mobile, or some kind of van that could deliver materials to different places, like a little stop in South Orleans and East Orleans. At that time there was a book-mobile shared by Bourne, Sandwich and other places, but we could not negotiate with Bashaw for service to Orleans. Thus we got the circulation desk, which is still there underneath the 1992 one. This was a worthwhile investment, and lives on. We had hoped to influence the lawyer-executor to give us two-thirds because she had specifically mentioned Snow Library; but the remaining third went to the Council on Aging. Because of her interest in finance, and because she managed her money very well, her fund became the foundation of our business and financial collection services plus periodicals related to finance.

Later, three lectures in January, February and March were scheduled, with prominent speakers on current subjects. The honorarium is now \$250, plus overnight lodging, meals and mileage. At present most of the money goes to the lectures, with nothing left over for books and periodicals.

Does not need to be
returned.



PIH Bulletin

Fall 2008

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www.pih.org

*Based in Boston, Mass.,
Partners In Health works
hand-in-hand with its part-
ners in Haiti, Rwanda, Peru,
Russia, Lesotho, Malawi,
Mexico, Guatemala, and
Boston. Since 1987 we have
dedicated ourselves to develop-
ing and implementing a unique
model of health care, bringing
an ethic of social justice to the
practice of medicine.*

*Above photo: As their houses filled
with water, many Haitians fled down
flooded roads in search of refuge in
the city of Saint-Marc, where Zanmi
Lasante recently began operating
a hospital.*



After the storms

Bringing emergency relief and long-term recovery plans to flooded communities in Haiti

The poorest country in the west-
ern hemisphere was recently ham-
pered by four hurricanes in dev-
astating succession. Catastrophic
floods and mudslides in the wake of the
storms killed more than a thousand people
and destroyed homes, crops, and even entire
villages. Thousands of poor families who had
little before are now left with nothing.

"The situation is very dire and catastrophic
and sad and frustrating," wrote Loune Viaud,
Director of Operations of Zanmi Lasante
(ZL), PIH's partner organization in Haiti. She
estimated that around 10,000 people were
displaced due to floodwaters in the Artibonite
Valley, where ZL recently expanded opera-
tions to six facilities. Almost 7,000, including
about 1,000 patients and ZL staff, took refuge
in the 25 makeshift shelters supported by
ZL. The ZL team worked around the clock to
supply these people with food, clean water,
medical care, and basic living essentials, such
as clothing and beds.

Although PIH had never intended to be
an emergency relief organization, the team
quickly discovered that we were one of the

only organizations able to quickly access,
assess, and begin delivering relief to the flood-
ed areas. "Our team is able to [assess the situ-
ation and immediate needs] because of the
strong community network of social workers
and community health workers, who are also
living in the situation... We can get the kind
of information that others have no access to,"
said PIH Medical Director Joia Mukherjee.

Meanwhile, the PIH Boston team quickly
began collecting and shipping the most des-
perately needed supplies, thanks to generous
emergency donations from PIH supporters.
Within days of the flooding, the PIH Boston
team started procuring what would soon
become over 15 tons of supplies, including
food, medical supplies, mattresses, water fil-
ters and jugs, clothing, and blankets.

The ZL team is now turning its focus to
strengthening the medical facilities in the
areas hit by the storms, as they are now han-
dling an influx of patients from neighboring
communities that had their own health cen-
ters destroyed by the floods. The clinical team
is also worried about outbreaks of waterborne
diseases, as well as malaria. Although the

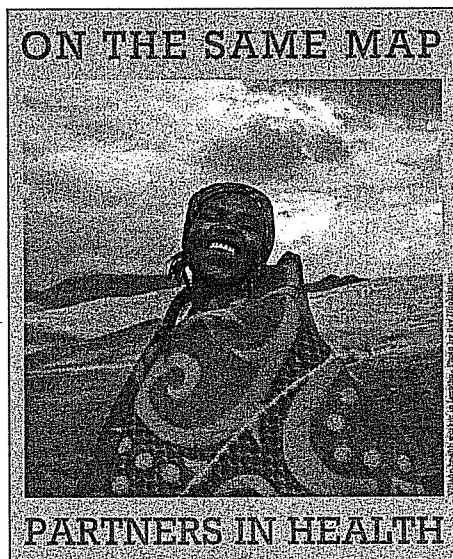
continued on page 4

On the same map: A 20th anniversary photo exhibit comes to Chicago

To mark the 20th anniversary of its founding, Partners In Health assembled a photography exhibit depicting our work to combat the epidemics of AIDS, tuberculosis, hunger, poverty and injustice.

"If a picture is worth a thousand words," wrote PIH Executive Director Ophelia Dahl, "these images are worth millions for what they have to say about human dignity in the face of intolerable suffering and criminal indifference, about solidarity, and ultimately about hope."

The exhibit will be on display in Chicago at the Loyola University Museum of Art (820 North Michigan Avenue) from November 29, 2008, to January 4, 2009. For information about how you can bring this inspiring exhibit to a venue near you, please contact info@pih.org.



"...our privileges are located on the same map as their suffering, and may—in ways that we prefer not to imagine—be linked to their suffering, as the wealth of some may imply the destitution of others..."

-Susan Sontag,

Regarding the Pain of Others

Pushing boundaries: Past, present, and future

Partners In Health held its 15th annual Thomas J. White Symposium on October 4, in Cambridge, MA. The theme this year was "Pushing boundaries: past, present, and future."

The program featured a panel of HIV patients who shared their stories of being provided with life-saving antiretroviral drugs by PIH's partner organization in Haiti, Zanmi Lasante. Another panel highlighted activists who have used the PIH model and philosophy of social justice to create their own programs to provide health care to the poor and inspire the next generation of social justice activists. PIH co-founders Paul Farmer, Ophelia Dahl, and Jim Yong Kim were also featured speakers. To view the video of the event, please visit: www.pih.org/inforesources/news/TJW_symposium_2008_video.html.

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FRIENDS OF SNOW LIBRARY

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VOLUME 17 • No. 1

MARCH 1991

ORLEANS, MA 02653



Preview: Snow Library Under Newest Renovation & Expansion

Business may not be "as usual", but the Library will function as nearly as possible "as usual" throughout the coming building project. Perhaps occasionally there may be some inconvenience, but little complete disruption is foreseen.

The first signs of work appeared in the new parking area at the rear of the Library. Construction company equipment will use this area and thus will not be taking regular parking spaces.

Preparations for the new elevator are scheduled early in the process. Then, or overlapping with the above, foundations for slabs and footings will be laid. The sequence planned for this work will assure alternate entrances for use at various stages, while making spaces available for storing books, furniture, etc., during the work of extending or creating the enlarged interior of the Library.

New techniques and processes, we are assured, permit pouring cement in any weather conditions; so, once work is underway, there should be no serious delays in completing the long-awaited project.

Five Year Effort Finally Brings Snow Library Expansion

JANUARY 1986

Boards of Trustees and the Friends of the Snow Library form the first Planning Committee.

OCTOBER 1987

By town vote, a Building Needs Committee is authorized.

MAY 1988

By town vote, following the report of the Needs Committee, a Building Committee is established.

MAY 1988

At the same meeting, by town vote, \$40,000 was authorized for architectural design work.

OCTOBER 1988

Gaffney Architects begin design work.

OCTOBER 1988

By town vote, \$300,000 was allocated toward construction of an addition to the Library.

JANUARY 1989

A Grant Application was submitted to the Massachusetts Board of Library Commissioners for construction funds.

APRIL 1989

Library received from the Board of Library Commissioners an award of \$467,937 toward construction of the expanded Library.

JUNE 1989

By town vote, \$529,263 was authorized for the Library expansion, contingent on receipt by the town of \$467,937 awarded by the State Board of Library Commissioners, and \$200,000 from The Friends of Snow Library from the Marion Craine bequest.

OCTOBER 1989

All bids rejected. The project was suspended when grant funds were not released because of state financial problems.

Continued on page 2

FRIENDS OF SNOW LIBRARY

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Published three times yearly
by the Board of the Friends
Box 481 Orleans, Mass. 02653

Nora Hersey, *President*
Robert N. Chrane, *Editor*

In This Issue:

Library Notes

Building Renovation News

Children's Program News



PRINTED ON RECYCLED PAPER

FEBRUARY 1990

The Friends of Snow Library launched a Campaign to raise \$593,000 to offset the seeming loss of grant funds and to re-start the expansion project.

JULY 1990

Application made to the Architectural Review Board for the Charter-mandated review of the proposed library building design.

AUGUST 1990

Architectural Review Board disapproved the proposed building plan and made recommendations.

AUGUST 1990

Building Committee filed an appeal of Architectural Review Board ruling with the Board of Appeals.

OCTOBER 1990

Board of Appeals approved the proposed library building subject to certain exterior modifications.

OCTOBER 1990

By town vote, \$11,000 authorized for re-bidding the project.

DECEMBER 1990

Building Fund Campaign successfully concluded.

DECEMBER 1990

Contract with the Massachusetts Board of Library Commissioners, signed by Town Officers, calling for \$467,937 in grant funds, to be paid to the town in two equal installments—one half in 1991 when the contract is signed with the general contractor and the remainder in 1992.

JANUARY 1991

By town vote, all but unanimously, the Library Project is approved for a total cost of \$1,147,247—with the town authorized to spend \$181,310 and other funds covering the remainder: \$200,000 from the Marion Craine bequest via the Friends of the Snow Library, \$280,000 from the \$280,000 cash in hand from the Friends/Trustees Building Fund Drive, and \$467,937 in state grant funds.

MARCH 1991

All relevant contracts signed, with grant funds in hand, permitting planned renovation and expansion to proceed. Ground breaking ceremonies were scheduled for March 19.

The Building Fund Campaign Steering Committee:

Mary Lou Armstrong, Assistant Treasurer
Kay Bader, Library Director
Robert Chrane
David Clarendon, Treasurer
Kate Davis
Jack Fletcher
Trum Huntington, Campaign Chairman
Nina Mellor
Harriett Spagnoli

The Building Committee:

William Bernhart	Bill Rangnow
Mark Brooks	Harriett Spagnoli, Chairman
Kate Davis	Bonnie Snow
Trum Huntington	Kay Bader (ex Officio)
Charles Koehler	Dennis Bradley (ex Officio)

Introducing A New Trustee Theresa Malone

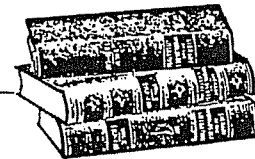
Following a Middle School and Secondary English teaching career in New York, I came to Orleans four years ago, to complete a work of juvenile fiction. I have taught creative writing workshops and classes to a variety of age groups, and I particularly enjoy working with adolescent writers.

Since moving to the Cape, I have served as Administrative Director of Monomoy Community Services, Inc., a community mental health agency, located in Chatham. My role there is supervision of the development and effective implementation of community programs. Those programs include everything from clinical counseling to school age child care.

My interest in serving as a Library Trustee stems primarily from my work and concerns as an educator. I find the decrease in recreational reading among adolescents most disturbing and hope to help increase the interreaction between Snow Library and the young readers in Orleans.

I also believe that the quality of a town's library is one of the clearest indications of the vitality to be found in that community. I feel that playing an active role in library policy decision making affords me a vehicle to directly affect the quality of life here in Orleans.

I have presently been asked to serve as the Publicity Trustee. I hope to expand my role on the Board to include some work with the development of youth/adolescent programming and resources, as well as to include some community outreach projects.



A Much Welcomed Grant

The Friends of Snow Library were delighted to receive in January a \$1,000 grant from the Exxon Company, U.S.A. in recognition of the volunteer services of one of their retirees, David P. Clarendon. Dave has been an active member of the Friends—serving a term as Treasurer. He is currently the treasurer of the Library Building Fund.

The grant money is specifically designated to reimburse the Friends for the purchase of a custom-made, six-tier carousel for video tapes.

The Exxon Company, U.S.A. makes these grants as part of its Volunteer Involvement Fund Program, one of several conducted by its domestic affiliates to encourage volunteerism by employees and retirees.

Franc Ladner

DRAFT [*Suggested changes are in italics*]

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. ***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, the Library building or collections.***

Currently reads: 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 ***provide copies of their books for sale with prior*** approval of the Board of Trustees.

Currently reads: 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. ***Priority in scheduling the Library's meetings rooms will be 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. (Currently #8)

10. 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 ***are responsible for obtaining the required permit from the Orleans Board of Health.***

Currently reads: 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. (Currently #9)

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. (Currently #10)
12. ***The individual who signs the Snow Library Meeting Room Application Form must be authorized to legally commit the organization or group he/she represents to accept responsibility for damage or loss to the Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group. (NEW)***
13. ***Groups using the Library meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library, their officers, boards, agents, representatives and employees from any loss, damage, cost, charge, expense (including reasonable attorney's fees) or claim for injury to person or property, sustained by any person as a consequence of or result of the use of the meeting room, its furnishings or equipment. (NEW)***

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 Application 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 Application 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 Application Form by an authorized representative of the group making the request.

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