

AMENDED MINUTES

Snow Library Board of Trustees Meeting

TOWN OF ORLEANS
TOWN CLERKS OFFICE
August 11, 2009

~~09 SEP -9 AM 11:59~~

Call to Order:

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

Meeting Attendance:

- **Trustees present:** Mary Lou Conway, Hal Eastman, Megan Fates, Barbara Natale, Barbara O'Connor, Robert Singer, and Tim Traub.
- **Library Staff members present:** Library Director, Mary Reuland; and Administrative Assistant, Judi Wilson.
- **Others present for regular monthly Library Trustees Meeting:** Student Representative, Jennifer Withrow.
- **Absent:** None

Approval of minutes:

- The minutes of the Trustees Meeting held July 14, 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:

- **Space Needs Assessment Focus Groups:** Trustees were asked to give the names of any individuals they would like invited to the Focus Groups to Administrative Assistant Wilson as soon as possible.
- **Reappointment of Trustee to Snow Library Endowment Fund Board:** Chairman Fates explained that Trustee Traub's official term on the Endowment Fund Board has expired and if he was still willing to serve in this capacity he needed to be officially reappointed. Trustee Traub agreed to continue if needed and **a motion was made and seconded to "reappoint Trustee Traub to represent the Library Board of Trustees on the Snow Library Endowment Fund Board". The motion carried with a vote 7(Y)-0(N)-0(A).**

Financial Report:

- **Monthly Financial Reports:** Treasurer O'Connor reviewed the FY09 Year-End Library Monthly Budget Summary. *(Copy attached.)*
 - **Depletion Accounts:**
 - The Library turned back a total of \$15,601.83 back to the Town of Orleans in response to the Town's requirement for all departments to help alleviate the budget shortfall. It was reported that Town Hall requested departments to minimize spending during the month of July while fiscal year-end work was completed, so the regular monthly financial reporting will resume at the September Trustees Meeting.
 - There was a fiscal year-end balance \$6.80 in unexpended funds which the Friends budgeted for books and materials. These funds remain with the Friends.
 - **Revolving Accounts:**
 - It was reported that a total all available funds remaining in the State Aid, Trust Fund, Contributions, Kline Foundation, Endowment Gift, and Friends Gift accounts will be "rolled over" into Fiscal Year 2010 and will become the beginning balances for the respective accounts.
- **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 Withrow reported she had met with Director Reuland to discuss improvements to the Young Adult area including magazines which youth might enjoy being available and a place for students to donate extra college catalogs for reference purposes.

Library Director's Report:

- **August Report:** Director Reuland reviewed the August 2009 Director's Report. *(Copy attached.)* Copies of the Youth Services Reports for July 2009 were also distributed. *(Copy attached.)* In addition, the following matters were discussed:
 - **Request for Authors to Speak at Snow Library:** Director Reuland reported an increase in the number of authors contacting her to request an opportunity to speak at the Library and make their books available for purchase at the program. Authors Tim Joyce, Robert Gardiner, and Frank Fuerst have all been in contact with Director Reuland about an opportunity to present their work. At the current time there is no selection criteria in place for scheduling these programs and guidelines might be helpful regarding the scheduling of these programs. The matter was tabled to be discussed during New Business.
 - **Space Needs Assessment:** Director Reuland reported that time blocks have been established for Open Forums and Focus Groups with Consultant Richard Waters the week of September 21st. Focus Groups have been identified as seniors, middle and high school students, parent and grandparents, adult patrons, community officials and business groups, local community organizations and art groups, Library Trustees, and Friends and Endowment Board members. Letters of invitation will be mailed by August 31st.
 - **One Town One Book:** Director Reuland reported that the committee has selected *Empire Falls*, by Richard Russo, as the featured title for the fall One Town One Book program.
- 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' Representative Leslie Pike was unable to attend the meeting and submitted a written report which was reviewed. *(Copy attached.)*

Other Reports:

- **Craine Gallery Committee:** Trustee Conway reported the Craine Gallery Committee does not meet during the summer although the monthly exhibits will continue. The next meeting of the committee will be in September.
- **Endowment Fund:** Trustee Singer reported on the following matters:
 - The current market value is approximately \$812,050, with a gain of \$40,670 in the last period.
 - It has become clear that the Endowment Fund cannot continue as is given the tax mandates of their current structure. An attorney has been hired to research and review the ramifications of the possibility of moving the funds to the Friends of Snow Library. The process is likely to take time due to the paperwork involved. Under existing tax laws, as an endowment, the Snow Library Endowment Fund is required to raise a certain percent of its assets each year to maintain a tax exempt status and this has not been done. Consequently, a change in tax exempt status could occur. There was discussion whether the Friends would have full control of the funds versus a shared responsibility with the Library Trustees. Trustee Singer suggested Director Reuland would have an opportunity to discuss the matter with all groups involved and express concerns, as whatever works best for all is in the best interest of the Endowment Fund.

Old Business:

- **Space Needs Assessment:** Trustees engaged in a discussion in the importance of the Space Needs Assessment as the first phase of a long process of planning for any expansion or renovation in the

next five to ten years. Concern was expressed given the current economic climate whether input will truly affect the outcome. The growing technological trends in library service and their potential impact on the “bricks and mortar” of a library building were discussed. The aging demographics of our community were discussed and the advantages of the written word were debated. Director Reuland reported that with circulation statistics which keep increasing in the presence of technology, it was critical to look ahead and plan for the future needs of the Library.

New Business:

- ***Request for Authors to Speak at Snow Library:*** Director Reuland explained to Trustees at the current time there was no existing policy or guidelines for the selection of authors to host at the Library. It was stated that in the past many of these requests were filtered through the auspices of the Friends organization. Several Trustees expressed a fear that the Library could become too commercial with an increase in authors coming and selling their books at the Library. There was consensus that Trustees should consider creating some form of policy regarding hosting author programs before scheduling additional programs, and a letter would be sent to the authors currently waiting for a decision regarding an opportunity to present their work at Snow Library explaining the delay. Trustees asked Director Reuland to research existing policies at other libraries for further discussion at the next monthly Trustee Meeting.

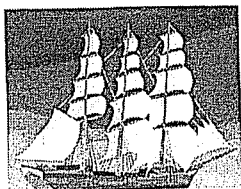
Public Comment: None

Adjournment:

- A motion was made and seconded to “*adjourn the meeting*” at 8:19 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 ON SEPTEMBER 8, 2009</i></p>
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S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, August 11, 2009
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- **CALL TO ORDER**
 - **APPROVAL OF MINUTES FROM JULY 14, 2009, TRUSTEES MEETING**
 - **TRUSTEE CHAIR'S REPORT**
 - Reappointment of Trustee to Snow Library Endowment Fund Board
 - **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**
 - Library Space Needs Assessment
 - **NEW BUSINESS**
 - **PUBLIC COMMENT**
 - **ADJOURNMENT**
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Next Trustee Meeting: Tuesday, September 8, 2009, 7:00 p.m.

Tentatively Scheduled Trustee Meeting with Library Space Needs Assessment Consultant:
Thursday, September 24, 2009, 9:00 a.m.

Upcoming Friends' Meetings: Thursday, August 20, 2009, 2:00 p.m. [Trustee Rep. – Megan Fates]
Thursday, September 17, 2009, 2:00 p.m. [Trustee Rep. – Hal Eastman]

DRAFT

SNOW LIBRARY ENDOWMENT FUND P.O. Box 1987 ORLEANS, MA 02653

2009-2010 ENDOWMENT FUND BOARD OF TRUSTEES

William Risko
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Community Representative
[President]

Term 1/2009 – 12/2011

Tim Traub
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Library Board of Trustees Representative

Term 09/2008 – 06/2009
filling unexpired term

Ernie Rogers
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Friends of Snow Library Representative

Term 07/2008 – 06/2011

Sandra Rhodes
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Friends of Snow Library Representative
[Secretary]

Term 07/2007 – 06/2010

Robert Singer
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Library Board of Trustees Representative
[Treasurer]

Term 07/2007 – 06/2010

Snow Library

FY 2009 MONTHLY BUDGET SUMMARY - YEAR END

June-09

ACCT	SOURCE	Revised FY09		Expenditures		Deposits		YTD Expenditures	% Util.	YTD Deposits	Available Funds
		Budget		May-09		May-09					
Depletion											
1610001	Town - Salaries		\$365,375.00	\$36,142.86	\$0.00	\$356,062.22	97%	\$0.00		\$9,312.78	
1610002	Town - Operating Exp.		\$129,381.00	\$15,732.54	\$0.00	\$128,091.95	99%	\$0.00		\$1,289.05	
1610003	Town - Site Improvmnts.		\$5,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00		\$5,000.00	
N/A	Friends - Books & Materials		\$14,800.00	\$3,763.59	\$0.00	\$14,791.22	100%	\$0.00		\$8.78	
N/A	Friends - Memorials (Bks.)		\$3,000.00	\$0.00	\$0.00	\$3,191.98	106%	\$0.00		(\$191.98)	
N/A	Friends - Museum Passes		\$2,200.00	\$0.00	\$0.00	\$2,010.00	91%	\$0.00		\$190.00	
SUBTOTALS			\$519,756.00	\$55,638.99	\$0.00	\$504,147.37	97%	\$0.00		\$15,608.63	
Revolving											
24-62610-540000	State Aid		\$14,243.38	\$2,610.19	\$1,601.99	\$13,755.74		\$15,362.52		\$15,850.16	
Misc.	Trust Funds		\$101,730.62	\$603.00	\$773.66	\$14,084.12		\$11,293.36		\$98,939.86	
2463610-540000	Contributions/Gifts		\$17,999.90	\$1,579.07	\$547.17	\$10,557.63		\$17,618.48		\$25,060.75	
24CQ610	H&H Kline Foundation		\$6,293.58	\$475.00	\$0.00	\$3,238.00		\$5,960.00		\$9,015.58	
24-AE610-540000	Endowment Gift Fund		\$15.39	\$0.00	\$0.00	\$4,997.85		\$5,000.00		\$17.54	
24-CC610	Friends Gift Acct.		\$14.00	\$0.00	\$0.00	\$9.62		\$0.00		\$4.38	
			\$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	\$5,267.26	\$2,922.82	\$46,642.96		\$55,234.36		\$148,888.27	

NOTE: Trust Funds reflect May & June activity.

August 2009

Director's Report

July at a glance

Circulation was 20,409 items with an average of 709 people entering the building per day.

Children's Report

See attached.

Building/connectivity notes

Minor building issues are being dealt with-front door, fans in public restrooms.

There have been some connectivity problems with CLAMS lines and this is being worked on by Verizon and CLAMS.

Public relations

August flyer is now available at desk.

Town wide mailing set to go to printer and will be residents will receive it in the week of Sept. 7th.

Author requests to speak at Snow

The following authors have put in requests to do readings from their works at Snow.

Tim Joyce, teacher at Nauset Regional High. Book of poetry *Stone Mad*.

Requesting a Tuesday or Wednesday evening in September or October

Robert Gardiner, Centerville resident. Book of poetry *Funny Stuff: A Cheerful Poetic Romp through the Puddles and Muddles of this Goofy Planet*. Open to any date

Frank Fuerst, author of *Alzheimer's Care with Dignity*. Requesting date in August of 2010.

March Schneider, author of *Disconnect : why Americans don't understand the world and how we can learn*. Open to any date.

See attached library entries on these books.

Space Needs Study

Letters to those invited to focus groups will go out by August 31st with a reply date of September 10th.

Time blocs have been scheduled for Open Forums and Focus groups.

Memorandum

To: Mary Reuland
CC: Tavi Prugno
From: Susan Kelley
Date: 7/30/2009
Re: July Report

Date	Program	# attending
July 2	Kickoff event 'Starship Adventure' with Julie Wanamaker	75
July 7	Storytime for children under 5	6
July 8	'Starship Adventure' trivia contest	54
July 14	Space hat workshop	6
July 14	After School Program at the library	30
July 15	'Stargazer's Apprentice'	12
July 15	'Starry Messenger' (afternoon)	28
July 15	'Starry Messenger' (evening)	35
July 21	Storytime for children under 5	48
July 22	Book discussion group 'Midnight on the Moon'	6
July 23	Jackson Gillman presents 'Moon Crazy'	38
July 28	After School Program at the library	18
July 30	Museum of Science presentation 'Rockets: There & Back'	50

115 children are registered for 'Starship Adventure', the 2009 Massachusetts Statewide Summer Reading Program.