

AMENDED MINUTES

Snow Library Board of Trustees Meeting

September 8, 2009

Call to Order:

- A quorum was established and the meeting called to order at 7:02 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 August 11, 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).

Report of Student Representative:

- Student Representative Withrow reported it was the first day of the school year for the Nauset schools. She provided Director Reuland with a list of names of local students to be invited to the Space Needs Assessment Focus Group for middle and high school students.

Trustee Chair Report:

- **Meeting for Town Committee Members:** Town Hall is hosting a meeting for Town Committee Members on September 21. Typically Town policies, rules regarding Open Meeting Law, etc. are reviewed and new Trustees are encouraged to attend.

Financial Report:

- **Monthly Financial Reports:** Treasurer O'Connor reviewed the Monthly Budget Summary for July 2009. (Copy attached.)
 - **Depletion Accounts:**
 - At Town Hall's request expenditures were kept to a minimum during July while fiscal year closeout was completed.
 - **Revolving Accounts:**
 - A payment of \$300 was made from Contributions for the Michael Tougias book and author program. The July Contribution deposits included a \$3,000 gift from a Library volunteer/patron.
 - The Library received a gift of \$4,500 from the Endowment Fund for additional shelving in the Lower Level large print area. The shelving has been ordered and should be installed by early September.
 - July Trust Fund deposits included a \$525 transfer deposit into the Anslow Trust.
- A motion was made and seconded "to accept the Financial Report as presented". The motion carried with a vote 7-0-0.

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TOWN OF ORLEANS
TOWN CLERKS OFFICE

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Library Director's Report:

- **August Report:** Director Reuland reviewed the September 2009 Director's Report. (*Copy attached.*) Copies of the Youth Services Reports for August 2009 were also distributed. (*Copy attached.*) In addition, the following matters were discussed:
 - **Building Notes:** Seaside Alarms had to respond to a problem with the alarms. There was question as to whether the excessive rain had caused ground fault issues or the corrosion and rust on the main panel caused the problem. It was noted that a new alarm panel would be costly, but there had been no additional problems with the alarm since their service call.
 - **Space Needs Assessment:** Director Reuland reported invitations were mailed to potential focus group participants and the response has been encouraging to date. At the request of the consultant coordinating the process, volunteer note takers are needed for each of the focus groups. Trustees Conway, Fates, and O'Connor volunteered to assist.
 - **One Town One Book:** Director Reuland reported the One Town One Book program featuring *Empire Falls*, by Richard Russo, will commence on October 6, with an introduction to the author and his works by Douglas Parker. There will be a series of small group discussions regarding the book during the month of October, and the event will conclude on October 28, with a panel discussion focusing on a variety of perspectives of the book.
 - **Response to Boston Globe Coverage of Library Issues:** Director Reuland responded to a recently published editorial in the Boston Globe which commented on State requirements for public libraries. It was explained that the MBLC (Mass. Board of Library Commissioners) imposes certain requirements to balance the provision of high quality library services with the fiscal reality of municipalities in the current economy. Snow Library receives State Aid from MBLC for compliance with these requirements regarding the number of hours opened, municipal funding requirements, the provision of service to residents from other communities, etc. Another article published in the Boston Globe reported that Cushing Academy was dismantling their library and eliminating all books after making the decision to go digital with the provision of information to students. There was discussion regarding the whether the use of Kindles might become more mainstream in the future. It was reported that statistically residents continue to rely on public libraries for print resources as well as technology.
- 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: None

Other Reports:

- **Craine Gallery Committee:** Trustee Conway reported the Craine Gallery Committee will convene on September 16 after a summer hiatus. Exhibits have continued and Trustees were invited to a reception on September 11, for the artist currently showing her paintings.
- **Endowment Fund:** Trustee Singer reported on the following matters:
 - The current market value is approximately \$826,130, with a gain of \$14,078 in the last period. The overall yield is approximately 2.8%.
 - There is no news to report regarding the legal review of the possibility of dissolving the Endowment Fund and moving the funds to the Friends of Snow Library. The process is likely to take time due to the paperwork involved.

Old Business:

- **Author Events at Snow Library:** Director Reuland reported letters had been sent to authors currently waiting for a decision regarding an opportunity to present their work at Snow Library. The letter explained that Trustees are formulating a policy for such requests, and all future presentations were being temporarily suspended until such policy is adopted. There was discussion that a subcommittee should be formed to review the matter, meet with the Friends, and provide Library Trustees with policy recommendations for scheduling author events. It was

suggested that a policy which uses criteria to filter requests, similar to that which the Craine Gallery Committee utilizes to review potential exhibitors, might be a good idea. Trustees Conway, Fates, and Singer volunteered to participate in the subcommittee and Director Reuland agreed to coordinate the effort and contact the Friends for their input.

New Business: None

Public Comment:

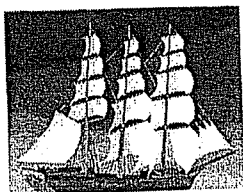
- ***Public Meeting Regarding Town Budget Priorities:*** It was reported Selectmen will be holding a public meeting on September 16 to discuss budget priorities for the Town in the coming year.

Adjournment:

- A motion was made and seconded to “*adjourn the meeting*” at 8:04 p.m. The motion carried with a vote 7-0-0.

Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library

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| <p style="text-align: center;"><i>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON OCTOBER 13, 2009</i></p> |
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S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, September 8, 2009
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
- APPROVAL OF MINUTES FROM AUGUST 11, 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
 - Library Space Needs Assessment
 - Author Programs – Selection/Approval Policy
- NEW BUSINESS
- PUBLIC COMMENT
- ADJOURNMENT

Trustee Focus Group Meeting with Library Space Needs Assessment Consultant:
Thursday, September 24, 2009, 9:00 a.m.
(YOUR PARTICIPATION IS IMPORTANT. PLEASE MAKE EVERY EFFORT TO ATTEND.
IF YOU ARE UNABLE TO PARTICIPATE PLEASE SPEAK WITH DIRECTOR REULAND.)

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

Upcoming Friends' Meetings: Thursday, September 17, 2009, 2:00 p.m. [Trustee Rep. – Hal Eastman]
Thursday, October 15, 2009, 2:00 p.m. [Trustee Rep. – Mary Lou Conway]

Snow Library

FY 2010 MONTHLY BUDGET SUMMARY

July-09

| ACCT | SOURCE | FY10 Budget | Expenditures Jul-09 | Deposits Jul-09 | YTD Expenditures | % Util. | YTD Deposits | Available Funds |
|------------------|-----------------------------|----------------|------------------------|--------------------|---------------------|------------|-----------------|--------------------|
| Depletion | | | | | | | | |
| 1610001 | Town - Salaries | \$369,586.00 | \$25,061.00 | \$0.00 | \$25,061.00 | 7% | \$0.00 | \$344,525.00 |
| 1610002 | Town - Operating Exp. | \$127,500.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 | \$127,500.00 |
| 1610003 | Town - Site Improvmts. | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 | \$5,000.00 |
| N/A | Friends - Books & Materials | \$14,600.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 | \$14,600.00 |
| N/A | Friends - Memorials (Bks.) | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 | \$3,000.00 |
| N/A | Friends - Museum Passes | \$2,400.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 | \$2,400.00 |
| SUBTOTALS | | \$522,086.00 | \$25,061.00 | \$0.00 | \$25,061.00 | 5% | \$0.00 | \$497,025.00 |
| Revolving | | | | | | | | |
| 24-62610-540000 | State Aid | \$15,850.16 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$15,850.16 |
| 2463610-540000 | Contributions/Gifts | \$25,060.75 | \$300.00 | \$3,237.41 | \$300.00 | | \$3,237.41 | \$27,998.16 |
| 24-AE610-540000 | Endowment Gift Fund | \$17.54 | \$0.00 | \$4,500.00 | \$0.00 | | \$4,500.00 | \$4,517.54 |
| 24CQ610 | H&H Kline Foundation | \$9,015.58 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$9,015.58 |
| 24-CC610 | Friends Gift Acct. | \$4.38 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$4.38 |
| Misc. | Trust Funds | \$98,939.86 | \$0.00 | \$688.45 | \$0.00 | | \$688.45 | \$99,628.31 |
| | | \$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 | | \$148,888.27 | \$300.00 | \$8,425.86 | \$300.00 | | \$8,425.86 | \$157,014.13 |

NOTE: July Trust Fund deposits include a \$524.90 transfer deposit into the Anslow Trust

September 2009

Directors Report

August at a glance

An average of 711 people per day entered the building, for a total of 18,479 for the month. Circulation was 20,246 for the month.

Children's Report-attached.

Building notes

Front door has been fixed as well as fans in restrooms.

Building alarm did go off on Saturday 8/29. Seaside Alarm did send technician out to deal with issue. Alarm may have gone off because of the excessive rain we had that day or corrosion/rust on main panel. The alarm has not gone off since the technician checked on it 8/29.

Public Relations

Mailing to all residents and second home owners has been sent out. Additional copies are also available at the library circulation and reference desks.

Survey which was noted in the mailing is now posted on library website.

Space Needs Study 9/21-9/24

Invitations to all focus groups have been sent out and we are receiving responses. This will help us insure that all the focus groups have enough people in attendance. All those who are unable to attend a focus group to which they were invited are encouraged to attend either of the Open Forums and/or complete the survey online.

There will be notices posted around town as well as a release sent to the Cape Codder about the Open Forums. They will also be posted on the library website.

Note takers are needed for each of the focus groups. The consultant has stressed that the notetakers should not be staff, Friends of anyone closely identified with the library. If any Trustee knows of people who would meet this requirement and be willing to give of their time, please let the Director know as soon as possible.

One Town One Book in October

The book selected is *Empire Falls* by Richard Russo. The opening will be a discussion of Russo and his works by Douglas Parker on Tuesday, October 6 at 7:30. The closing panel discussion will be on October 28th at 7 p.m.

Any trustee who wishes to host a small group discussion during October should let the Director know. The small group discussions held last year at the library were a great addition to the program.

The Director will contact the High School English department about the program and Jenny Withrow, Student Representative, will also help with publicity and encouraging students to attend any of the events.

Author events at the library

Some points for consideration would be the following:

- 1) distinction between invited authors and those who request to speak at the library
- 2) identification of individuals/entities who may extend invitation to author to speak at the library
- 3) expectations for publicity, provision of books for sale, setup of refreshments, etc., when an author does speak at the library. Question as to who has the responsibility for this in a library setting as it is different than an author appearance in a bookstore.
- 4) change in publishing world as more people are publishing their own books and do not rely upon a publishing agency for bookings, publicity, etc.

Director did speak with several directors about their library policy on author appearances and none of the libraries had a formal written policy. Directors said that boards generally did some review or had some knowledge of the book before scheduling the author at the library. Director will continue to check on policies in this area.

Memorandum

To: Mary Reuland
CC: Tavi Prugno
From: Susan Kelley
Date: 8/25/2009
Re: August Report

| Date | Program | # attending |
|-------------|--|--------------------|
| Aug. 4 | Summer Storytime | 10 |
| Aug. 5 | Starship Adventure Photo Frame Workshop | 16 |
| Aug. 6 | Sparky's Puppets presents 'Stories from Outer Space' | 103 |
| Aug. 12 | 'Starship Adventure Challenge, s summer science fair | 31 |
| Aug. 13 | Celebration for 'Starship Adventure' participants | 36 |

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



TOWN OF ORLEANS

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Telephone (508) 240-3700 Extension 305 - Fax (508) 240-3388

OFFICE OF
TOWN CLERK

To: All Committees and Boards
From: Kelly Darling, Assistant Town Clerk KD
Date: September 2, 2009
RE: Meeting Postings

As a reminder, per Open Meeting Law, all meetings must be posted with the Town Clerk a minimum of 48 hours prior to the meeting. For your information, the official posting board is in the foyer of the main entrance of town hall.

Please note that "joint meetings" require an official posting by each committee in attendance.

Please contact the Town Clerk's office with any questions. Thank you.

2009 Space Needs Assessment FOCUS GROUP SCHEDULE

| MONDAY 9/21 | TUESDAY 9/22 | WEDNESDAY 9/23 | THURSDAY 9/24 | FRIDAY 9/25 |
|---|--|--|---|----------------|
| <p>1:00 p.m. Focus Group: SENIORS [TR or CR]</p> <p>4:00 p.m. Focus Group: MIDDLE SCHOOL & HIGH SCHOOL [TR or CR]</p> | <p>8:00 a.m. Focus Group: STAFF (Circulation, Custodian?) [TR]</p> <p>10:00 a.m. Focus Group: PARENTS AND GRANDPARENTS OF YOUNG CHILDREN [TR ??]</p> <p>1:00 p.m. Focus Group: OPEN FORUM [CR]</p> <p>5:00 p.m. Focus Group: ADULT LIBRARY USERS [??]</p> | <p>8:00 a.m. Focus Group: STAFF (Reference, Youth Services, Others) [TR]</p> <p>10:00 a.m. Focus Group: COMMUNITY OFFICIALS/ BUSINESS GROUPS [CR]</p> <p>1:00 p.m. Focus Group: LOCAL COMMUNITY ORGANIZATIONS/ ART GROUPS [TR ??]</p> <p>6:00 p.m. Focus Group: OPEN FORUM [CR]</p> | <p>9:00 a.m. Focus Group: LIBRARY TRUSTEES [TR]</p> <p>1:00 p.m. Focus Group: FRIENDS/ ENDOWMENT [TR]</p> | |