

# AMENDED MINUTES

## Snow Library Board of Trustees Meeting

October 13, 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:** Assistant Town Administrator, Myra Suchenic; and Friends' Representative, Ruth Higgins.
- **Absent:** Student Representative, Jennifer Withrow.

### Approval of minutes:

- The minutes of the Trustees Meeting held September 8, 2009, were reviewed and amended. A motion was made and seconded to **"approve the minutes as amended"**. The motion carried with a vote 6(Y)-0(N)-0(A).

### Trustee Chair Report:

- **Change in Date of December Library Trustees Meeting:** Chairman Fates reported that the special State election will take place on the second Tuesday in December, and she recommended changing the date of the December Library Trustees Meeting to the following night. A motion was made and seconded to **"change the date of the December Library Board of Trustees meeting from Tuesday, December 8<sup>th</sup>, to Wednesday, December 9<sup>th</sup>, at 7:00 p.m. to avoid conflict with the special election"**. The motion carried with a vote 6-0-0.

Report of Student Representative: None

### Financial Report:

- **Monthly Financial Reports:** Treasurer O'Connor reviewed the Monthly Budget Summary for August 2009. (Copy attached.)
  - **Depletion Accounts:**
    - Town Operating Expenses include two months of invoices for books and materials (\$7,912), the annual maintenance contract for the microfiche machine (\$985), and six months CLAMS membership (\$14,639).
  - **Revolving Accounts:**
    - State Aid expenditures include payment for four new book carts for the work room (\$949) and books and materials.
    - Contribution deposits for the month include a \$1,000 gift from a patron.
    - Kline expenditures reflect a payment for the preservation of the Snow genealogy book.
- A motion was made and seconded **"to accept the Financial Report as presented"**. The motion carried with a vote 6-0-0.

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TOWN OF ORLEANS  
TOWN CLERKS OFFICE



### Library Director's Report:

- **October Report:** Director Reuland reviewed the October 2009 Director's Report. (*Copy attached.*) Copies of the Youth Services Report for September 2009 were also distributed. (*Copy attached.*) In addition, the following matters were discussed:
  - **September Library Activity:** The circulation was 15, 241 items for September, and Library attendance averaged 581 people per day during September
  - **Holiday Schedule:** In planning ahead for the next couple of months, Director Reuland reported the need to determine the holiday hours of the Library. She requested Trustees consider the following special hours:
    - Wednesday, November 25 – Close at 3:00 p.m. (the day before Thanksgiving...the Library will be open the Friday and Saturday after the holiday)
    - Wednesday, December 24 – Close at 3:00 p.m. (the day before Christmas)
    - Wednesday, December 31 – Close at 3:00 p.m. (New Year's Eve)Director Reuland reported that employees with benefits will not receive any additional paid time off with these changes and all part-time staff would be given the opportunity to make-up missed hours. **A motion was made and seconded "to approve the special holiday hours as presented". The motion carried with a vote 7-0-0.**
- **Meeting Room Use:** Director Reuland reported that school counselors from Nauset Middle and Nauset High School have requested to use the Craine Room for parent programs every three months. There was discussion whether the Meeting Room Policy of utilizing meeting room space once per year should apply. Trustees expressed concern that custodial support falls to the Library rather than the schools, and with many groups looking to use the Library for meeting space, Trustees must protect Library use for regular patrons. There was consensus that the Meeting Room Policy should apply to school groups.
- **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 Higgins reported on the following matters:
  - Friends recently hosted a Donor Party which was well attended and enjoyed by all.
  - An All-Day Book Sale was held last week and although some materials received were unsellable, there were many wonderful donations and the fundraiser was a success.

### Other Reports:

- **Craine Gallery Committee:** Trustee Conway reported on the following matters:
  - The Craine Gallery is currently hosting a very interesting exhibit and Trustees were encouraged to visit.
  - Trustee Conway expressed concern regarding her position as liaison to the Craine Gallery Committee and whether this position should have voting power on the committee, since the group already comes under the policy setting umbrella of the Library Board of Trustees. She would like to have further definition and clarification of her role. Trustee Conway recommended that the person filling the position should not have a vote on the Craine Gallery Committee. It was agreed to take the matter up at next month's Library Board of Trustees meeting.
- **Endowment Fund:** Trustee Singer reported on the following matters:
  - The current market value is approximately \$826,129 as of the end of August.
  - Documentation was required for the legal review of the decision to dissolve the Endowment Fund and move the funds to the Friends of Snow Library. A letter was sent to Attorney Anne-Marie Litchfield from The Snow Library Endowment Fund providing all the requested documents. (*Copy attached.*)

### Old Business:

- **Sunday Closure:** Director Reuland reported the need for a formal vote to close the Library on Sundays from November through March. Although the Library was only open for two hours on these Sundays in the past, closing the Library on Sundays will help to meet budget goals and keep focus on consistent hours of operation throughout the year. Trustees expressed their regret and a **motion was made and seconded "to close the Library on Sundays from November through March to meet budgetary restrictions"**. The motion carried with a vote 7-0-0.
- **Author Events at Snow Library:**
  - Chairman Fates reported she had received a letter from Sandra Rhodes, of the Friends Saturdays at Snow Committee, requesting permission for author Larry Tye to have the opportunity to sell copies of his book, *"Satchel: The Life and Times of an American Legend"* at a December 5<sup>th</sup> program they have invited him to attend. (Copy of letter attached.) It was explained that the Friends like to offer this opportunity to authors as an inducement since they only pay authors a modest honorarium and feel program participants enjoy the opportunity to purchase a book and have it signed by the author. **A motion was made and seconded "to permit author Larry Tye to offer his book for purchase at the Friends' program scheduled for December at the Library."** The motion carried with a vote 7-0-0.
  - Trustee Singer reported that he and Trustees Conway and Fates had volunteered for the subcommittee to review author requests to schedule programs at the Library, but they had not yet had the opportunity to meet. Sandra Rhodes will be invited as a representative of the Friends of Snow Library, and the group intends to meet with Director Reuland in coming weeks to 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.

### New Business:

- **Selectmen Liaison:** Director Reuland distributed copies of an email from Town Hall reporting that the Orleans Board of Selectmen had decided they would not provide a liaison to the Library Board of Trustees since the Library Trustees act independently of the Board of Selectmen. (Copy of correspondence attached.) There was discussion and consensus that Library Trustees want to re-establish the Selectmen's Liaison to the Library Trustees as other independent town committees have a liaison and there is a desire to foster a positive working relationship. Chairman Fates agreed to draft a letter to Chairman Fuller of the Board of Selectmen expressing this wish.
- **Future Trustee Representation Regarding Endowment Funds:** Trustees questioned how the Library Board of Trustees would maintain representation regarding future financial decisions if/when the Endowment Funds are shifted to the Friends of Snow Library. The possibility of the Friends establishing a subcommittee which included a Trustee liaison for this purpose was discussed. Friends Representative Higgins agreed to take the matter back to the Friends Board.
- **Financial Concerns:** Chairman Fates prompted a discussion regarding the possibility of establishing future Library fees for such things as library use by out-of-state residents or program attendance to aid budget restrictions. Several Trustees expressed opposition to fees as they felt fees would be counterproductive to perpetuating a strong community library and the concept of a free, public library. Director Reuland explained that the Mass. Board of Library Commissioners restricts fees for library cards for Massachusetts residents, and currently Snow Library encourages donations from out-of-state residents who request a library card. There was consensus that the physical Library facility is not capable of meeting the needs expressed during the Space Needs Assessment, and there will need to be additional financial discussions as the process of any future renovation progresses.

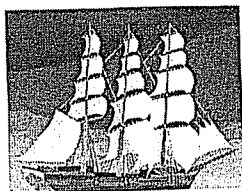
**Public Comment:**      None

**Adjournment:**

- A motion was made and seconded to “*adjourn the meeting*” at 8:13 p.m. The motion carried with a vote 7-0-0.

*Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library*

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



**S N O W**  
**Library**  
*Established 1877*

# Snow Library BOARD OF TRUSTEES MEETING

Tuesday, October 13, 2009

7:00 p.m.

Trustee Room, Snow Library

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## AGENDA

- CALL TO ORDER
  - APPROVAL OF MINUTES FROM SEPTEMBER 8, 2009, TRUSTEES MEETING
  - TRUSTEE CHAIR'S REPORT
  - REPORT OF STUDENT REPRESENTATIVE
  - FINANCIAL REPORT
  - LIBRARY DIRECTOR'S REPORT
  - REPORT OF FRIENDS' REPRESENTATIVE
  - OTHER REPORTS
    - Craine Gallery Committee
    - Snow Library Endowment Fund
  - OLD BUSINESS
    - Sunday Hours (*Vote required*)
    - Subcommittee to Review Author Requests
  - NEW BUSINESS
  - PUBLIC COMMENT
  - ADJOURNMENT
- 

**Next Trustee Meeting:**

Tuesday, November 10, 2009, 7:00 p.m.

**Upcoming Friends' Meetings:** Thursday, October 15, 2009, 2:00 p.m. [Trustee Rep. – Mary Lou Conway]  
Thursday, November 19, 2009, 2:00 p.m. [Trustee Rep. – Bob Singer]

**Snow Library  
FY 2010 MONTHLY BUDGET SUMMARY**

**August-09**

| ACCT             | SOURCE                      | FY10<br>Budget | Expenditures<br>Aug-09 | Deposits<br>Aug-09 | YTD<br>Expenditures | %<br>Util. | YTD<br>Deposits | Available<br>Funds |
|------------------|-----------------------------|----------------|------------------------|--------------------|---------------------|------------|-----------------|--------------------|
| <b>Depletion</b> |                             |                |                        |                    |                     |            |                 |                    |
| 1610001          | Town - Salaries             | \$369,586.00   | \$27,194.18            | \$0.00             | \$52,255.18         | 14%        | \$0.00          | \$317,330.82       |
| 1610002          | Town - Operating Exp.       | \$127,500.00   | \$30,054.99            | \$0.00             | \$30,054.99         | 24%        | \$0.00          | \$97,445.01        |
| 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     | \$775.00               | \$0.00             | \$775.00            | 32%        | \$0.00          | \$1,625.00         |
| <b>SUBTOTALS</b> |                             | \$522,086.00   | \$58,024.17            | \$0.00             | \$83,085.17         | 16%        | \$0.00          | \$439,000.83       |
| <b>Revolving</b> |                             |                |                        |                    |                     |            |                 |                    |
| 24-62610-540000  | State Aid                   | \$15,850.16    | \$2,434.83             | \$0.00             | \$2,434.83          |            | \$0.00          | \$13,415.33        |
| 2463610-540000   | Contributions/Gifts         | \$25,060.75    | \$682.80               | \$1,492.23         | \$982.80            |            | \$4,729.64      | \$28,807.59        |
| 24-AE610-540000  | Endowment Gift Fund         | \$17.54        | \$0.00                 | \$0.00             | \$0.00              |            | \$4,500.00      | \$4,517.54         |
| 24CQ610          | H&H Kline Foundation        | \$9,015.58     | \$3,943.00             | \$0.00             | \$3,943.00          |            | \$0.00          | \$5,072.58         |
| 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                 | \$153.73           | \$0.00              |            | \$842.18        | \$99,782.04        |
|                  |                             | \$0.00         | \$0.00                 | \$0.00             | \$0.00              |            | \$0.00          | \$0.00             |
|                  |                             | \$0.00         | \$0.00                 | \$0.00             | \$0.00              |            | \$0.00          | \$0.00             |
| <b>SUBTOTALS</b> |                             | \$148,888.27   | \$7,060.63             | \$1,645.96         | \$7,360.63          |            | \$10,071.82     | \$151,599.46       |

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

## **October 2009**

### **Directors Report**

#### **September at a glance**

The circulation was 15,421 items for September. The people count was

#### **Building**

The light which illuminates the stairs to the middle school has been out for a few weeks. The electrician has ordered a replacement and will install it as soon as it arrives.

#### **Trustee representation**

There has been a Selectmen liaison to Library Board of Trustees until this year. Director asked about the lack of a liaison at Town Hall and was told that the Selectmen had decided not to have a liaison to the Library Board this year. The lack of a Selectman liaison to the library removes the library from an important line of communication and visibility with the Selectmen

The Endowment Fund and Friends are in the process of dissolving the Endowment Fund as an entity and putting the Endowment Funds in the Friends. Library Trustee representation on the Endowment fund was two members of the five members. Trustee representation and input in future remains to be clarified.

#### **Library closure on Sundays**

Director requests that the library be closed on Sundays November through March. Although the library has been open for 2 hours on Sundays from November through March in the past, closing on Sundays will help to meet budget goals and keep focus on consistent library hours throughout the year. VOTE REQUIRED

#### **Holiday closings**

Director requests that the library close at 3 p.m. on Wednesday, November 25.

Director requests that the library close at 3 p.m. on Thursday, December 24.

Director requests that the library close at 2 p.m. on Thursday, December 31.

VOTE REQUIRED

#### **Space Needs Study**

All of the focus groups were well attended and all the surveys have been sent to the consultant, Dick Waters. A report of his findings will arrive in late October or early November. The report will be made available to all.

#### **One Town One Book**

The opening talk was on Tuesday, the 6<sup>th</sup> with approximately 45 people in attendance. The Friends did not supply copies to give to people, but the library did provide copies for people to borrow.

#### **FY11 Budget**

Work will begin on budgets this month. FY11 will be a very challenging year.

**School Groups and Meeting Room Use**

Requests have been made by school counselors from Nauset Middle and Nauset High School to use Craine Room for programs involving parents on a regular basis (e.g. every 3 months, sometimes biweekly). Meeting room policy permits a group to use the Craine Room for one meeting per year.



 This message was sent with high importance.

**Mary Reuland**

**From:** Marge Astles  
**To:** Mary Reuland  
**Cc:**  
**Subject:** FW: library liaison  
**Attachments:**

**Sent:** Mon 9/14/2009 8:42 AM

*Good morning Mary,*

*In answer to your question regarding a liaison to the Library Trustees, the Board has decided to not provide a liaison since the Library Trustees act independently of the Board of Selectmen. Please feel free to contact Chairman Fuller or Vice Chair Margie Fulcher if anything needs to be presented to the Board.*

*Chairman Fuller feels that it would be a conflict of interest for him to be on the committee that she is proposing, since he would be making money decisions about anything that Library Trustees propose. However, he would gladly provide consultation on any lock issues that may arise during Trustee deliberations.*

*Call me if you would like me to find out further information for you or to have Chairman Fuller contact you.*

*Margie*

*Margie Astles*

*Town of Orleans*

*Admin. Assistant to the Town Administrator*

*19 School Road*

*Orleans, MA 02653*

# Memorandum

To: Mary Reuland  
CC: Tavi Prugno  
From: Susan Kelley  
Date: 10/8/2009  
Re: September Report

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| Date     | Telling Tales | Mother Goose-on-the-Loose |
|----------|---------------|---------------------------|
| Sept. 16 | 9             |                           |
| Sept. 17 |               | 16                        |
| Sept. 23 | 5             |                           |
| Sept. 24 |               | 15                        |

| Special programs                      | Date     | # attending |
|---------------------------------------|----------|-------------|
| 'Insects' with Greg Jacobs,           |          |             |
| Cape Cod National Seashore            | Sept. 22 | 10          |
| Mother & Daughter Book Club featuring |          |             |
| Barbara Slater presenting her book    |          |             |
| <u>When Wishes Come True</u>          | Sept. 24 | 14          |

**Snow Library Endowment Fund, Inc.**

**P.O. Box 1975  
Orleans, MA 02653**

**508-255-5199**

**e-mail:bsinger73@comcast.net**

October 6, 2009

Ms. Anne-Marie Litchfield, Esq.  
C/o Litchfield & Litchfield, PC  
330 Orleans Road  
North Chatham, MA 02650

Dear Attorney Litchfield:

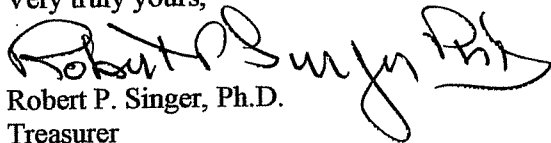
I am in receipt of your e-mail of September 18, 2009 to William Risko, Chair, Board of Directors of the Snow Library Endowment Fund, Inc. requesting copies of certain financial documents to assist you in filings with the AG's office and the Supreme Judicial Court.

Enclosed please find the following documents:

1. Annual Report to the Secretary of the Commonwealth.
2. Form PC to the Attorney General
3. Form 990 2008 "Return of Organization Exempt From Income Tax"
4. Bank statements from Cape Cod Five Cents Savings Bank dated August 31, 2009 indicating amounts currently in "Non-Personal Savings" A/C# 0022255775 in amount of \$109.53 and "Non-Profit Checking" A/C# 0882064124 in the amount of \$147.38. There was one withdrawal on September 23, 2009 from checking in the amount of \$40.00 for postal box rental. There are no further outstanding obligations as of today's date.
5. Account Statement form U.S. Trust (Bank of America) dated August 31, 2009 indicating market value in the amount of \$826,129.69. Obviously, this amount varies daily and if you need the statement for September, 2009, please advise and I will forward a copy to you as soon as I receive it.

Please do not hesitate to contact me if you are in need of further documentation or information.

Very truly yours,

  
Robert P. Singer, Ph.D.  
Treasurer

**FRIENDS OF SNOW LIBRARY  
"SATURDAYS AT SNOW"  
PO BOX 481, ORLEANS, MA, 02653**

October 12, 2009

Megan Fates, Chairman  
Board of Trustees  
Snow Library  
67 Main Street  
Orleans, Ma. 02653

Dear Megan and Fellow Trustees;


The "Saturdays at Snow" library program. has invited Larry Tye, author of the recent book, "Satchel: The Life and Times of an American Legend." for our December 5<sup>th</sup> program. We would like to be able to offer this speaker the opportunity to sell his book after the program.

The Committee feels that the life of Satchel Paige would be of interest to a large number of our Orleans community. We feel very fortunate that Mr., Tye would consider coming to Orleans as he lives near Boston. Mr. Tye is willing to accept a modest Honorarium with the ability to offer his book for sale.

We find that many of our recent speakers are authors and the ability to sell their books an inducement to come and speak at our programs.

Thank you for consideration of this request

Sincerely yours,

  
Sandra M. Rhodes,  
Saturdays at the Snow Library