



## MINUTES

### Snow Library Board of Trustees Meeting

TOWN OF ORLEANS  
TOWN CLERK'S OFFICE

October 12, 2010

10 NOV 10 AM 11:52

#### Call to Order:

- A quorum was established and the meeting called to order at 7:04 p.m. by Chairman Fates. The meeting was held in the Trustees' Room at Snow Library.

#### Meeting Attendance:

- **Trustees present:** Mary Lou Conway, Megan Fates, Sue Lederhouse, Barbara Natale, Barbara O'Connor, Sandra Rhodes, and Tim Traub.
- **Library Staff members present:** Assistant Library Director, Tavi Prugno; and Administrative Assistant, Judi Wilson.
- **Others present for regular monthly Library Trustees Meeting:** Selectmen's Liaison, Sue Christie; and Friends President, Pam Ritchie.
- **Absent:** Library Director, Mary Reuland; and Student Representative, Alexandra Malloy.

#### Library Director's Report:

- Chairman Fates reported that Director Reuland was absent due to illness and Assistant Director Prugno would present the Director's Report. Since Assistant Director Prugno was also staffing the Reference Desk for the evening, Trustees were asked to consider allowing the Director's report to come at the beginning of the meeting so he could return to his post. **A motion was made and seconded to "move the Director's Report to the beginning of the meeting agenda to allow Assistant Director Prugno to return to the Reference Desk to serve the public". The motion carried with a vote 7(Y)-0(N)-0(A).**
- Assistant Director Prugno reviewed the October 2010 Director's Report. (*Copy attached*) Copies of the Youth Services Report for September 2010 were also distributed. (*Copy attached*) In addition the following was discussed:
  - **Composition of Board of Trustees:** Copies of a September 28, 2010 Memo to Director Reuland from Michael Ford, Orleans Town Counsel, were distributed. (*Copy attached.*) During the by-law review process there were questions raised regarding whether the total number of Trustees on the Board needed to be divisible by three per General Laws of the Commonwealth of Massachusetts. Town Counsel has confirmed that the Town of Orleans has the right to determine the number of members on the Snow Library Board of Trustees by way of charter provisions, so there is no need to look at changing the current number of Library Trustees and the composition of the Board will remain as is with seven Trustees.
  - **Vote on Approval of Special Thanksgiving Holiday Hours:** Director Reuland asked Trustees to consider closing the Library at 3:00 p.m. on Wednesday, November 24<sup>th</sup>, the day before Thanksgiving as has been done in years past. There was discussion regarding whether the Town offices will close early and it was explained that while they have on occasion in years past, with the Library it is necessary to plan ahead for staffing and keep the public informed. It was also noted the Library does not follow the town offices' typical Monday through Friday day time office hours. 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 closing the Library at 3:00 p.m. on Wednesday, November 24<sup>th</sup>, the day before the Thanksgiving holiday". The motion carried with a vote 7-0-0.**
  - **Building:** The Town will be conducting an assessment of each of its facilities in order to identify the most pressing mechanical/structural issues in each building. This should be of help to the Library as it would provide a professional assessment of current mechanical systems. Selectmen Christie reported the process is scheduled to begin in May 2011.
  - **Library Journal Star Ranking:** Snow Library was one of ten Massachusetts libraries to receive stars in the most recent *Library Journal* rankings (10/2010). Eight of the ten Massachusetts libraries recognized were from the CLAMS network including Snow Library in

- Orleans (3 stars), Wellfleet Public Library (5 stars), Provincetown Public Library (5 stars), Osterville Free Library (5 stars), Eldredge Public Library in Chatham (4 stars), Oak Bluffs Public Library (3 stars), West Tisbury Free Public Library (5 stars), Dennis Public Library in Dennisport (4 stars). Trustees suggested the local media might be interested in the news.
- **A motion was made and seconded “to accept the Director’s Report as presented”. The motion carried with a vote 7-0-0.**

#### Approval of minutes:

- The minutes of the Trustees Meeting held September 22, 2010, were reviewed. **A motion was made and seconded to “approve the minutes as presented”. The motion carried with a vote 7(Y)-0(N)-0(A).**

#### Trustee Chair Report:

- **Recognition of Bobi Eldridge’s Service:** Trustee Conway composed a letter to Bobi Eldridge thanking her for her service to the Library for all Trustees to sign.
- **Mashpee Library Opening:** Chairman Fates reported she had received an email invitation to the formal opening of the new Mashpee Public Library.

#### Report of Student Representative:

- Student Representative Malloy was unable to attend due to homework demands, but asked to share that Seniors are preparing for SATs, Juniors are writing essays on one of the first seven Presidents and preparing for PSATs, and Freshmen will soon be assigned their research project.

#### Financial Report:

- Treasurer O’Connor reviewed the August 2010 Monthly Budget Summary. (*Copy attached*)
  - **Depletion Accounts:**
    - August salary expenditures reflect five weekly pay periods.
    - August operating expenses reflect expenses for two months since invoice processing is delayed in July to allow Town time to close out prior fiscal year. Expenses included payments for half-year CLAMS membership (\$13,583), books and materials (\$8,249), electricity/AC (\$3,911), annual maintenance for microfiche machine (\$985), lighting repairs by an electrician (\$525), annual maintenance for self-check station (\$432) annual alarm monitoring (\$276), and misc. other expenses.
    - Trustees questioned how the CLAMS fee is determined and it was explained that there are base fees for member libraries and some fees based on usage. It was reported that CLAMS membership costs are actually less than they were a few years ago as the current CLAMS Director has aggressively pursued e-rate reimbursement and an equitable fee structure.
    - Museum pass expenses reflect renewal of Museum of Science and Gardner Museum passes.
  - **Revolving Accounts:**
    - State Aid expenditures included a new vacuum (\$410) and books (\$750).
    - Contribution expenditures reflect design services for newly covered chairs in the Reading Room paid by a donation.
    - Kline Foundation expenditures reflect parts purchased for the Walker Hanging System in the Craine Gallery.
    - Trust Fund deposits reflected a transfer deposit into the Anslow Trust (\$103) and regular monthly interest (\$96).
- **A motion was made and seconded “to accept the Financial Report as presented”. The motion carried with a vote 7-0-0.**

#### Report of Friends’ Representative:

- Friends President apologized for their lack of consistent representation at recent Trustee Meetings and explained they should now have someone attending on a regular basis. She then reported on the following matters:
  - Friends held their major donor recognition party for those who gave \$100 or more this year and unfortunately a terribly rainy evening kept attendance down.

- The 2<sup>nd</sup> Annual Snow Ball will be held on Friday, November 12<sup>th</sup> and tickets will cost \$95. Last year the event raised funds for the purchase of computers and supporting furniture in the Young Adult Area. This year the fundraiser will support technology improvements.
- Friends are looking into purchasing canvas book bags imprinted with their logo which could be sold at book sales.
- The Friends of Snow Library has initiated a Long Range Planning Committee to help mesh the Friends' goals with Library goals. Trustee representation would be most welcome.
- The Friends Board has reinstated a rotating Member at Large position to try and get new people involved with the group.
- A review of the Friends' bylaws is being planned.

#### **Other Reports:**

- ***Craine Gallery Committee:***
  - The final exhibit in a four part series of historical photographs taken by H.K. Cummings is currently being featured in the Craine Gallery until the end of the month.
- ***Snow Library Endowment Fund:*** Trustee Rhodes reported that the group had not met and there was no new financial statement since the September Library Trustees Meeting.
- ***By-Law Review Subcommittee:***
  - Trustees reviewed draft copies of the Snow Library Bylaws marked with proposed changes discussed at the September Library Trustees Meeting. *(Copy attached)* A copy of the Bylaws section from the online Massachusetts Public Library Trustees Handbook, printed from the MBLC website was distributed which included suggestions for items which should be included in the written set of bylaws for every library board. *(Copy attached.)*
  - Trustees Fates and Lederhouse asked whether there were any objections to deleting the sections indicated (Cummings Prints, Service to Area Students, Special Services, Expansion of Services, and Cooperation with Other Libraries) since many items are covered under other library policies. There were no issues raised with the deletion of these sections. It was suggested that the best way to proceed would be for the Bylaw Review Subcommittee to meet one last time in coming weeks with Director Reuland to review the bylaws again and compose a final draft of proposed changes for Trustees to review at the November meeting.

**Old Business:** None

#### **New Business:**

- ***Town Annual Committee Orientation Meeting:***
  - Trustee Conway reported she had attended the Town's the Annual Committee Orientation session on Monday, September 27<sup>th</sup>. Matters reviewed included the importance of the oath of office, the need to avoid conflicts of interest, and liability coverage for volunteers.

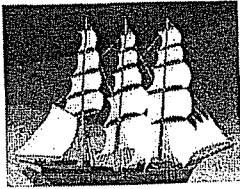
**Public Comment:** None

#### **Adjournment:**

- A Motion was made and seconded to "*adjourn the meeting*" at 7:58 p.m. The motion carried with a vote of 7-0-0.

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

<p style="text-align: center;"><b>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES</b>  <b>ON NOVEMBER 9, 2010</b></p>
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**SNOW**  
**Library**  
*Established 1877*

# Snow Library BOARD OF TRUSTEES MEETING

Tuesday, October 12, 2010

7:00 p.m.

Trustee Room, Snow Library

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## AGENDA

- **CALL TO ORDER**
  - **APPROVAL OF MINUTES FROM SEPTEMBER 22, 2010, TRUSTEES MEETING**
  - **TRUSTEE CHAIR'S REPORT**
    - Recognition of Bobi Eldridge's service
  - **REPORT OF STUDENT REPRESENTATIVE**
  - **FINANCIAL REPORT**
  - **LIBRARY DIRECTOR'S REPORT**
    - Vote on approval of holiday hours
  - **REPORT OF FRIENDS' REPRESENTATIVE**
  - **OTHER REPORTS**
    - Craine Gallery Committee
    - Snow Library Endowment Fund
    - By-Law Review Subcommittee
      - Review proposed changes
  - **OLD BUSINESS**
  - **NEW BUSINESS**
  - **PUBLIC COMMENT**
  - **ADJOURNMENT**
- 

**Next Trustee Meeting:** Tuesday, November 9, 2010, 7:00 p.m.

**Upcoming Friends' Meetings:** Thursday, October 21, 2010, 2:00 p.m. [Trustee Rep. – Mary Lou Conway]  
Thursday, November 18, 2010, 2:00 p.m. [Trustee Rep. – Sandra Rhodes]

## Snow Library

## FY 2011 MONTHLY BUDGET SUMMARY

August-10

ACCT	SOURCE	FY11 Budget	Expenditures Aug-10	Deposits Aug-10	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<b>Depletion</b>								
1610001	Town - Salaries	\$371,989.00	\$28,775.89	\$0.00	\$52,931.80	14%	\$0.00	\$319,057.20
1610002	Town - Operating Exp.	\$127,481.00	\$28,921.38	\$0.00	\$28,921.38	23%	\$0.00	\$98,559.62
1610003	Town - Site Improvmts.	\$18,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$18,000.00
N/A	Friends - Books & Materials	\$15,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$15,000.00
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	\$2,500.00	\$775.00	\$0.00	\$775.00	31%	\$0.00	\$1,725.00
<b>SUBTOTALS</b>		\$537,970.00	\$58,472.27	\$0.00	\$82,628.18	15%	\$0.00	\$455,341.82
<b>Revolving</b>								
24-62610-540000	State Aid	\$16,494.89	\$1,160.19	\$0.00	\$1,160.19		\$0.00	\$15,334.70
2463610-540000	Contributions/Gifts	\$23,785.73	\$200.00	\$512.20	\$200.00		\$1,917.62	\$25,503.35
24-AE610-540000	Endowment Gift Fund	\$1,642.45	\$0.00	\$0.00	\$0.00		\$0.00	\$1,642.45
24CQ610	H&H Kline Foundation	\$4,751.77	\$261.34	\$0.00	\$261.34		\$0.00	\$4,490.43
24-CC610	Friends Gift Acct.	\$4.38	\$0.00	\$0.00	\$0.00		\$0.00	\$4.38
24-EO610	Brotherton Grant	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Misc.	Trust Funds	\$113,852.17	\$0.00	\$199.22	\$0.00		\$313.52	\$114,165.69
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
<b>SUBTOTALS</b>		\$160,531.39	\$1,621.53	\$711.42	\$1,621.53		\$2,231.14	\$161,141.00

NOTE: Town requests invoice processing be delayed during July to close-out prior fiscal year

## **October 2010**

### **Director's Report**

#### **Governance**

See attached memo regarding number of Library Trustees.

#### **Holiday hours**

Request that the library close at 3 p.m on Wednesday, November 24<sup>th</sup>, the day before Thanksgiving. **TRUSTEE VOTE REQUIRED**

#### **Building**

Director will begin to get bids for work on entrance and first floor bathrooms this month. Funds were approved in FY11 budget (\$18,000).

The town may be doing an assessment of each of its facilities in order to identify most pressing mechanical/structural issues in each building. This would be of great help to the library as it would provide a professional assessment of the mechanical systems we currently have.

Director spoke with Highway Department manager, Mark Budnick, about possibility of having a traffic engineer review the library parking lot and provide options for improvement (e.g. small circle in rear/side area for turning around).

#### **Finance**

FY12 budget guidelines have been distributed. Each department manager is expected to submit a budget which level funds expenses and limits salary/wage increases to no more than 1% of FY12 salary schedules (schedules do not include figures for any general wage increases for any town employee groups). In addition, each manager will identify potential reductions equal to 1% of their total operating budget. Reductions need to be sustainable and prioritized.

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

Circulation for September was 14, 533 for a daily average of 581 items. People count was 13,790 for a daily average of 552 people .

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

Publicity has been in the *Cape Codder*, town website, library website and at locations in town. See attached poster.

#### **LJ Star Ranking**

Snow Library received a Star Ranking in the most recent *Library Journal* rankings (10/2010).

# Memorandum

**To:** Mary Reuland  
**CC:** Tavi Prugno  
**From:** Susan Kelley  
**Date:** 10/6/2010  
**Re:** September Report

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## Storytimes:

<b>Date</b>	<b>'Telling Tales' (for 3 to 5 year-olds)</b>	<b>'Mother Goose-on-the-Loose' (lapsit storytime for toddlers under 3)</b>
<b>Sept. 22</b>	<b>4</b>	
<b>Sept. 29</b>	<b>9</b>	
<b>Sept. 30</b>		<b>13</b>

## 'Toddler Tyme', an art program for children under 3:

<b>Date</b>	<b># attending</b>
<b>Sept. 14</b>	<b>2</b>
<b>Sept. 21</b>	<b>10</b>
<b>Sept. 28</b>	<b>8</b>

**TOWN OF ORLEANS**  
**OFFICE OF THE TOWN ADMINISTRATOR**  
19 School Road  
Orleans, Massachusetts 02653  
Tel. 508-240-3700 Ext. 311

**Memo to:** Mary Reuland, Director of Snow Library

**From:** Michael Ford, Orleans Town Counsel

**Date:** September 28, 2010

**Re:** Michael Ford's Response to the Library Director's question regarding the number of trustees on Snow Library Board

Please submit to the Snow Library Board of Trustees:

Pursuant to the provisions of G.L. c.43B Sec. 20 (c), the Town by way of a charter provision has a right to determine the number of members of any multiple member body (such as the Board of Library Trustees), provided that it consists of an odd number. As a result, the charter provision providing for 7 members controls and G.L. c.78 need not be complied with respect to the requirement that the Board be divisible by three.



**Town of Orleans**  
**One Town, One Book**  
**Snow Library - October 2010**  
*In the Heart of the Sea: The Tragedy of the  
Whaleship Essex* by Nathaniel Philbrick

*Copies of the book are available at the library.*

**One Town, One Book Events:**

**“In Pursuit of Whales on Cape Cod”:**

Wednesday, October 20th at 7 p.m.

Sue Haley, National Seashore Park

Ranger will speak on the history of  
whaling on Cape Cod

**Small Group Discussion:**

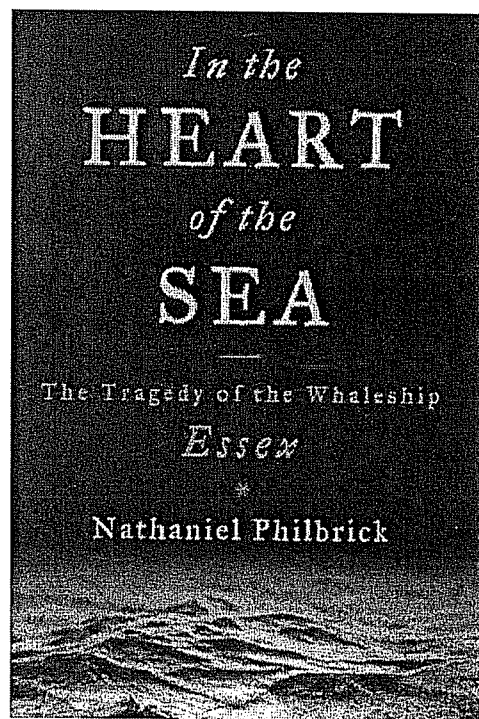
Tuesday, October 26th at 10 a.m.

**Panel Discussion:**

Wednesday October 27th at 7 p.m.

**Panelists:**

Laurie Higgins, Free lance Journalist; Peter Kennedy, Retired  
Executive; Sue Lederhouse, Episcopal Priest; Jane Schroyer,  
Retired English Teacher; Robert Singer, Clinical Psychologist



Advisory Services For Libraries > Trustees, Directors & Friends > Library Trustees Handbook

## Massachusetts Public Library Trustees Handbook

### Chapter 2. Board Organization



#### Chapter 2. Board Organization

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##### Individual Trustee Report Card

##### Bylaws

Every library board should have its own written set of bylaws: the framework, rules and regulations covering the meetings and operation of the board. Bylaws should be drafted and revised as needed so as not to conflict with any local, state or federal laws or regulations. Be aware that some libraries do not have bylaws that are specific to the library: instead, they use the laws laid out in their municipal charter, act of special legislation, or original municipal articles of incorporation. Trustees should each have his/her own copy of all the bylaws and rules which govern their library. It is each trustee's responsibility to read and familiarize him/herself with the library's governing documents.

##### Bylaws include:

- Name of the organization
- Purpose and objective
- Constituency served
- Method of board and officer selection, duties, appointments and term
- Time, place and responsibility for regular meeting
- Attendance requirements
- Method for calling special meetings
- What constitutes a quorum
- Appointment and duties of standing committees. Standing committees may include:

Executive committee

Budget and finance

Personnel

Buildings and equipment

Legal issues

Library development and planning

Policy

Publicity and public relations

Legislative

- Provision for special committees
- Required reports and yearly timetables

- Provision for amending the bylaws
- Provision that any motion dealing with policy or regulation must be continued over for final decision at a subsequent meeting
- Provision for filling vacancies
- Removal/replacement of trustees
- Provision for recourse to Robert's Rules of Order, revised edition for procedural matters not covered in the bylaws



Who Does What?



Types of Library Boards in Massachusetts

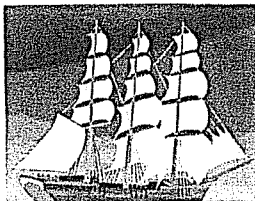
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Tel: 617-725-1860 800-952-7403 (in state) Fax: 617-725-0140 [Directions](#)[Contact Us](#)

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Page last updated on 09/7/2007



# SNOW Library *Established 1877*

## BYLAWS

### 1. The Board of Trustees

The Board of Trustees is the governing body of Snow Library, functioning under Chapter 78, Sections 10, 11, and 12 of the General Laws of the Commonwealth of Massachusetts dealing with public libraries. Board members must be residents of the Town of Orleans, and are elected at the annual town election. According to the General Laws of the Commonwealth of Massachusetts, the total number of Trustees on a library Board must be divisible by three. The Snow Library Board **currently has** seven members as required by Town charter. ( ↓ ) As the needs and growth of the Library dictate, the Trustees may request at Town Meeting that this number be enlarged.

- ***Town Counsel has advised that Town charter may determine the number of members of the Board of Trustees, provided it is an odd number***
- ***Need consistency on capitalization of "Library"...To use upper case or not?***

### 2. Board Organization

An organizational meeting will be held each year immediately following the Town election, usually coinciding with the regular monthly meeting of the Board. At this time, a Chairman and a Vice Chairman will be elected for one year terms. The Chairman, who must have one year's experience as Trustee, may serve for a limit of two one-year consecutive terms but, after a year has elapsed, may again be considered for this office.

The Chairman will appoint Trustees to serve in such areas as Treasurer, Secretary, public relations, finances, special projects, etc., the areas to be determined by the Library's current needs. All appointments will be made with the approval of the Board.

### 3. Board Succession

The term of office for a Snow Library Trustee is three years. In the event of vacancies caused by resignations or other circumstances, interim appointments will be made at a joint meeting of the Board of Trustees and the Board of Selectmen. A Trustee, however, shall not serve more than two consecutive terms. Re-election may be sought after an absence of one year from the Board.

### 4. Political Endorsements

Members of the Board as individuals will encourage well-qualified persons to run for the office of Trustee. However, no official endorsement will be made by the Board, or by any individual Trustee, or any individual running for election or re-election as a Trustee.

## 5. Trustee Meetings

Regular monthly meetings of the Board of Trustees will be held at the Library on the second Tuesday of each month at 7:00 p.m. On the occasions that the regular monthly meeting time conflicts with holidays or Town business, the time of the regular monthly meeting of the Library Board of Trustees will be moved from the second Tuesday of the month, to the second Wednesday of the month at 7:00 p.m. Special interim meetings may be called at the discretion of the Chairman. In accordance with the General Laws of the Commonwealth of Massachusetts regarding open meetings, **the Chairman will post advance notice of meetings with the Town of Orleans in compliance with the Open Meeting Law. Notices of regular meetings, including a copy of the agenda, will be provided to the Board members in advance of the meeting date. ( ↓ )** The Library Director and the President of the Friends of the Snow Library also will be provided with copies of the agenda so that they may be informed of the business to be presented in ample time before the meeting date. A copy of the Minutes of Meetings will be distributed to each Trustee, the Library Director, and the Friends Board.

▪ <b><i>Changed to note compliance with the Open Meeting Law</i></b>
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## 6. Quorum

It shall be necessary to have four Trustees present at a meeting in order to conduct business.

## 7. Additions to the Library Collection

***Type and Quality of Books and Other Library Materials to be Added to the Library Collection:*** Books and other materials shall be selected by the Library Director **in accordance with Library Selection Policy.** There shall be no "censorship" as such. It is the policy of the Board that all sides of an issue – especially of current issues which are apt to be controversial – should be presented in our collection, even though some of the viewpoints represented may be unpopular.

## 8. Hours Open, Hours of Staff Duty, Holidays

The Board will determine the days and hours during which the Library will be open. The Library will be closed on those holidays observed by the Commonwealth of Massachusetts. **Any variations will be made by the Library Director in consultation with the Town Administrator.** The Library Director and any full-time staff member will work the number of hours prescribed by the Town of Orleans overall personnel policy. Other staff members will work those hours required by the Library Director in accordance with limits set by the town.

## 9. Personnel Provisions

***Salary Schedule, Personnel Classifications, and Retirement Provisions:*** Salary schedules, personnel classifications, and retirement provisions will follow the prescribed policy of the Town of Orleans.

## 10. Time Off for Staff

***Vacation and Sick Leave for Library Director and Staff:*** Vacations and sick leave for Library employees will follow the personnel policy of the Town of Orleans.

#### 11. Trust Funds ( ↓ )

Decisions concerning the Trust Funds of the Library shall be the direct responsibility of the Board of Trustees. ( ↓ )

- *Formerly titled, "Finances"*
- *Formerly read: "The finances of the Library shall be the direct responsibility of the Board of Trustees. The Treasurer of the Board of Trustees will be appointed on an annual basis by the Chairman of the Board."*

#### 12. Attendance at Professional Meetings

**Payment of Expenses for Trustees and Staff to Attend Library Conferences, Workshops, and Professional Meetings:** The Library Director, with the approval of the Board, shall attend conferences which the Director considers important within the confines of the budget. Trustees shall also be encouraged to attend such meetings as fall within their concerns, and may be reimbursed for expenses incurred.

#### 13. Payment of Dues

**Payment of State and National Association Dues for Board Members and for the Library Director:** Dues in state and national associations for the Library Director will be paid by the Library. **Membership will be taken out annually in the Massachusetts Library Trustees Association for all Trustees.** This membership also will be paid for by the Library.

#### 14. Bids

Written bids must be procured for materials and construction in accordance with the requirements of the Commonwealth of Massachusetts and the Town of Orleans.

#### 15. Acceptance of Gifts and Memorials

Proposed gifts to the Snow Library, other than monetary gifts **or books**, shall be accepted by the Library Director only after consultation with the Trustees, and shall be used and placed accordingly. The Secretary of the Board of Trustees will write a personal note of thanks to donors for all such gifts after their acceptance, or a note of regret where gifts may not be accepted. Neither members of the Board nor the Library Director shall be required to give an estimate of the value of the gift.

#### 16. Cummings Prints and Local Book Collections ( ↓ )

**See Cummings Collection Policy**

In the case of the local history collection, a single volume at a time may be examined on the premises, and persons wishing to do so will be asked to sign in and out at the desk. Copying (on the copying machine), especially from any of these local history volumes, will be at the discretion of the Library Director who will bear in mind copyright rules and other legal infractions. Machine copying will not be permitted in the case of old or otherwise fragile volumes or books which have been bound in manuscript form, this with a view toward their preservation.

- **Consider deletion of this section**

## 17. Property Restrictions

The Trustees will restrict any use of the Library property as a storage facility for any group. ( ↓ )

- ***Deleted from end of sentence: "this restriction to be executed at the discretion of the Board"***

## 18. Charges and Fines

***Charges for Lost Books, Fines on Overdue Books:*** Charges for lost books shall be left to the discretion of the Library Director. Charges will be based upon such considerations as the original cost of the volume, current value, age, condition, and replacement cost. Fines, the per diem amount to be determined by the Trustees, will be levied on overdue books at the discretion of the Library Director. Where so indicated, the Library Director will operate in accordance with policies set by the Cape and Islands Materials Sharing Network (CLAMS).

## 19. Service to Area Students ( ↓ )

All Nauset Middle School and High School students shall be entitled to free borrowing privileges.

- ***Consider deletion of this section***

## 20. Special Services ( ↓ )

***Special Services and Cards for Nonresident Borrowers:*** See rules and regulations developed by the Cape and Islands Materials Sharing Network (CLAMS).

- ***Consider deletion of this section***

## 21. Library Use for Meetings

***See Meeting Room Policy; Policy for Exhibits; and Policy for Receptions.***

## 22. Expansion of Services ( ↓ )

***Methods of Extending Services, Branch Libraries, Bookmobiles, Participation in Library Systems, Etc.:*** Expansion of our present facilities and such subjects as bookmobiles and/or branch libraries shall be considered by the Trustees as the need and opportunity arises. Participation in Library systems and the usage of special services and materials will be at the discretion of the Library Director.

- ***Consider deletion of this section***

## 23. Cooperation with Other Libraries ( ↓ )

The intent of Snow Library is to cooperate with other libraries in any way commensurate with established policies of Snow Library.

- ***Consider deletion of this section as this is covered in network policy and state law***

## **24. Public Relations and Publicity**

A continuing program of public relations shall be maintained by the Library Director and members of the Board of Trustees appointed for this purpose, with a view toward keeping the Library, its needs, and its activities in the public eye.

## **25. Friends of Snow Library**

The Trustees recognize the valuable role played in the Library's life by the Friends of the Snow Library, and feel that a close liaison between the Trustees and the Friends is highly desirable. Trustees shall be appointed by the Chairman of the Board, on a rotating basis, to attend Friends Board meetings.

## **26. Amendments**

Amendments to the Library Bylaws and the Mission Statement may be presented and discussed at any regular meeting of the Board of Trustees with the understanding that any vote on the matter must be continued over for final decision at a subsequent meeting and must appear on the meeting agenda. ( ↓ ) Absentee ballots will not be permitted.

- *Language taken from the Massachusetts Public Library Trustees Handbook section on bylaws which indicates that bylaws should include a "Provision that any motion dealing with policy or regulation must be continued over for final decision at a subsequent meeting."*
- *New Open Meeting Law also requires votes to appear on meeting agenda*

## **27. Updating**

The Bylaws and the Mission Statement will be reviewed at two year intervals and necessary changes made.

## **28. New Trustee Introduction**

Each new Trustee will be offered an introduction to the staff and a tour of the Library **building and** grounds by the Trustee Chairman. In addition, the Trustee Chairman shall ensure that each new Trustee receives the following information:

1. List of Snow Library Staff
2. List of Snow Library Trustees which includes addresses and telephone numbers
3. Introduction to Library finances and budget ( ↓ )
4. General Laws of Massachusetts re: libraries
5. General Laws of Massachusetts re: open meetings
6. Copy of the Snow Library Trustee Manual which includes the Mission Statement, Bylaws, and Policies
7. Massachusetts Public Library Trustees Handbook, a publication of the Commonwealth of Massachusetts Board of Library Commissioners ( ↓ )

- *Deleted from end of sentence: "by the Treasurer of the Snow Library Board of Trustees"*
- *Unclear whether this document is still being produced but still appears on MBLC website. Most recent copy on MBLC website is from 2000*