

MINUTES

Snow Library Board of Trustees Meeting

January 12, 2010

Rolling Asset
TOWN OF ORLEANS
TOWN CLERK'S OFFICE
10 MAR 10 AM 9:40

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, Hal Eastman, Megan Fates, Barbara Natale, Robert Singer, and Tim Traub.
- **Library Staff members present:** Library Director, Mary Reuland.
- **Others present for regular monthly Library Trustees Meeting:** Student Representative, Jennifer Withrow; and Assistant Town Administrator, Myra Suchenicz.
- **Absent:** Trustee Barbara O'Connor; and Administrative Assistant, Judi Wilson.

Approval of minutes:

- The minutes of the Trustees Meeting held December 9, 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:

- **Trustee Eastman's Resignation:** Chairman Fates thanked Trustee Conway for hosting a retirement party for Trustee Eastman, and Trustee Eastman in turn thanked Trustees.

Report of Student Representative:

- Student Representative Withrow reported a flyer had been posted on the high school announcement board regarding student roles on the new Teen Advisory Board at Snow Library. She and Director Reuland will hold further meetings on the subject.

Financial Report:

- **Monthly Financial Reports:** Trustee Traub reviewed the Monthly Budget Summary for November 2009. *(Copy attached.)*
 - **Depletion Accounts:** Expenditures were on target with electricity costs running high due to seasonal need.
 - **Revolving Accounts:** Expenditures are on track. Kline Foundation gift funds paid for restoration of a photograph of David Snow on the Board of the 1st National Bank.
- A motion was made and seconded **"to accept the Financial Report as presented"**. The motion carried with a vote 6-0-0.

Library Director's Report:

- **January Report:** Director Reuland reviewed the January 2010 Director's Report. *(Copy attached.)* Copies of the Youth Services Report for December 2009 were also distributed. *(Copy attached.)* In addition, the following matters were discussed:
 - **December Activity:** December was a quiet month at the Library but attendance was good with an average of 423 people daily.
 - **Budget:** The FY 2011 budget request went to the Selectmen and all guidelines were met.
 - **Building:** The leaks in the roof after ice dams caused by the last storm have been temporarily repaired. Director Reuland is waiting for an estimate to redo the roof.
 - **Long Range Planning:** Work will commence on forming committees. Trustees and Friends were requested to let Director Reuland know if they wish to participate and serve on

committees. Director Reuland would like volunteers to come forward by February preferably, but no later than June.

- **Space Needs Study:** Dick Waters would like to hear from Trustees regarding changes in his report. Director suggested Trustees read the latest report and write a brief summary concerning options for change. Chairman Fates will send a letter to the Selectmen regarding the status of the Space Committee meetings.
- A motion was made and seconded ***"to accept the Director's Report as presented"***. The motion carried with a vote 6-0-0.

Report of Friends' Representative: None

Other Reports:

- **Craine Gallery Committee:** Trustee Conway reported on the following matters:
 - The current exhibit for the month of January is the Cape Cod Camera View Finders and represents a variety of local photographers.
 - The Craine Gallery exhibit schedule is complete through 2010.
 - Director Reuland relayed a request from the Craine Gallery Committee to install security camera(s) in the Craine Gallery. A motion was made and seconded ***"to table the request for a security camera in the Craine Gallery for future review"***. The motion carried with a vote 6-0-0.
- **Endowment Fund:** Trustee Singer reported The fund has gained \$142,000 since January 1st and has a value of \$875,791.

Old Business:

- **Meeting Room Policy Addendum re: Requests from Authors:** Director Reuland reported that a policy has been drafted to address requests from authors not specifically invited by a Snow Library committee. The final draft will be presented to Trustees next month. Copies of the policy would be available at the Circulation Desk for those interested in using meeting space and would need to be completed before a request will be considered.
- **5 Year Plan Preparation:** Director Reuland asked for suggestions by Trustees for possible committee members for the long term plan which must be created.

New Business:

- **Steering Committee:** Trustee Eastman suggested that an overall Steering Committee for long range focus might be developed.
- **Library Trustee Opening:** Suggestions for a replacement of retiring Trustee Eastman will be considered during the next month. A new Appointee to fulfill Trustee Eastman's term will be decided on February 17, 2010, at a meeting of the Selectmen. Applicants will need to complete forms available at Town Hall. A quorum of four Library Trustees must be present to accept the proposal. Trustees Conway, Fates, O'Connor and Traub plan to be present.

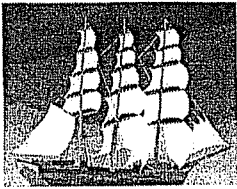
Public Comment: None

Adjournment:

- A motion was made and seconded to ***"adjourn the meeting"*** at 8:17 p.m. The motion carried with a vote 6-0-0.

Respectfully submitted, Mary Louise Conway, Trustee, Snow Library

**APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES
ON MARCH 9, 2010**



S N O W
Library
Established 1877

Snow Library

BOARD OF TRUSTEES MEETING

Tuesday, January 12, 2010

7:00 p.m.

Trustee Room, Snow Library

AGENDA

- **CALL TO ORDER**
 - **APPROVAL OF MINUTES FROM DECEMBER 9, 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**
 - 5-Year Plan Preparation
 - Meeting Room Policy Addendum re: Requests From Authors
 - **NEW BUSINESS**
 - **PUBLIC COMMENT**
 - **ADJOURNMENT**
-

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

Upcoming Friends' Meetings: *Thursday, January 21, 2010, 2:00 p.m. [Trustee Rep. – Hal Eastman]*
Thursday, February 18, 2010, 2:00 p.m. [Trustee Rep. – Tim Traub]

Snow Library

FY 2010 MONTHLY BUDGET SUMMARY

November-09

ACCT	SOURCE	FY10 Budget	Expenditures Nov-09	Deposits Nov-09	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$369,586.00	\$28,214.78	\$0.00	\$141,058.65	38%	\$0.00	\$228,527.35
1610002	Town - Operating Exp.	\$127,500.00	\$10,547.62	\$0.00	\$56,689.68	44%	\$0.00	\$70,810.32
1610003	Town - Site Improvmts.	\$5,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$5,000.00
N/A	Friends - Books & Materials	\$14,800.00	\$0.00	\$0.00	\$1,406.95	10%	\$0.00	\$13,393.05
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	\$2,200.00	\$0.00	\$0.00	\$775.00	35%	\$0.00	\$1,425.00
SUBTOTALS		\$522,086.00	\$38,762.40	\$0.00	\$199,930.28	38%	\$0.00	\$322,155.72
Revolving								
24-62610-540000	State Aid	\$15,850.16	\$404.82	\$0.00	\$4,390.69		\$0.00	\$11,459.47
2463610-540000	Contributions/Gifts	\$25,060.75	\$416.00	\$303.24	\$6,140.75		\$5,737.73	\$24,657.73
24-AE610-540000	Endowment Gift Fund	\$17.54	\$0.00	\$0.00	\$3,378.59		\$4,500.00	\$1,138.95
24CQ610	H&H Kline Foundation	\$9,015.58	\$780.37	\$0.00	\$4,771.77		\$0.00	\$4,243.81
24-CC610	Friends Gift Acct.	\$4.38	\$0.00	\$0.00	\$0.00		\$0.00	\$4.38
Misc.	Trust Funds	\$98,939.86	\$250.00	\$122.04	\$750.00		\$1,718.68	\$99,908.54
		\$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	\$1,851.19	\$425.28	\$19,431.80		\$11,956.41	\$141,412.88

January 2010

DIRECTOR'S REPORT

December at a glance

Circulation for December was 13,547 items. Daily library attendance was an average of 423 per day with a monthly total of 10,583.

Children's Report-attached.

Financial

The FY11 budget will be given to the Board of Selectmen by 1/15. Library budget does not include any pay increases except step increases and longevity payments.

Building

There was a problem after the 12/20 snowstorm as ice dams built up on the roof and caused leaks in areas of the library which had not had any problems in the past. The roof was cleared of snow and Cazeault Roofing reviewed the state of the roof after the leaks. Cazeault did locate the seam which had ripped and did what they could to seal it in current weather conditions.

Cazeault will be providing an estimate for roof replacement to the Director and this will be discussed with the Town Administrator.

Long-Range Planning

The Long-Range Plan for Snow Library is to be submitted by October 1 of this year to the Ma Board of Library Commissioners.

Director will be setting up schedule for this committee this month. The committee membership should come from some Trustees, Friends, town officials (BOS, Fincom, Planning department). Any trustee who is interested in being a member of the committee and drafting the plan should let the Director know.

Space Needs Study

See copy attached. Dick Waters asked to be notified about any changes the Trustees would like to see in the report so that he could include them.

Endowment Funds

The library received a check for \$6,000 from the Endowment Fund. The funds will be used to support the collection and is in addition to the \$4,500 the Endowment provided to add shelving in the Large Print area.

The funds complete the amount the Endowment was asked for in FY10. Since changes are being considered in the structure of the Endowment Fund, the check was written before the end of the 2009.

Security in Craine Room

Two items have been taken from exhibits in the Craine Room (small art piece and a CD) in the last two months.

Trustee Manual on Guidelines for Exhibitors in the Marion Craine Gallery states: "The Library is not responsible for any damage to, or the theft of, any artwork exhibited. All items placed in the Library are done so at the owner's risk."

Bobi Eldridge, current Chair of the Craine Gallery Committee, would like to put fake security cameras in the area to discourage theft. Trustee approval would be needed on this, and Director would also bring this for review to the Town Attorney.

Architectural Review Committee and shed proposal

Director went before the Architectural Review Board on 12/17 with proposal for a shed for book storage.

Committee did not accept the storage shed models which were presented and would like to see a shed more in keeping with the style of the building and one with some landscaping included. Question was also presented about the impact of moisture on books kept in the shed although this was not the basis of the committee's recommendation.

Teen Area update

The Director has contacted counselors and students at the Middle and High Schools regarding an organizational meeting for a Teen Advisory Board on 1/19. Students at the Charter School have also been contacted. (See attached)

Computers have been ordered for the YA area and will be in place within the month of January. The computers are a gift of the Friends to support Young Adult services at the library. The computers will be reserved for student use after 2 p.m.

Input from the Teen Advisory Board will be used to make further improvements in this area.

Kindle and e-books

The library received a gift of a Kindle from a town employee who won it in a raffle. The Director and Assistant Director will use this to check out the technology and also to see if it will be possible to borrow downloadable audiobooks from the library with it. The current Kindle requires the owner to buy books through Amazon for use on the device.

SNOW LIBRARY TEEN ADVISORY BOARD

The Teen Advisory Board will help provide direction for Snow Library service to all teens.

Composition of the Board would be a total of 6-12 students from Nauset Middle School, Nauset High School, and the Lighthouse Charter School.

Meetings would be held quarterly (January, March, June and September). Much communication could be accomplished by email, especially on collection recommendations.

Charges

- *Design teen web page for Snow Library*
- *Design signage for teen area*
- *Initiate programs for teens and provide reviews of programs*
- *Provide recommendations for library purchases in teen area (music, video, games, print and magazines)*

Benefits to students

- Students would be able to receive community service credit for service on Teen Board.
- Students would see their artwork in area on signs in the area and design on teen web page of the library.
- Students could use work on the Teen Board for college applications.

Interested students should contact Mary Reuland, Director at Snow Library by January 11th. Phone 508-240-3760 or mreuland@clamsnet.org

Organizational meeting will be held Tuesday, January 19th at 3:30 p.m. in the Trustees Room of the library.

Memorandum

To: Mary Reuland
CC: Tavi Prugno
From: Susan Kelley
Date: 1/12/2010
Re: December Report

Date	Telling Tales	Mother Goose-on-the-Loose
Dec. 2	4	
Dec. 3		17
Dec. 10		20
Dec. 17		12
Dec. 23	6	

Special programs	Date	# attending
Mother & Daughter Book Club	Dec. 3	10
'Youngest critics Book Club	Dec. 1	2
Holiday Gift Workshop	Dec. 19	11
Steven Russell presenting		
'Twas the Night Before Christmas'	Dec. 22	25