

# MINUTES

## Snow Library Board of Trustees Meeting

TOWN OF ORLEANS May 12, 2010  
TOWN CLERKS OFFICE

10 JUL -7 PM 3:47

### Call to Order:

- A quorum was established and the meeting called to order at 7:00 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, and Robert Singer.
- **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; Assistant Town Administrator, Myra Suchenicz; Friends Representative, Lyn Oleksiak; and Candidate for Library Trustee/Friends Endowment Fund Representative, Sandra Rhodes.
- **Absent:** Trustee, Tim Traub.

### Approval of minutes:

- The minutes of the Trustees Meeting held April 13, 2010, were reviewed. **A motion was made and seconded to "approve the minutes as presented". The motion carried with a vote 6(Y)-0(N)-0(A).**

### Trustee Chair Report:

- **Departing Library Trustee:** Chairman Fates thanked Trustee Singer for his service and dedication to Snow Library, as his Trustee term ends this month.
- **Library Trustee Candidates:** Chairman Fates introduced Sandra Rhodes to Trustees as she is running for one of the vacant seats on the Library Board of Trustees. It was explained that Trustee Singer's term is expiring, Chairman Fates is running for re-election, and Trustee Lederhouse is running for election to complete the term left vacant when Trustee Eastman resigned. *(Note: She was appointed to fill the vacancy only until the annual Town election.)*

### Report of Student Representative:

- **Expression of Appreciation:** On behalf of the Library Board of Trustees, Chairman Fates thanked Student Representative Withrow for her service. Withrow will be graduating from NRHS next month and attending college in the fall. Withrow expressed her appreciation for the opportunity to serve and thanked Trustees for their support.
- **Need for New Student Representative:** Chairman Fates and Director Reuland reported that another NRHS student, Alexandra Malloy, has expressed an interest in serving as Student Representative. Malloy has served on the Teen Advisory Council and is reportedly an honor student who has participated in the Great Books Summer Program at Amherst College, and is committed to literature and technology. **A motion was made and seconded to "appoint Alexandra Malloy as Student Representative to the Snow Library Board of Trustees". The motion carried with a vote 6(Y)-0(N)-0(A).** Corresponding Secretary Conway volunteered to write a letter of welcome to Ms. Malloy.

### Financial Report:

- **Monthly Financial Reports:** Treasurer O'Connor reviewed the Monthly Budget Summary for March 2010. *(Copy attached.)*
  - **Depletion Accounts:** Expenditures were on target with 72% of funds utilized and 75% of the fiscal year completed.

- Town Operating Expenses included payments for electricity (\$1,192), gas (\$891), walkway repairs (\$250), and invoices for books and materials (\$4,729).
- Friend's accounts reflected expenditures for miscellaneous books and materials (\$1,563) and the annual renewal of the MFA pass (\$475).
- **Revolving Accounts:**
  - State Aid expenditures included payments for supplies (\$489) and books (\$432).
  - Contribution expenditures included payments for planning meeting supplies (\$28) and audiobooks and DVDs (\$467).
  - Endowment Fund expenditures included payments for books (\$236).
  - Kline Foundation deposits reflected a \$1,000 gift received for children's programs/supplies (\$500) and conservation projects (\$500).
  - Trust Fund deposits reflected a transfer deposit into the Smith Trust (\$834) and regular monthly interest (\$109).
- **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:**

- **May Report:** Director Reuland reviewed the May 2010 Director's Report. (*Copy attached.*) Copies of the Youth Services Report for April 2010 were also distributed. (*Copies attached.*) In addition, the following matters were discussed:
  - **E-reader Technology:** Director Reuland reported that the library currently owns a Kindle and learned at the recent Mass. Library Association conference that some libraries are providing e-readers for patron borrowing so patrons may explore the technology before purchase. The books and materials which can be downloaded onto the Kindle are only available through Amazon, making the cost somewhat prohibitive without purchasing discounts, although the public relations impact is quite positive. Director Reuland will explore the potential for a similar program at Snow Library.
  - **State Aid:** Director Reuland reported that the State is distributing a second round of State Aid funds and Snow Library will receive \$6,704.39, bringing the annual total received during FY2010 to \$13,405.82. These additional funds were not anticipated given the difficult economic situation of the State, but will be well utilized. With this additional funding it means the library only suffered a 13% reduction in State Aid this year, not the 50% reduction initially anticipated.
  - **L.D. Cummings Trust:** Director Reuland reported that the library received a gift of \$17,209.10 from the L.D. Cummings Trust, not to be confused with the separate Wellington Cummings Trust which is one of the existing library trust funds. There are no restrictions on this gift.
  - **Digitization and Indexing of The Cape Codder:** Director Reuland explained that Snow Library has the only complete copy of *The Cape Codder* and it is only available on microfilm without any type of index. She reported the Library is in the process of applying for a grant from the Brotherton Foundation to begin the digitization and indexing of the local newspaper. Currently Snow Library is the only resource for individuals who wish to access past issues of the newspaper as we have 6,300 issues on microfilm. The newspaper has provided a unique record of local events since its inception in 1946, and this project would be beneficial to the community by making the information accessible by computer in a user friendly format. Future funding sources could be approached including Community Newspapers who publishes the paper, community preservation funds, Cape Cod Five, etc. Director Reuland explained that a grant application would be strengthened if the library provided financial support for the project and she requested Trustees consider applying funds from the new L.D. Cummings Trust to the project. **A motion was made and seconded to "approve the expenditure of up to \$7,000 from the L.D. Cummings Trust for the purpose of helping to fund the**

*digitization and indexing of The Cape Codder newspaper.” The motion carried with a vote 6(Y)-0(N)-0(A).*

- 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:** Friends’ Representative Lyn Oleksiak reported on the following matters:

- ***Volunteer Party:*** The Friends recently hosted a library volunteer appreciation party with nearly eighty in attendance.
- ***Book and Author Luncheon:*** Plans are underway to host a Book and Author Luncheon at the Jailhouse Tavern on June 10, featuring authors Norris Church Mailer and Dwayne Raymond. Invitations are currently being mailed and reservations will need to be mailed back to the Friends rather than accepted at the library.
- ***Planning:*** The Friends Board is developing a two year plan to help grow their organization in the direction they hope to move.
- ***Brotherton Grant:*** The Friends are developing a grant proposal in cooperation with Snow Library for a summer speaker series which will be submitted to the Brotherton Foundation.

**Other Reports:**

- ***Craine Gallery Committee:***
  - ***Review of Proposed Changes to Guidelines for Exhibition Committee:*** To aid discussion, copies of the existing Guidelines for the Craine Gallery Exhibition Committee, Guidelines for Exhibitors, and drafts of the proposed changes were distributed for review. *(Copies attached.)*
    - Trustee Conway reiterated that the Gallery Committee members have done a wonderful job, but since they operate under the authority of the Trustees it would be helpful if the organizational model reflected that fact. It was explained the committee reviews applicants for exhibits, schedules the exhibits, and works with the artists to hang exhibits and make sure the guidelines for receptions is followed.
    - Trustees discussed the need to implement staggered and limited terms to keep the group infused with fresh energy. Since the Craine Room is part of the municipally owned and supported library building, the need for monetary donations from exhibitors to be directed to the Library rather than the Friends was discussed,
    - The proposed changes were discussed and amended. **A motion was made and seconded to “approve the Draft of Proposed Changes to the Guidelines for The Marion Craine Room Gallery Exhibition Committee and the Guidelines for Exhibitors as amended”.** The motion carried with a vote 6(Y)-0(N)-0(A). The vote to adopt the final draft of the proposed changes to will be scheduled for the June Trustees meeting, at which time the transfer of gallery funds currently held under the auspices of the Friends of Snow Library will be discussed.
- ***Endowment Fund:*** Trustee Singer reported on the following matters:
  - ***Transfer of Funds to Friends:*** The Attorney has received a request from the Attorney General’s Office for various documents including 2009 statements. US Trust helped gather the requested information for submission.
  - ***Market Value:*** As of April 30, 2010, the Endowment Fund has a market value of \$905,140.36. There has been \$6,435 in income generated this year from interest and dividends. The estimated annual income is \$22,481. Snow Library automatically receives 5% of the income if no funding requests are received.

**Old Business:**

- ***Changes to Snow Library Mission Statement:*** To aid discussion, copies of the Snow Library Mission Statement and the approved revised draft of proposed changes to the Snow Library Mission Statement were distributed for review. *(Copies attached.)* **A motion was made and**

seconded to ***“adopt the Revised Draft of Proposed Changes to the Snow Library Mission Statement”***. The motion carried with a vote 6(Y)-0(N)-0(A).

- ***Review of Proposed Changes to Meeting Room Policy for Author Requests:*** To aid discussion, copies of the Snow Library Meeting Room Policy and a draft of proposed changes to the document as well as an addendum regarding author requests were distributed for review. (*Copies attached.*) There was discussion regarding the need to make sure the language reflected the new Snow Library Mission Statement on the Meeting Room Policy Addendum for Author Requests. The proposed changes were reviewed and a motion was made and seconded to ***“approve the Draft of Proposed Changes to the Snow Library Meeting Room Policy and the addition of an Addendum for Author Requests as amended”***. The motion carried with a vote 6(Y)-0(N)-0(A). The vote to adopt the final draft of the proposed changes to the Meeting Room Policy will be scheduled for the June Trustees meeting.

**New Business:**

- ***Trustee Potluck Dinner:*** Director Reuland will be hosting a potluck dinner for Trustees on Monday, June 7<sup>th</sup> at 6:30 p.m.
- ***Value Line Subscription:*** Trustee Singer inquired about the possibility of obtaining the online version of Value Line, a financial reference periodical, for patron use. Director Reuland explained she is researching the matter as the cost may be \$2,000 - \$3,000.
- ***Wendy Ruderman:*** Trustee Singer reported that his niece Wendy Ruderman, a Pulitzer prize-winning reporter from Philadelphia, would like to come and speak at Snow Library. She won the Pulitzer after reporting on a rogue police narcotics squad which resulted in an FBI probe into the activities of the group. There was discussion regarding using the Anslow Trust to pay an honorarium or perhaps cosponsoring an event with the Friends.
- ***Capital Improvement Plan:*** Trustees asked Assistant Town Administrator Suchenicz to explain the implications of the Town Meeting action not to approve the Capital Improvement Plan (CIP) which included future action for library renovation. It was explained that the matter could be addressed during the next Special Town Meeting and individual capital items could move forward, but would now need a three-quarters vote to fund, rather than the two-thirds vote required for items on an approved CIP. Trustees discussed the need to keep reaching out to the public about the library's needs and focusing on providing a high level of public service. The need to promote the new mission statement was discussed along with promoting library services which aid taxpayers.

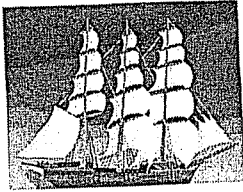
**Public Comment:**      None

**Adjournment:**

- A motion was made and seconded to ***“adjourn the meeting”*** at 8:46 p.m. The motion carried with a vote 6-0-0.

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

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| <p style="text-align: center;"><b>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES</b><br/><b>ON JUNE 8, 2010</b></p> |
|---|



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

# Snow Library BOARD OF TRUSTEES MEETING

Wednesday, May 12, 2010

7:00 p.m.

Trustee Room, Snow Library

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## AGENDA

- CALL TO ORDER
  - APPROVAL OF MINUTES FROM APRIL 13, 2010, 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
      - Guidelines for Exhibition Committee and Guidelines for Exhibitors – Review Proposed Changes
      - Transfer of Funds from Craine Gallery Committee to Designated Revolving Town Account – *Vote Required*
    - Snow Library Endowment Fund
  - OLD BUSINESS
    - Mission Statement – *Vote Required on Proposed Changes*
    - Meeting Room Policy – *Vote Required on Proposed Changes and Addition of Addendum for Author Requests*
  - NEW BUSINESS
  - PUBLIC COMMENT
  - ADJOURNMENT
- 

**Next Trustee Meeting:** Tuesday, June 8, 2010, 7:00 p.m.

**Upcoming Friends' Meetings:** Thursday, May 20, 2010, 2:00 p.m. [Trustee Rep. – Mary Lou Conway]  
Thursday, June 17, 2010, 2:00 p.m. [Trustee Rep. – Bob Singer]

## Snow Library

## FY 2010 MONTHLY BUDGET SUMMARY

March-10

| ACCT             | SOURCE                      | FY10<br>Budget | Expenditures<br>Mar-10 | Deposits<br>Mar-10 | YTD<br>Expenditures | %<br>Util. | YTD<br>Deposits | Available<br>Funds |
|------------------|-----------------------------|----------------|------------------------|--------------------|---------------------|------------|-----------------|--------------------|
| <b>Depletion</b> |                             |                |                        |                    |                     |            |                 |                    |
| 1610001          | Town - Salaries             | \$369,586.00   | \$27,584.02            | \$0.00             | \$261,195.77        | 71%        | \$0.00          | \$108,390.23       |
| 1610002          | Town - Operating Exp.       | \$127,500.00   | \$7,831.71             | \$0.00             | \$99,133.89         | 78%        | \$0.00          | \$28,366.11        |
| 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    | \$1,563.17             | \$0.00             | \$12,345.04         | 83%        | \$0.00          | \$2,454.96         |
| N/A              | Friends - Memorials (Bks.)  | \$3,000.00     | \$0.00                 | \$0.00             | \$1,134.80          | 38%        | \$0.00          | \$1,865.20         |
| N/A              | Friends - Museum Passes     | \$2,200.00     | \$475.00               | \$0.00             | \$1,350.00          | 61%        | \$0.00          | \$850.00           |
| <b>SUBTOTALS</b> |                             | \$522,086.00   | \$37,453.90            | \$0.00             | \$375,159.50        | 72%        | \$0.00          | \$146,926.50       |
| <b>Revolving</b> |                             |                |                        |                    |                     |            |                 |                    |
| 24-62610-540000  | State Aid                   | \$15,850.16    | \$921.26               | \$0.00             | \$10,897.43         |            | \$6,701.43      | \$11,654.16        |
| 2463610-540000   | Contributions/Gifts         | \$25,060.75    | \$495.92               | \$404.55           | \$7,046.70          |            | \$8,594.96      | \$26,609.01        |
| 24-AE610-540000  | Endowment Gift Fund         | \$17.54        | \$236.81               | \$0.00             | \$7,100.15          |            | \$10,500.00     | \$3,417.39         |
| 24CQ610          | H&H Kline Foundation        | \$9,015.58     | \$0.00                 | \$1,000.00         | \$4,966.39          |            | \$1,000.00      | \$5,049.19         |
| 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                 | \$944.31           | \$3,992.03          |            | \$3,638.96      | \$98,586.79        |
|                  |                             | \$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   | \$1,653.99             | \$2,348.86         | \$34,002.70         |            | \$30,435.35     | \$145,320.92       |

May 2010

**DIRECTOR'S REPORT**

***April at a glance***

Circulation for April was 13,108 items for a daily average of 524 per day. 11,704 people entered the building for a daily average of 468.

***Massachusetts Library Association Conference***

The 3-day conference was held in Hyannis, April 28-30. Susan Kelly, Tavi Prugno and Mary Reuland each attended a different day of the conference. Reports are attached.

***Long-Range Planning Committee***

Meetings were held in April and May. Notes from these meetings are attached. There will be a meeting on Monday, June 7<sup>th</sup> to present and discuss goals and objectives. Draft of goals and objectives will be presented at the June Trustee meeting for review and discussion. Final draft of plan will be presented at the July Trustees meeting in order to have enough time for discussion and changes before the Trustees take a final vote.

***L.D. Cummings Trust***

The amount of \$17,209.10 has been deposited in the library trust funds account from this trust. There are no restrictions on the use of this gift.

***Grant request to digitize and index The Cape Codder***

Library Director is in the process of applying for a grant from the Brotherton Foundation to begin the digitization and indexing of our local newspaper, *The Cape Codder*. Snow Library has the only complete copy of this paper and it is only available on microfilm without any type of index. The Brotherton Foundation has expressed an interest in historic preservation projects in Orleans. When the library applies for a grant from this foundation, our application would be strengthened if the library provided some financial support for the project. Director requests that Trustees consider applying \$5,000.00 from the L.D. Cummings Trust to the digitization and indexing of *The Cape Codder*.

***July 4<sup>th</sup>***

Since July 4<sup>th</sup> falls on a Sunday, the town offices and the library will be closed on Monday, July 5<sup>th</sup>. The Orleans parade is scheduled for Saturday, the 3<sup>rd</sup>. Library will be open that day and staff will be scheduled to arrive at 9 a.m. in order to avoid the street closure.

# Memorandum

**To:** Mary Reuland

**CC:** Tavi Prugno

**From:** Susan Kelley

**Date:** 5/4/2010

**Re:** April Report

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| Date                        | Telling Tales | Mother Goose-on-the-Loose                   |
|-----------------------------|---------------|---|
| April 1                     |               | 13  |
| April 7                     | 0             |   |
| April 8                     |               | 10  |
| April 14                    | 0             |   |
| April 15                    |               | 8   |
| April 28                    | 0             |   |
| <b>Special programs</b>     |               | <b>Date # attending</b>                     |
| Umizoomi's Michael Smith    |               | April 22 (Special Vacation Week program) 31 |
| <b>Monthly Book Clubs</b>   |               |   |
| 'Youngest Critics Book Club | April 7       | 4   |



## Notes from 2<sup>nd</sup> Planning meeting 4/12/2010

Director reviewed the following:

- 1) Review of extent of success meeting goals set in previous 5-Year Plan
- 2) Amount generated in fines which was returned to the town general fund in FY09 and thus far in FY10
- 3) # of audio books which have been downloaded from Snow catalog (Overdrive titles)

Town Planner, George Meservey, presented some basic demographic and planning information to the committee. Major points were:

- 1) School enrollment is on a steady, but slow, decline
- 2) Current year-round population is 6,400 and has remained steady at this level for the last few years
- 3) Occupancy is a 60/40 split with 60% of residents spending part of the year here with 40% living here throughout the year
- 4) There will be a presentation at the August Board of Selectmen meeting on the Village Center concept which is being done by a consultant in conjunction with other groups in town.
- 5) The town at this time does not have any plan to develop centralized public parking for the Main Street area

General comments on Space Needs study options:

- 1) Possibility of a book drop placed in library parking lot which might alleviate parking problem
- 2) Asking Middle School permission to post sign at entrance of library parking lot-sign would state that additional parking is available at the Middle School lot. This would have to be cleared with the regional school administration.
- 3) Moving fiction to the first floor and non-fiction to the lower level was noted as a major wish by those at the Space Needs groups and could be done later this year /early in 2011.
- 4) Creation of a color-coded map of the library-noting location of collections-would be helpful.

Assistant Director, Tavi Prugno, did a presentation on library databases, especially newspapers, in the Craine Room for interested committee members.

Next meeting will be at 10 a.m. on Monday, May 3<sup>rd</sup> in the Trustees Room.

**SNOW LIBRARY LONG RANGE PLANNING COMMITTEE**  
**MAY 3, 2010**

After Liz Smith's presentation on the COA and the services to the growing older population in Orleans, the draft mission statement (which is slated to be finalized and approved at the May 12 Trustees meeting) was distributed. Then there was a discussion about the Service Responses from the Public Library Association planning process document (**Strategic Planning for Results**) and which seemed to best fit the mission of Snow Library.

The top responses from the group were (in rank order):

**5 responses**

Connect to the Online World: Public Internet Access

Create Young Readers: Early Literacy

**4 responses**

Get Facts Fast: Ready Reference (to be paired with Understand How to Find, Evaluate, and Use Information: Information Literacy)

**3 responses**

Visit a Comfortable Place: Physical & Virtual Spaces

**2 responses**

Satisfy Curiosity: Lifelong Learning

Stimulate Imagination: Reading, Viewing, & Listening for Pleasure

**1 response**

Know your Community: Community Resources and Services

Succeed in School: Homework Help

There was a great deal of discussion about the need to combine various service responses and that there was a base from which the library was starting (e.g. everything was not being started from scratch). There was also some confusion about where these Service Responses originated & concern that they were "outdated".

There was also discussion about the demographics in the community and that to put emphasis on responses such as "Create Young Readers" in a town that has the highest median age in Massachusetts might not be the most appropriate response. Grocery stores adapt their stock to the demographics of the community and libraries should consider this approach as well.

There was a general feeling that technology was an overriding factor in all the goals that would be formulated and that provision of materials in different formats was essential.

Bob Singer reminded everyone that the long range plan is a “political” document and will be seen by numbers of people so it is essential that it be carefully and clearly worded. Future funding will flow from this document.

Committee members will each bring 3 or 4 possible goals based on the service responses to the June meeting.

Massachusetts Library Association

Friday, April 30, 2010

Presentation by MBLC on soon to be implemented web-based statistics tool which will be used for all library reports.

"Libraries in the Clouds"

Cloud computing is the shift away from local storage of data and local installation of applications to internet based services which can be accessed from portable devices. E.g. iPhone. The presentation made it clear that things are changing very fast and that the speed of change will only increase.

Presented by Ken Fujiuchi, Emerging Technology Librarian at Buffalo State College and Kathryn Frederick, Systems Librarian at Skidmore College.

"E-books and Copyright: What the Amazon vs. Publishers Discussion Means for Libraries"

This session was an overview of the activities of Amazon and Google in regard to their current uses and ideas with current copyright issues. Amazon's Kindle will only accept books purchased from them and it does not seem as though there is any change on the horizon at this point. Google has a project to copy all existing works in print and this raises major questions. One key question is the shelf life of the devices and the storage method as well as the fact that current copyright law does not address many issues very well.

Presented by Cory Doctorow, writer, journalist and blogger (boingboing.net) and former European director of the Electronic Frontier Foundation.

"Sony Readers, Kindles and Nooks, Of My! The Twisted Path to Circulating e-book readers"

The session was given by two library directors whose libraries have just started to circulate e-readers to their patrons. Many patrons who borrowed these readers were reviewing them because they were considering purchasing one and it was very helpful to compare them. The public relations impact was very good as both the directors noted that it brought some people in to the library who otherwise wouldn't have come in and loaning these made the public see the library as ahead or with the current technology and not behind the times.

Presented by Richard Callaghan, Director of Bedford Free Library and Jennifer Inglis, Director Dartmouth Public Libraries.

A handwritten signature in black ink, appearing to read "Mary Ruhl". The signature is fluid and cursive, with a long, sweeping underline.

Tavi Prugno

Highlights and Notes from the Massachusetts Library Association Conference on Wednesday,  
April 28, 2010

Location: Hyannis Resort and Conference Center – Scudder Road West End Circle Hyannis

Date: Wednesday, April 28, 2010 1-5:15 pm

Constitutional Considerations when Dealing with Disruptive Patrons – Hyannisport East 1-2:15 pm

The bulk of this presentation was a powerpoint program designed and presented by Kay Doyle, a Boston attorney who has represented Amesbury and Watertown Public Libraries in litigation brought about by patrons who were removed from the library for disorderly conduct. The directors of both the Amesbury and Watertown libraries discussed the specifics of their cases and raised many of the issues they encountered and how they dealt with them. This was a very informative workshop albeit disconcerting. The current emphasis in the Massachusetts legal system seems to be in guaranteeing the rights of the library patrons to the detriment and disregard of the rights of library staff as well as other patrons. Even libraries that win the suits brought about by disgruntled and disturbed patrons have to suffer years of litigation only to receive permission to bar patrons for one year. The main effect of this presentation should be to make people aware that the laws in this state need amending.

Keep it Simple Stupid: Free and Easy-to-use tech ideas for your library – 2:30 – 3:45 pm in Hyannisport West

The title of this workshop sounded great and was very enticing. The content, in reality, was another matter. This offering was advertised for those with no technical background as even the title suggests. However, quite a bit of time spent using the following applications would be necessary in order to make use of them: The principal software discussed were: LibX, googledocs, google calendar, Gimp, Jing, Zoho creator, Libraryh31p, and zotero. All of these are great applications and the presenters did a wonderful job summarizing them in the allotted time. Unfortunately, some of them in particular, Gimp, Jing, and Zotero, require a couple of weeks practice in order to attain the level of mastery needed to get any benefit from them. This program was worth attending because much of this software is proprietary and free; this would be good to replace some of the current application which are purchased for a fee.

Experts Share Top Technology Trends in Massachusetts – Hyannisport West 4-5:15 pm.

The collection of experts gathered together to present upcoming trends in both software and hardware was very impressive. There is no question that technology will replace everything traditional about the library in time. This program just emphasized this fact by explaining the new developments that are currently taking place in academic, school, and even public libraries. One of the presenters was the librarian of Cushing Academy library. He was instrumental in removing every print publication from the library. This school library consists of nothing but computers and software applications. With not a paper in sight, his goal is to promote reading and reading comprehension without promoting the traditional printed word. Attendees left this information-packed session with the clear understanding that those not embracing the latest

technology within a few years will be made redundant as will traditional library services. The whole landscape of libraries is changing at a swift pace such that even within a few years circulation statistics will no longer have any significance at all as to a library's effectiveness, importance, and even funding qualifications. Implicit within all the presenters' data is that the library will, within the near future, exist only as a cyber-institution; its physicality along with its staff will be relegated to a secondary role if at all. This was a very intellectually stimulating workshop which served in alerting us to the challenging times librarians face ahead of them.

--Tavi Prugno

04/30/2010

To: Mary Reuland  
From: Susan Kelley  
Date: May 5, 2010  
Re: MLA, Thursday April 29

The first session was age ratings for visual media presented by Robin Brenner and Clayton Cheever. They reviewed several possible websites among which are *commonsensemedia.com* which rates movies, and video games as well as books, TV programs, music and children's websites as well as Title Source 3 at the B & T website. At *esrb.org* one can look up titles and get information about the rating and how they got it. *Gamerankings.com* was especially recommended since they give a score derived from the reviews but you must enter the exact game title. At BPL the video games are located behind the circulation desk and can only be checked out by request.

'Kids Tell Their Stories Digitally' presented by Linda Braun concerned several different options for telling stories using websites and software programs to mix up the storytelling process with kids. For example, on 'Google' it's possible to tell a 'story in searches' and set it to music by using Google Story Search. She told us that Twitter is being archived by the Library of Congress because the nature of it will in future years provide a chronicle of what people are doing and thinking as reflected in their 'tweets'. Software such as 'Comic Life' and Voice Thread' are also available to provide a similar option in storytelling.

Cory Doctorow, currently published YA author, is an activist in favor of liberalizing copyright laws and outlined his beliefs in the context of Kindle and other recording devices that ask the user to sign an agreement that commits them to not sharing the materials they have purchased, and the repercussions for the user of consenting to the agreement which is vast and full of pitfalls for the consumer. It was a cautionary tale and generalized to several other statements re books and music that demonstrated the hopelessness of preventing people from violating copyright laws.

The last presentation concerned the role of libraries in the lives of homeschooling families which according to the testimony of three homeschoolers is vast and crucial to the success of their efforts. Both of the presenters have a large number of homeschoolers who are patrons and had many good ideas for programs and materials that are popular with their homeschooling populations.

# ***DRAFT OF PROPOSED CHANGES***

## **GUIDELINES FOR The Marion Craine Room Gallery Exhibition Committee**

### **OBJECTIVE:**

***The Marion Craine Room Gallery Exhibition Committee operates under the authority of the Snow Library Board of Trustees. The Committee's role is:***

1. To review applications of those who want to exhibit in the Marion Craine Room Gallery.
2. Select and schedule the exhibits ***in accordance with*** the Policy for Exhibits.
3. Communicate with the artists, oversee installation of exhibits, and coordinate with the artists on matters related to the exhibit.
4. Review improvements suggested for the Marion Craine Room Gallery space.

### **GUIDELINES:**

1. ***Appointments to the Marion Craine Gallery Room Exhibition Committee shall be made by the Snow Library Board of Trustees in June of each year.*** The Board of Trustees of Snow Library will appoint a Library Trustee Liaison to be a non-voting member the Exhibition Committee. The Exhibition Committee shall not be less than six (6) and not more than twelve (12) people.
2. ***The term of each member shall be three (3) years. An individual may serve for two (2) consecutive terms. After serving two (2) terms, an individual may reapply for appointment to the Committee after one year.***
3. ***The Exhibition Committee shall hold an organizational meeting each June to elect officers for the coming year. Officers to be elected are Chair, Vice-Chair, and Secretary.***
4. All major decisions must be passed by a quorum, a majority of the entire membership of the Exhibition Committee.
5. All major ***improvements*** will be reviewed with the Library Director before they are made.
6. The schedule of shows and receptions will be cleared with the Library Director. All dates (set-up, reception, and take-down) must be placed on the Library's master calendar by the Director.
7. ***Any donations made by artists will be made to "Snow Library" and noted as such in the contributions accounts. Expenditures for the Craine Gallery shall be made from this line in the library budget.***
8. The Board of Trustees Liaison will attend Exhibition Committee meetings and will make a monthly report to the Snow Library Board of Trustees.

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| <b><i>Adopted by the Snow Library Board of Trustees, 06/2007</i></b> |
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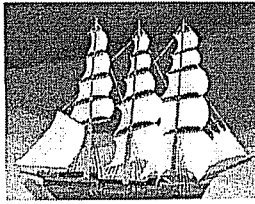


# ***DRAFT OF PROPOSED CHANGES***

## **GUIDELINES FOR EXHIBITORS In the Marion Craine Room Gallery**

1. Exhibitors are responsible for installing and removing all objects displayed as defined in their application. There is no library assistance available for receiving, hanging or removal of artwork. All exhibits shall be prepared, hung, and dismantled under the supervision of the Exhibition Committee under the guidance of a Gallery Coordinator.
2. The gallery is equipped with the Walker Hanging System and the only tool necessary is a pair of pliers. NO holes may be put in the walls, and artwork may not be attached to any other surface in any way.
3. Exhibitors are encouraged to visit the Marion Craine Room Gallery prior to installation to determine how their exhibit will be arranged. A schematic drawing is available for determining how to hang/arrange the gallery to facilitate economy of time on the day of installation.
4. The exhibitor shall be responsible for:
  - All insurance on their work
  - Appropriate framing and/or suitable displays for artwork
  - All publicity for their show and their reception
  - Set-up /take-down of room for reception
  - A comprehensive list of the artwork displayed with the pertinent information including name, telephone #, medium, size, and price. Labels for artwork must be taped to the frame or the wall. NO HOLES may be made in the walls. Tape for the walls will be provided by the Gallery Coordinator.
  - Exhibits must be of significant quantity to fill the space provided in the Marion Craine Room Gallery – approximately 40 pieces 16 x 20".
5. 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.
6. The Library will not provide storage space for the property of the exhibitors. Artists/groups who fail to remove their property on specified date will not be allowed use the Marion Craine Room Gallery in the future.
7. The exhibitor will be responsible for any and all damage to the Library caused by the installation and/or removal of their artwork. The Library reserves the right to request a fee from exhibitors for cleaning the gallery, if necessary.
8. Any exceptions to the exhibit regulations may only be made by the Snow Library Board of Trustees.
9. ***The Marion Craine Room Gallery is partially funded by donations from exhibitors. As the gallery space is free, your donation to the Snow Library is much appreciated. A suggested donation for use of the Marion Craine Room Gallery is \$35. This donation would be made at the completion of your show. At that time, please make your check payable to: "Snow Library".***
10. Sixty days notice must be given to the Craine Gallery Coordinator if a cancellation of the show is necessary. If the show is cancelled without the required notice, the artist may not be able to show in the future.

***Amended by the Snow Library Board of Trustees, 11/2009***



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**GUIDELINES FOR  
The Marion Craine Room Gallery Exhibition Committee**

**OBJECTIVE:**

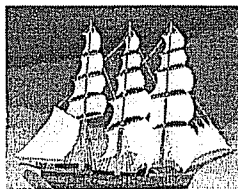
The purpose of the Marion Craine Room Gallery (MCRG) Exhibition Committee, which operates under the authority of the Snow Library Board of Trustees, is:

1. To review applications of those who want to exhibit in the Craine Room
2. Select the exhibits based upon the Policy for Exhibits, schedule the exhibits, and communicate with the artists on dates and policies
3. Oversee the installation of exhibits and coordinate with the artists on exhibit-related matters (reception, public relations, etc.)
4. Review any needed improvement to the MCRG space

**GUIDELINES:**

1. The MCRG Exhibition Committee shall not be less than six (6) and not more than twelve (12) people. The MCRG Chair and Board of Trustee Member shall make appointments to MCRG Exhibition Committee. The Board of Trustee Member is appointed by the Snow Library Board of Trustees. The Exhibition Committee operates under the Guidelines set forth for the committee by the Snow Library Board of Trustees.
2. Meetings of the MCRG Exhibition Committee are to be held the third Wednesday of each month at 3:00 p.m. The Vice Chair will preside in the event of the Chair's absence.
3. Officers of the MCRG Exhibition Committee will be elected in June of each year. Officers will be Chair, Vice Chair, Secretary, and Treasurer.
4. All major decisions must be passed by a quorum, a majority of the entire membership of the MCRG Exhibition Committee.
5. Major purchases will be reviewed with the Library Director before they are made.
6. The schedule of shows and receptions will be cleared with the Library Director. All dates (set-up, reception, and take-down) must be placed on the Library's master calendar by the Director.
7. The budget of the MCRG Exhibition Committee must be submitted in July of each year to the Friends Treasurer who maintains an account for the Exhibition Committee.
8. The Board of Trustee Member on the MCRG Exhibition Committee will attend committee meetings, and will make a monthly report to the Snow Library Board of Trustees.

***Adopted by the Snow Library Board of Trustees, 06/2007***



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**GUIDELINES FOR EXHIBITORS**  
**In the Marion Craine Room Gallery**

1. Exhibitors are responsible for installing and removing all objects displayed as defined in their application. There is no library assistance available for receiving, hanging or removal of artwork. All exhibits shall be prepared, hung, and dismantled under the supervision of the MCRG Exhibition Committee under the guidance of a Gallery Coordinator.
2. The gallery is equipped with the Walker Hanging System and the only tool necessary is a pair of pliers. NO holes may be put in the walls, and artwork may not be attached to any other surface in any way.
3. Exhibitors are encouraged to visit the MCRG prior to installation to determine how their exhibit will be arranged. A schematic drawing is available for determining how to hang/arrange the gallery to facilitate economy of time on the day of installation.
4. The exhibitor shall be responsible for:
  - All insurance on their work
  - Appropriate framing and/or suitable displays for artwork
  - All publicity for their show and their reception
  - Set-up /take-down of room for reception
  - A comprehensive list of the artwork displayed with the pertinent information including name, telephone #, medium, size, and price. Labels for artwork must be taped to the frame or the wall. NO HOLES may be made in the walls. Tape for the walls will be provided by the Gallery Coordinator.
  - Exhibits must be of significant quantity to fill the space provided in the MCRG – approximately 40 pieces 16 x 20".
5. 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.
6. The Library will not provide storage space for the property of the exhibitors. Artists/groups who fail to remove their property on specified date will not be allowed use the MCRG in the future.
7. The exhibitor will be responsible for any and all damage to the Library caused by the installation and/or removal of their artwork. The Library reserves the right to request a fee from exhibitors for cleaning the gallery, if necessary.
8. Any exceptions to the exhibit regulations may only be made by the Snow Library Board of Trustees.
9. The MCRG is partially funded by donations from exhibitors. As the gallery space is free, your donation to the Friends of Snow Library is much appreciated. **A suggested donation for use of the MCRG is \$35.** This donation would be made at the completion of your show in the MCRG. At that time, *please make your check payable to: "Craine Gallery/Friends of Snow Library"*.
10. Sixty days notice must be given to the Craine Gallery Coordinator if a cancellation of the show is necessary. If the show is cancelled without the required notice, the artist may not be able to show in the future.

*Amended by the Snow Library Board of Trustees, 11/2009*

# ***REVISED DRAFT OF PROPOSED CHANGES***

## **MISSION STATEMENT**

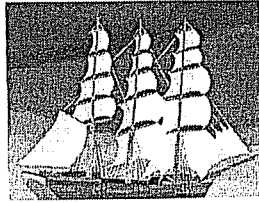
### **SNOW LIBRARY MISSION STATEMENT:**

***The mission of Snow Library is to sustain and energize the intellectual, cultural, and social life of the community of Orleans.***

***In order to accomplish the above, Snow Library provides the following:***

- 1. A vibrant and rich collection of materials in a variety of formats.***
- 2. Means to access libraries and information regionally and throughout the world.***
- 3. Enhancement of learning opportunities with respect for people of all ages in a welcoming environment.***
- 4. Space for community meetings.***
- 5. Encouragement of the love of reading and the pursuit of knowledge.***

**NOTE:** The Mission Statement was last amended by the Snow Library Board of Trustees in February 1996. After review and discussion, the Snow Library Board of Trustees voted to accept these draft amendments to the Mission Statement on Tuesday, April 13, 2010. The Snow Library Board of Trustees is scheduled to vote on formal approval of the amendments to the Mission Statement on May 12, 2010, at the monthly meeting of the Snow Library Board of Trustees.



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## **MISSION STATEMENT**

### **SNOW LIBRARY MISSION STATEMENT:**

***The mission of Snow Library, Orleans, is to serve the Town as an intellectual and cultural center, to promote the sharing of ideas, an informed citizenry, and personal enrichment for people of all ages.***

To accomplish this mission, the Trustees have established the following objectives:

1. To maintain the excellence of the Library's collection of books and other media.
2. To provide reference resources which are current, comprehensive and relevant.
3. To provide an attractive, imaginative environment and to work actively to attract new users of all ages to the Snow Library.
4. To offer the same library services in a program of outreach to schools, civic organizations, the disabled and the homebound.
5. To stay current with library and information technology.
6. To foster lifelong enjoyment of the written word.

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| <b><i>Amended by the Snow Library Board of Trustees, 02/1996</i></b> |
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# ***DRAFT OF PROPOSED CHANGES***

## **MEETING ROOM POLICY**

### **INTRODUCTION:**

The Board of Trustees of Snow Library establishes the policy regarding use of its meeting rooms and is the sole authority in interpreting these rules and regulations. The Library Director has the supervisory responsibility delegated by the Library Trustees.

### **POLICY:**

1. Library meeting rooms will be available when not needed for activities or programs sponsored in whole or in part by the Library. No use of meeting rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities or endanger patrons, staff, the Library building or collections.
2. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies or activities of any group or organization.
3. Meeting rooms are not available for regular monthly or weekly meetings of any organization, with the exception of book discussion groups or Library support groups.
4. Commercial solicitations are not permitted although invited authors may provide copies of their books for purchase with prior approval of the Board of Trustees.
5. ***Authors who wish to use Snow Library meeting room space to promote their work should refer to the Meeting Room Policy Addendum for Author Requests.***
6. All meetings held in the Library must be open to the public and free of charge.
7. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law.
8. All meetings must be held during the regular open hours of the Library.
9. Priority in scheduling the Library's meeting rooms will be given in the following order to:
  - a. Library-sponsored programs
  - b. Groups and organizations affiliated with the Library
  - c. Town of Orleans departments
  - d. Town of Orleans committees
  - e. Neighborhood and community-based groups and organizations of the Town of Orleans
  - f. Other non-profit groups serving the needs of the community
10. The number of those in attendance must conform to the safety regulations of the Library and the Town.

11. Light refreshments may be served, but smoking and alcoholic beverages are not permitted. Serving of refreshments must have prior approval from the Director and comply with the Orleans Board of Health regulations. Organizations wishing to serve refreshments are responsible for obtaining the required permit from the Orleans Board of Health.
12. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to Library material, equipment or facilities which they utilize during their meeting.
13. The individual who signs the Snow Library Meeting Room Application Form must be authorized to legally commit the organization or group he/she represents to accept responsibility for damage or loss to the Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group.
14. Groups using the Library meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library, their officers, boards, agents, representatives and employees from any loss, damage, cost, charge, expense (including reasonable attorney's fees) or claim for injury to person or property, sustained by any person as a consequence of or result of the use of the meeting room, its furnishings or equipment.

### **MEETING ROOMS:**

**Quiet Study Room (seats 6):** The Quiet Study Room is intended to provide a meeting place without distractions.

**Cape Cod Room (seats 12):** The Cape Cod Room contains the Library literature collection and may provide meeting space for book discussion groups which are open to the public.

**Trustees Room (seats 15):** The Trustees Room is intended to provide a meeting place for the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

**Craine Room (seats 120):** The Craine Room is intended to provide a meeting place for the Library and related organizations, but also for non-profit, non-sectarian organizations in Orleans with cultural or civic purposes and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

### **SCHEDULING MEETING ROOMS:**

#### **Scheduling the Quiet Study Room (QSR)**

In scheduling use of the Quiet Study Room, priority will be given on a first-come, first-served basis to Orleans residents. Reservations for use of the Quiet Study Room may be made in person or by telephone, and will be accepted one week in advance of the scheduled meeting.

#### **Scheduling the Cape Cod Room**

The Cape Cod Room is not available for meetings other than those of book discussion groups which are open to the public. Reservations for any eligible book discussion group wishing to schedule use of the Cape Cod Room must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

#### **Scheduling the Trustees Room**

The Trustees Room is only available for meetings of the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places. Reservation requests for use of the Trustees Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

#### **Scheduling the Craine Room**

Reservation requests for use of the Craine Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Application Form by an authorized representative of the group making the request.

*NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting with the exception of monthly book clubs.*



# ***DRAFT***

## **MEETING ROOM POLICY ADDENDUM FOR AUTHOR REQUESTS**

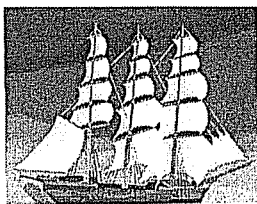
### **AUTHOR REQUESTS TO USE LIBRARY MEETING ROOM For the purpose of promoting their work**

In order to fulfill its mission of promoting lifelong enjoyment of the written word, Snow Library meeting room space may be used by authors who wish to do readings and make their books available for purchase. The following guidelines will govern the disposition of requests by authors and such use of the space at Snow Library. All policies for use of library meeting rooms also apply to author presentations.

#### **POLICY:**

1. An author wishing to use library meeting room space to promote his/her work must submit the following information in writing with the Snow Library Meeting Room Reservation Request Form:
  - Name of work to be promoted
  - Publisher
  - Short summary of book
  - Copy of work and published reviews if available
  - Author resume
  - List of other places where work has been presented
2. Authors may sell copies of their work with prior approval of the Snow Library Board of Trustees. The author is responsible for providing books for purchase.
3. The author is responsible for publicizing the event.
4. Author events shall not exceed 90 minutes, unless an exception is made by the Snow Library Board of Trustees.
5. The Snow Library Board of Trustees has the final authority for approving author requests and reserves the right to deny use of meeting room space.

**NOTE: The Meeting Room Policy was last amended by the Snow Library Board of Trustees in June 2009. After review and discussion, the Snow Library Board of Trustees voted to accept the draft amendments to the Meeting Room Policy and the Addendum for Author Requests on Tuesday, April 13, 2010. The Snow Library Board of Trustees is scheduled to vote on formal approval of the amendments to the Meeting Room Policy and the Addendum for Author Requests on May 12, 2010, at the monthly meeting of the Snow Library Board of Trustees.**



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11. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to Library material, equipment or facilities which they utilize during their meeting.
12. The individual who signs the Snow Library Meeting Room Application Form must be authorized to legally commit the organization or group he/she represents to accept responsibility for damage or loss to the Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group.
13. Groups using the Library meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library, their officers, boards, agents, representatives and employees from any loss, damage, cost, charge, expense (including reasonable attorney's fees) or claim for injury to person or property, sustained by any person as a consequence of or result of the use of the meeting room, its furnishings or equipment.

**MEETING ROOMS:**

**Quiet Study Room (seats 6):** The Quiet Study Room is intended to provide a meeting place without distractions.

**Cape Cod Room (seats 12):** The Cape Cod Room contains the Library literature collection and may provide meeting space for book discussion groups which are open to the public.

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**SCHEDULING MEETING ROOMS:****Scheduling the Quiet Study Room (QSR)**

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**Scheduling the Craine Room**

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*NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting with the exception of monthly book clubs.*