

MINUTES

Snow Library Board of Trustees Meeting

TOWN OF ORLEANS
CLERKS OFFICE

June 8, 2010

10 JUL 14 PM 12:55

Call to Order:

- A quorum was established and the meeting called to order at 6:55 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, Sandra Rhodes, and Tim Traub.
- **Library Staff members present:** Library Director, Mary Reuland; and acting recording secretary, Melody Gulow.
- **Others present for regular monthly Library Trustees Meeting:** Simmons Intern, Greg Carter; Assistant Town Administrator, Myra Suchenic; Friends Representative, Mary Mador; and Selectmen's Liaison, Sue Christie.
- **Absent:** Trustee, Barbara O'Connor, Student Representative, Alexandra Malloy; and Administrative Assistant, Judi Wilson.

Annual Organizational Meeting:

- **New Trustee Appointments:** Chairman Fates officially welcomed newly elected Trustee Sandra Rhodes. Chairman Fates was re-elected and Trustee Lederhouse was elected to complete the term left vacant when Trustee Eastman resigned. (*Note: She was initially appointed to fill the vacancy only until the annual Town election.*) Trustee Rhodes was reminded of the need to be sworn in at Town Hall.
- **Election of Officers:**
 - A motion was made and seconded to **"nominate Megan Fates as Chairman of the Library Board of Trustees"**. The motion carried with a vote 6(Y)-0(N)-0(A).
 - A motion was made and seconded to **"nominate Tim Traub as Vice Chairman of the Library Board of Trustees"**. The motion carried with a vote 6-0-0.
 - Additional opportunities to serve the Library as a Trustee were discussed and the following individuals accepted the following positions with the unanimous support of the Board:

• Treasurer	Barbara O'Connor
• Corresponding Secretary	Mary Lou Conway
• Historical Archivist	Sue Lederhouse
• Craine Room Gallery Liaison	Mary Lou Conway
• Building & Grounds	Barbara Natale
• Youth Services Liaison	Sandra Rhodes
• Myers/Anslo w Programming	Megan Fates
• Student Representative	Alexandra Malloy

(*appointed at the May 12, 2010 Trustees Meeting*)
 - **Library Trustee Appointee to the Snow Library Endowment Fund:** Sandra Rhodes
- A copy of the sign-up sheet for FY 2011 Trustee Representatives to the Snow Library Friends' meetings was distributed and a final copy will be distributed at next month's meeting.
- A list of Trustee addresses, phone numbers and email addresses was circulated for verification and a final copy will be distributed at next month's meeting.

Approval of minutes:

- The minutes of the Trustees Meeting held May 12, 2010, were reviewed. A motion was made and seconded to **"approve the minutes as presented"**. The motion carried with a vote 5(Y)-0(N)-1(A).

Trustee Chair Report:

- Chairman announced the Library participation in the Lower Cape Outreach Council fundraiser this weekend by giving out a paperback book to anyone wearing one of the purchased buttons.

Report of Student Representative:

- Report was read by Chairman Fates. [*written copy given to Director Reuland*]
- Corresponding Secretary Conway has sent out a letter of welcome to Student Representative Alexander Malloy.

Financial Report:

- Director Mary Reuland reviewed the April 2010 Monthly Budget Summary.
 - **Depletion Accounts:** Expenditures are on target with 83% of the fiscal year complete and 80% of the funds utilized.
 - Town Salaries are somewhat lower due to custodian absences during this period.
 - Town Operating Expenses included payments for electricity (\$1,071), gas (\$941), lighting repairs (\$401), MLA conference (\$375), and invoices for books (\$717).
 - Friends' accounts reflected expenditures for miscellaneous books (\$483.96) and reference materials (\$336).
 - **Revolving Accounts:**
 - State Aid expenditures included payments for office supplies (\$48.15).
 - Contribution expenditures included payments for books (\$45.29).
 - Trust Fund account reflects payment for books and deposit of regular monthly interest.
- 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:

- Director Reuland reviewed the June 2010 Director's Report. (*copy attached*) Copies of the Youth Services Report for 2010 were also distributed. (*copy attached*) In addition the following was discussed:
 - **State Aid:** Presently, it looks like the budget will be allowing for State Aid at the same level as last year.
 - **Trustees Handbook:** All Trustees should have the Trustees' Handbook. Trustee Traub requested one is given to him. Director Reuland invited the new Trustees to meet with her for a Library walk-through and a more detailed statistical picture of the Library.
 - **Memorial:** Requests are worked out on a very individual basis. For example, a recent inquiry to provide a memorial for a relative that was not a Town resident but a frequent patron of the Snow Library was resolved with the decision to provide reupholstering of the two very worn chairs in the reading area with a note to be put in there acknowledging this memorial contribution.
 - **Long Range Planning:** Trustees were asked to review the distributed list of long range goals and their homework for the next meeting is to put down on the attached blue sheet their comments on the goal objectives. This will be put on the July Agenda for return to the Long Range Planning Committee who will take the information and make it ready for a final approval in September or October, at the latest. [*Chairman asked that the Trustees be emailed notes one week in advance of meeting.*]
 - **Public Relations:** As part of our public relations this summer a flyer about the Library is being given to all the local realtors, businesses and the Town Hall for distribution. Everyone is invited to join in and march with the Friends' float in the July 4th parade. Notices will be published every other week in the newspaper advertising the Library programs, i.e. the Friday movies.
 - **By-Law Review Sub-Committee:** Director Reuland asked for a By-Law Committee to review and assure that the By-Laws are in sync with the Mission Statement. Megan Fates and Sue

Lederhouse volunteered and in accordance with the Open Meeting Law, they will post this new committee.

- 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 Mary Mador reported on the Book and Author Luncheon to be held at The Jailhouse Tavern this Thursday, June 10th, with speakers Norris Church Mailer ("A Ticket to the Circus") and Dwayne Raymond ("Mornings with Mailer").
- Paperback books will be distributed at the July 4th Parade as it was so well received last year.
- A brochure with the Friends' Mission Statement will go along with the flyer Director Reuland mentioned.
- The July meeting will be their Annual Meeting and the date has been changed to July 22nd at 3:00 p.m. in the Craine Gallery. The speaker will be author, Michael Tougias.

Other Reports:

- ***Craine Gallery Committee:***
 - A Motion was made and seconded to ***“adopt the Revised Draft of Proposed Changes to the Guidelines for The Marion Craine Room Gallery Exhibition Committee”***. The Motion carried with a vote of 6-0-0. Director Reuland noted that the term and initial appointments as indicated in the newly adopted guidelines will be phased in at the end of current terms, in June 2011.
 - A Motion was made and seconded to ***“adopt the Revised Draft of Proposed Changes to the Guidelines for Exhibitors in the Marion Craine Room Gallery”***. The Motion carried with a vote of 6-0-0.
 - A Motion to ***“transfer funds from the Craine Gallery Committee to a designated Revolving Account with the Town”*** was made and seconded. The Motion carried with a vote of 6-0-0.
 - Trustee Conway reported that Bobbi Eldridge has the Cummings prints finished, ready to be matted and they will be available by July. She asked everyone to watch for a related article that will be in *Cape Cod Life* in July.
- ***Snow Library Endowment Fund:*** Trustee Rhodes reported that \$3,000 was given for the purchase of Value Line online. This will provide for a one-year subscription to this research tool used for financial investment and it will allow for three remote users.

Old Business:

- ***Meeting Room Policy and Addendum for Author Requests:***
 - A Motion was made to ***“adopt the proposed changes to the Meeting Room Policy and the addition of an Addendum for Author Requests”***. The Motion carried with a vote of 6-0-0.
 - ***Guest Speaker:*** Trustee Rhodes reported that Pulitzer Prize winning author Wendy Ruderman will be coming to speak and should be put on the July Agenda.

New Business:

- ***New Open Meeting Law:***
 - Assistant Town Administrator Myra Suchenicz spoke about the New Open Meeting Law pointing out that we just need to make sure we are doing the business of the public in public. Compliance will not require too much change as many of the requirements are already in place and have been being done. Trustees were referred to the January 20, 2010 Memorandum to Municipal Clients. *(copy attached)*
 - Selectman Susan Christie pointed out the New Open Meeting Law will require more detail be provided in any agenda being prepared for a Town meeting to assure transparency.
 - Trustee Conway assured she will be reporting back on the Marion Craine Gallery Committee's compliance with the New Open Meeting Law.

- **Prime Time Article:** Chairman Fates reminded everyone to take note of the *Prime Time* article entitled Your Library by Barbara Ravage talking with our Director Mary Reuland about how the Library can be the gateway to reliable online health information.
- **Feasibility Study:**
 - Assistant Town Administrator Suchenicz reported that the Board of Selectmen will be discussing tomorrow the first phase in a feasibility study of the four buildings on the CIP with the Library being one. The study will look at the structural and architectural condition of the buildings, compliance to codes, and what needs to be done to stabilize the facility to provide a baseline. They will be looking to transfer from Finance Committee on Thursday, and tomorrow the draft proposal will be before the Selectmen. They intend to use 2010 funds so they will need approval by June 30th.
 - Selectman Christie said they are not looking at a 5-year plan but a 10-year plan.
 - Chairman Fates thanked Assistant Town Administrator Myra Suchenicz for her commitment in attending the Trustee meetings and thus keeping the Board of Trustees informed.

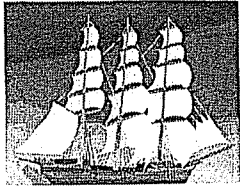
Public Comment: None

Adjournment:

- A Motion was made and seconded to “*adjourn the meeting*” at 8:15 p.m. The motion carried with a vote of 6-0-0.

Respectfully submitted, Melody Gulow, Acting Recording Secretary

<p align="center">APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON JULY 13, 2010</p>
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S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, June 8, 2010
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- **CALL TO ORDER**
 - **ANNUAL ORGANIZATIONAL MEETING**
 - Welcome to New Trustees
 - Election of Officers
 - Appointment of Positions
 - **APPROVAL OF MINUTES FROM MAY 12, 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
 - Changes to Guidelines for Exhibition Committee and Guidelines for Exhibitors – *Vote Required*
 - Transfer of Funds from Craine Gallery Committee to Designated Revolving Town Account – *Vote Required*
 - Snow Library Endowment Fund
 - **OLD BUSINESS**
 - Changes to Meeting Room Policy – *Vote Required*
 - **NEW BUSINESS**
 - **PUBLIC COMMENT**
 - **ADJOURNMENT**
-

Next Trustee Meeting: Tuesday, July 13, 2010, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, June 17, 2010, 2:00 p.m. [Trustee Rep. – Megan Fates]
Thursday, July 15, 2010, 2:00 p.m. [Trustee Rep. – To Be Determined]

Snow Library

FY 2010 MONTHLY BUDGET SUMMARY

April-10

ACCT	SOURCE	FY10 Budget	Expenditures Apr-10	Deposits Apr-10	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$369,586.00	\$34,769.08	\$0.00	\$295,964.85	80%	\$0.00	\$73,621.15
1610002	Town - Operating Exp.	\$127,500.00	\$4,443.85	\$0.00	\$103,577.74	81%	\$0.00	\$23,922.26
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	\$483.96	\$0.00	\$12,829.00	87%	\$0.00	\$1,971.00
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$336.00	\$0.00	\$1,470.80	49%	\$0.00	\$1,529.20
N/A	Friends - Museum Passes	\$2,200.00	\$0.00	\$0.00	\$1,350.00	61%	\$0.00	\$850.00
SUBTOTALS		\$522,086.00	\$40,032.89	\$0.00	\$415,192.39	80%	\$0.00	\$106,893.61
Revolving								
24-62610-540000	State Aid	\$15,850.16	\$48.15	\$0.00	\$10,945.58		\$6,701.43	\$11,606.01
2463610-540000	Contributions/Gifts	\$25,060.75	\$45.29	\$0.00	\$7,091.99		\$8,594.96	\$26,563.72
24-AE610-540000	Endowment Gift Fund	\$17.54	\$0.00	\$0.00	\$7,100.15		\$10,500.00	\$3,417.39
24CQ610	H&H Kline Foundation	\$9,015.58	\$0.00	\$0.00	\$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	\$2,159.36	\$106.22	\$6,151.39		\$3,745.18	\$96,533.65
		\$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	\$2,252.80	\$106.22	\$36,255.50		\$30,541.57	\$143,174.34

June 2010
DIRECTOR'S REPORT

May at a glance

A total of 11,783 people used the building in May for an average of 471 per day. Circulation was 12,795 for an average of 512 items per day.

Personnel

Sandra Stewart, Library page, resigned effective 5/28. Position was advertised on town website and Director and Assistant Director will begin interviewing applicants later this week and early next week (June 11-17).

Greg Carter, second year Library Science student from Simmons, began his internship on Monday, June 7th. He will be with us a minimum of 2 days per week, probably 3 to 4 days. The library is fortunate to have an intern and the Director and Assistant Director will work with Greg to provide him with a broad overview of the workings of a public library.

Building

Town allocation of \$5,000 for roof resealing will be done in this fiscal year (ends June 30) or funds will be encumbered to be used early in FY11.

Lighting work needed in lower level needed as ballasts are out and code requires electrician to replace ballasts. Lights in Craine Room require use of town –owned cherry picker due to height. Director is working on these issues.

Bob Leite, custodian, is out for at least a week and since our regular substitute, Jim Stanfield, is unavailable the library is employing a retired custodian.

Long-Range Planning Committee

The committee did meet on Monday, June 7th and the focus was on compiling goals in the categories of operations, collections, technology, public relations, facility assessment, programs, funding, senior services and community connections.

Trustees are asked to use the attached sheet to note their thoughts and goals in these areas for the July Trustee meeting. A list of the goals noted by the planning committee will be emailed to Trustees by June 18. The Trustee goals and information from the Planning Committee will be the basis for discussion at the July Trustee meeting so that a draft of the plan may be presented at the August meeting.

Collection/facilities/procedure questions

Citizens are encouraged to bring questions/complaints/general comments and ideas about the library collection, facilities and procedures at any time. The Director meets with anyone who requests to do so and this line of communication is important for a public library. Trustees are also encouraged to bring such questions to the Director at any time and do not have to present these at a Trustee meeting, particularly when they are collection specific or relate to an area of a building which needs attention. The Director deals with these as they come up as they are not policy issues which the Trustees review.

Snow Library
LONG RANGE PLANNING GOALS

Operations

- Hours/staffing

Collections

- % of funds allocated for certain areas (children's, large print, etc.)
- Emphasis on new formats such as e-books
- Physical location of collections
- Promotion of collection e.g. book displays on certain subjects, web site focus on collection areas

Technology

- # of public internet connections
- In library loan of laptops
- Patron self-service (check-out of materials, booking meeting space)

Public relations

- Print materials – how often, type, location
- Use of other outlets for library news
- Web-based public relations

Facility Assessment/Improvement

- Areas in need of improvement/ideas on types of improvements
- Plans for future of building-goals

Programs

- Type of programs to be added

Funding

- Strengthening/maintaining town support
- Strengthening ties with other support groups such as Friends
- Other sources of funds
- Approach to sources of funds for building improvement/renovation

Senior Services

- Services to be added/support and funds for services
- Improvements within library to improve access for seniors

Community Connections

- Community groups to create/strengthen ties with
- Visibility of library within community
- Acquiring community feedback on library

Snow Library
LONG RANGE PLANNING GOALS

Operations

Collections

Technology

Public Relations

Facility Assessment

Programs

Funding

Senior Services

Community Connections

Name: _____

Snow Library
LONG RANGE PLANNING GOALS

Operations

Collections

Technology

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Facility Assessment

Programs

Funding

Senior Services

Community Connections

Name: _____

Memorandum

To: Mary Reuland

CC: Tavi Prugno

From: Susan Kelley

Date: 6/2/2010

Re: May Report

Date	Telling Tales	Mother Goose-on-the-Loose
May 5	2	
May 6		17
May 13		14
May 19	8	
May 20		17
May 27		17

Special programs	Date	# attending
Children's Book Week Celebration		
'Mad Hatter's Tea Party'	May 13	34
Monthly Book Clubs		
'Youngest Critics Book Club	May 5	4
Mother & Daughter Book Club	May 6	9
	May 27	11

REVISED 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 Room Gallery 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 of 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 a one year absence from the Committee.***

The initial appointment of terms shall be staggered as follows: one-third of the committee will be appointed for three (3) years, one-third of the committee will be appointed for two (2) years, and one-third of the committee will be appointed for one (1) year. Thereafter, the term of each member shall be three (3) years.

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.

<i>Adopted by the Snow Library Board of Trustees, 06/2007</i>
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REVISED 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(s) shall be responsible for:
 - All insurance on the work
 - Appropriate framing and/or suitable displays for artwork
 - All publicity for the show and the 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 may 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, donations to the Snow Library from exhibitors are much appreciated. A donation would be made payable to "Snow Library" at the completion of the individual exhibit.***
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.

<i>Amended by the Snow Library Board of Trustees, 11/2009</i>
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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.

REVISED 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 sustaining and energizing the intellectual, cultural, and social life of the community of Orleans by encouraging the love of reading and the pursuit of knowledge, 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 Draft Addendum for Author Requests was amended in May 2010 to reflect the newly adopted Mission Statement and 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 June 8, 2010, at the monthly meeting of the Snow Library Board of Trustees.

REVISED 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 Room Gallery 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 of 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 a one year absence from the Committee.***

The initial appointment of terms shall be staggered as follows: one-third of the committee will be appointed for three (3) years, one-third of the committee will be appointed for two (2) years, and one-third of the committee will be appointed for one (1) year. Thereafter, the term of each member shall be three (3) years.

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.

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

REVISED 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(s) shall be responsible for:
 - All insurance on the work
 - Appropriate framing and/or suitable displays for artwork
 - All publicity for the show and the 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 may 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, donations to the Snow Library from exhibitors are much appreciated. A donation would be made payable to "Snow Library" at the completion of the individual exhibit.***
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

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.

REVISED 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 sustaining and energizing the intellectual, cultural, and social life of the community of Orleans by encouraging the love of reading and the pursuit of knowledge, 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 Draft Addendum for Author Requests was amended in May 2010 to reflect the newly adopted Mission Statement and 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 June 8, 2010, at the monthly meeting of the Snow Library Board of Trustees.

January 20, 2010

MEMORANDUM TO MUNICIPAL CLIENTS

TO: BOARD OF SELECTMEN/MAYOR/TOWN AND CITY COUNCIL
TOWN MANAGER/TOWN ADMINISTRATOR/EXECUTIVE SECRETARY

Re: The New Open Meeting Law – An Overview

On July 1, 2009, Governor Patrick signed into law Chapter 28 of the Acts of 2009, entitled “An Act to Improve the Laws Relating to Campaign Finance, Ethics and Lobbying.” The Act made extensive changes to the lobbying laws and Chapter 268A, the Conflict of Interest Law (we issued Memoranda on the Chapter 268A changes dated September 3 and November 6, 2009), as well as an overhaul of the Open Meeting Law. However, the portions of the Act relative to the Open Meeting Law (“the Law”) were expressly designated to go into effect on July 1, 2010. Prior to that date, it is anticipated that the Office of the Attorney General will issue detailed educational materials, regulations, and guidance regarding the manner in which the law will be implemented. Given the importance of the Law to all municipal boards, however, board members and other municipal officials should begin familiarizing themselves with these important changes.

As of July 1, 2010, the current Open Meeting Law provisions, G.L. c.39, §§23A-23C will be repealed. The revised Open Meeting Law will be found at G.L. c.30A, §§18-25. Some of the important differences are highlighted below. We will provide separate memoranda, however, regarding new requirements for taking and maintaining minutes and the transition of enforcement authority from the District Attorneys to the Attorney General.

1. Definitions

The revised Law contains some significant changes to defined terms, highlighted below:

- “Deliberation” is communication between or among a quorum of a public body.
 - Explicitly includes communications by e-mail and other written medium;
 - The following are specifically excluded from the definition, provided no opinions of members are expressed:
 - distribution of a meeting agenda;
 - scheduling information; or
 - distribution of other procedural meeting materials, or reports or documents that may be discussed at the meeting.

It is significant that the Law specifically refers to “email” as constituting deliberation. Be advised, however, that similar types of electronic communication, such as blogging,

2. Notice

Certain notice requirements have been revised and are summarized below:

- Any public meeting (except for emergencies) must still be posted at least 48 hours in advance of the meeting. It should be noted, however, that in addition to Sundays and holidays not being counted, *Saturdays* cannot be counted for this purpose under the new Law. This means, for example, that for any meeting scheduled for a Monday evening at 7:00 p.m., notice must be posted not later than 7:00 p.m. on the preceding Thursday.
- Notice of any open meeting shall include “a listing of topics that the chair reasonably anticipates will be discussed at the meeting.” Many boards already have a practice of posting an agenda as part of the notice, although agendas were not required under G.L. c.39, §23B. Under the new Law, a list of anticipated topics must be included. Boards will still be able to accommodate last-minute and/or unforeseen matters (i.e., not anticipated), as the Law does not prohibit a board’s consideration of such matters. Boards may wish to include in their posted agendas entries for “New Business” and “Old Business” to provide notice to the public that matters not specifically named on the agenda may be handled.
- Notice must be posted in a manner “conspicuously visible to the public at all hours in or on the municipal building in which the clerk’s office is located.” (emphasis added). While the new Law expressly recognizes electronic posting (i.e., on a city or town website), it also requires posting in a form visible at all hours to passers-by at City or Town Hall. For those buildings that do not already post written notices in a glass case or on the front door, some visible posting location must be devised to comply with this new requirement.

3. Remote Participation

Most District Attorneys have interpreted the current Open Meeting Law as prohibiting participation by a board member by electronic means, such as speaker phone, teleconferencing or videoconferencing. The new Law provides that the Attorney General may permit such remote participation, but only by issuing a regulation or a “letter ruling” setting forth the permitted procedure. It is likely that the Attorney General will allow some form of remote participation, but the Law provides that all members and the public must be able to hear each other and that there must be a quorum of the body physically present in the room. The Law also prohibits the chair from participating remotely. In our opinion, this means that if the chair is not present, the vice-chair or another member designated as temporary chair should run the meeting from the meeting room. Remote participation should not be used until authorized by the Attorney General.