

# AMENDED MINUTES

## Snow Library Board of Trustees Meeting

*R. Derlin, Asst.*  
TOWN OF ORLEANS  
TOWN CLERKS OFFICE

July 13, 2010

10 AUG 11 AM 10:07

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

### Approval of minutes:

- The minutes of the Trustees Meeting held June 8, 2010, were reviewed and amended. A motion was made and seconded to "approve the minutes as amended". The motion carried with a vote 5(Y)-0(N)-0(A).

### Trustee Chair Report: None

### Report of Student Representative: None

- Student Representative Malloy indicated with school still recessed for summer there was nothing to report.

### Financial Report:

- Director Reuland and Administrative Assistant Wilson reported on the following financial matters:
  - **Depletion Accounts:**
    - \$4,795 in FY10 allocated Town Site Improvement funds were encumbered for roof repairs. The vendor does not have staff available to perform the work at this time due to an on-the-job injury of qualified individual.
    - Final FY10 invoices were turned in to Town Hall on July 12, 2010 and encompassed several building repairs including long awaited repairs to the AC system as well as emergency plumbing repairs to restrooms, and electrician services for lighting repairs. The FY2010 year-end financial summary will be available next month when all accounts can be updated.
    - Trustees inquired why the financial reports they receive at Trustee Meetings are for 2 months prior to the current month. It was explained that when the Trustees met on the 3<sup>rd</sup> week of the month they could receive the financial report for the prior month. However, by meeting on the 2<sup>nd</sup> Tuesday of the month it is rare that information from Town Hall is received or accounting can be completed for the prior month in time for the Trustees meeting. The Administrative Assistant is also responsible for the dissemination of minutes and informational packets for the Trustees Meetings, and with a part-time work schedule, the timeline is too tight.
  - **Revolving Accounts:**
    - All year end balances from revolving accounts will be carried forward into FY 2011.

### Library Director's Report:

- Director Reuland reviewed the July 2010 Director's Report. (*copy attached*) Copies of the Youth Services Report for June 2010 were also distributed. (*copy attached*) In addition the following was discussed:
  - **Public Relations:** Director Reuland reported plans to improve the Snow Library web site in the fall.
  - **Senior Outreach:** It was reported that plans are underway with the Friends to make delivery to homebound residents more sustainable.
  - **Cultural Council Request:** Director Reuland has received a request from the Cultural Council to distribute a survey at the programs they are cosponsoring at the Library this summer. While there is a no solicitation policy, they are required to gather information every few years regarding their programs and if there are no objections, Director Reuland suggested they be allowed to distribute their informational surveys at the family programs they are cosponsoring at Snow Library this summer. No objections were expressed by Trustees.
- **A motion was made and seconded "to accept the Director's Report as presented". The motion carried with a vote 5-0-0.**

### Report of Friends' Representative:

- Friends President Ritchie reported on the following matters:
  - On July 22, 2010, the Friends will hold their Annual Meeting in the Craine Room at the Library. The business portion of the meeting will occur first, and then author of *Overboard*, Michael Tougias, will be the featured guest. All are invited to attend.
  - The Annual Party for Major Donors will be held in September this year rather than October to avoid conflict with the "One Town, One Book" program and the Friends' "Snow Ball".
  - The 2<sup>nd</sup> Annual Snow Ball is tentatively scheduled for Friday, November 12, 2010. More details will be available soon.
  - The Friends have prepared a pamphlet being sent to local realtors to inform visitors of Snow Library and the Friends.
  - The Friends recently decided not to fund the cost of providing a dinner for the Orleans Firebirds baseball team as it wasn't an expense that benefitted the Library, which is their mission.

### Other Reports:

- **Craine Gallery Committee:**
  - Trustee Conway reported that the newly updated Exhibition Committee policies were distributed and discussed at the June meeting of the Craine Gallery Exhibition Committee. Members were encouraged to reapply for the committee when the new policy takes effect next year. The group voted to turn over their funds to the Library.
  - There has been discussion of having a high school student join the Committee, but the group does not meet again until August.
  - The Craine Gallery Committee is now subject to the New Open Meeting Law.
- **Snow Library Endowment Fund:**
  - Trustee Rhodes reported that legal work continues to transfer funds to the Friends and dissolve the Endowment Fund. The Endowment Fund Committee is not scheduled to meet again until September.
- **By-Law Review Subcommittee:**
  - Trustee Fates reported that she and Trustee Lederhouse had not yet held their first meeting, but are planning to meet on July 28, 2010 at 10 a.m.
  - The By-Law Review Subcommittee is now subject to the New Open Meeting Law.

### Old Business:

- **Program Plans for Guest Speaker: Pulitzer Prize-winning Reporter, Wendy Ruderman:**
  - Trustee Rhodes spoke with Ruderman and reported she is currently writing a book and is available for a September or October date. There was Trustee consensus that an October date

would be best and suggested Saturday, October 16, 2010 at 3 p.m. The Friends of Snow Library expressed a desire to cosponsor the event. Trustee Rhodes will coordinate plans with Ruderman and keep Trustees apprised.

- ***Review of Building Conditions:***

- Trustees questioned Selectmen's Liaison Christie about whether the Town will be moving forward with formal engineering reviews of Town buildings like the Library with plans for future renovation. It was reported that while formal engineering reviews will not be completed at this time, there is some interest from Selectmen of touring the Town buildings to obtain a greater sense of the need for planning purposes. An engineering review will most likely require a formal RFP – Request for Proposal process.

- ***Review of Long Range Planning Goals:***

- Director Reuland reviewed the Snow Library Long Range Planning Goals Discussion handout with Trustees. (*Copy attached.*) The information was compiled by the Long Range Planning Committee which has met several times to prepare for the new Five Year Plan which must be submitted to the Mass. Board of Library Commissioners this fall. In addition to the information presented, Trustees expressed the following:
  - Should the budget allow Trustees would like to prioritize the reopening of the Library on Sundays.
  - A thorough review of the collection regarding allocation of funding and space, as well as location should be completed.
  - Options to relieve the parking congestion should be thoroughly investigated with the Town.
  - Trustees would like to see prioritization of new program ideas.
  - The possibility of increased road signage directing the public to the library location was suggested.
  - It was suggested that a map be provided to help patrons locate what they are looking for.
- Director Reuland suggested Trustees forward any other ideas to her as soon as possible. A draft of the new Five Year Plan will be presented at the August Trustees Meeting so a formal vote may be taken in September.

**New Business:**

- ***New Open Meeting Law:***

- Administrative Assistant Wilson reminded Trustees that the New Open Meeting Law is in effect. Trustees are encouraged to contact her if there are items to be included in the agendas for upcoming meetings. The agenda must now include all items "reasonably anticipated to be discussed at the meeting AND topics must be specific enough so that the public will understand what will be discussed". The agenda must also include all items to be voted on at the meeting. The Town has ruled that the New Open Meeting Law will also apply to the Craine Gallery Committee, the By-Law Review Committee, and the Long Range Planning Committee.

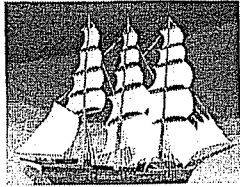
**Public Comment:** None

**Adjournment:**

- A Motion was made and seconded to "*adjourn the meeting*" at 8:40 p.m. The motion carried with a vote of 5-0-0.

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

<p style="text-align: center;"><b>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON AUGUST 10, 2010</b></p>
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**S N O W**  
**Library**  
*Established 1877*

# Snow Library BOARD OF TRUSTEES MEETING

Tuesday, July 13, 2010  
7:00 p.m.  
Trustee Room, Snow Library

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## AGENDA

- CALL TO ORDER
  - APPROVAL OF MINUTES FROM JUNE 8, 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
    - Snow Library Endowment Fund
    - By-Law Review Subcommittee
  - OLD BUSINESS
    - Review of Long Range Planning Goals
    - Program Plans for Guest Speaker: Pulitzer prize-winning reporter, Wendy Ruderman
  - NEW BUSINESS
  - PUBLIC COMMENT
  - ADJOURNMENT
- 

**Next Trustee Meeting:** Tuesday, August 10, 2010, 7:00 p.m.

**Upcoming Friends' Meetings:** Thursday, July 15, 2010, 2:00 p.m. [Trustee Rep. – Sandra Rhodes]  
Thursday, August 19, 2010, 2:00 p.m. [Trustee Rep. – Sue Lederhouse]

**July 2010**  
**DIRECTOR'S REPORT**

***June at a glance***

Circulation was 15,974 for the month, with an average of 614 items circulating per day. People count was 14,960, with an average of 575 per day.

***Personnel***

Lynda Zacharias began as Library Page on Monday, June 28. Sandra Stewart left that position in May.

***Building Issues***

Roof work will be completed later this summer. Funds have been encumbered as Cazeault was not able to do the work before June 30.

Air-conditioning issues are ongoing and we are waiting for a new compressor. AC works well on first floor, but not well in the lower level. Funds have been encumbered for this also.

Parking lot sinkhole in back lot facing the Middle School has been reported to the highway department. Repairs will be done this month but will require that the parking lot be closed for a few days.

Plumbing repairs had to be made on first floor men's room.

Funds to repair the front entryway, replace the front door and make improvements to the restrooms on the first floor are in the new FY 2011 budget. Plan is to get the work done as soon as possible in the fall.

***Public Relations***

Friends of Snow Library parade entry

Library flyer has been distributed to Town Hall, Orleans Visitors Center and realtors.

Staff picks on website

***Senior Outreach***

Library Director and Assistant Director gave a Book Talk at Orleans Convalescent and Retirement Center on Monday, July 21<sup>st</sup>. The program was very well received and will be done again in September. The visit also allowed us to connect with individuals who coordinate book groups there and make them aware of the services we provide to book clubs.

***Young Adult Outreach***

Director has been receiving suggestions from those on the Teen Advisory Board regarding purchases for the collection. These are being purchased.

Two of the "Go Green" summer programs are for those in 5<sup>th</sup> grade and older. One is "Nature Journals" on July 13, and the other is "Henna Party" on July 21.

***Adult Programs***

Library director has arranged for 3 authors to speak here on Wednesday, Sept. 15<sup>th</sup>. The authors are Gary Braver, author of *Skin Deep*, Rose Connor, author of *False Testimony*, and Carol McCleary, author of *The Alchemy of Murder*.

Library Director will be meeting with a committee to organize the One Town, One Book program for October. Meeting is set for Wednesday, July 14.

# Memorandum

**To:** Mary Reuland  
**CC:** Tavi Prugno  
**From:** Susan Kelley  
**Date:** 6/30/2010  
**Re:** June Report

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Date	Telling Tales	Mother Goose-on-the-Loose	
June 2	4		
June 3		16	
June 9	5		
June 10		38	
June 17		15	
Special programs	Date	# attending	
Visits from OES kindergarten	June 24	28	
	June 25	16	
Monthly Book Clubs			
'Youngest Critics Book Club	June 2	4	

Registration for 2010 summer reading program 'Go Green @ Your Library' began on June 29. We have planned a full schedule of children's programming for the summer (see attached). So far after the first day we have registered 36 children.

## **Snow Library**

### **LONG RANGE PLANNING GOALS DISCUSSION**

#### **OPERATIONS (Hours Staffing)**

- Increase hours with addition of Sunday opening for 4 or 5 hours and addition of another open evening (currently open Tuesday/Wednesday evening until 8)
- Research changing opening/closing times to accommodate working people, teens, seniors
- Staffing-public relations/programming position

#### **COLLECTIONS**

- Represent the diversity of the country in the collection
- Relocate fiction to first floor and put non-fiction on lower level
- Interfile mystery and science fiction with regular fiction-identify those genres with sticker on spine which is currently done
- Add CLAMS computer on lower level
- Reference material to be circulating in some cases-shelved with regular collection except for core reference materials (encyclopedias, directories)
- Offer information in newer formats (e-book) but not at expense of print collection
- Improve patron access to collections by eliminating use of lowest and highest shelf. This would mean a much smaller # of books in all areas.
- Expand "New Book" area

#### **TECHNOLOGY**

- Make self-check station more visible and continue its use but do not eliminate circulation assisted by staff.
- Make available to public some electronic readers (Nook, Sony-reader, Kindle)
- Provide laptops for patron use within the library
- Provide print capability from patrons using laptops

#### **PUBLIC RELATIONS**

- Increase production and distribution of library flyers and other pr pieces
- Increase press releases sent to *Cape Codder* and other media
- Improve library web site
- Increase visibility by having town signs on Rt. 28, 6A noting library location (similar to the ones noting beaches)
- Provide color coded map of library levels indicating collection locations
- Minimize sound from children's area-measures...taller stack by lobby....other ideas

## **FACILITY ASSESSMENT/IMPROVEMENT**

- *Parking and handicapped accessibility*
  - Drive to connect with Middle School parking lot
  - Add parking space by taking some park space
  - Add better handrails at several spots (steps from Middle School, from parking area to building)
  - Add handicapped entrance through Craine Room-include ramp from parking area and designate 8-10 of existing parking spaces as handicapped use.
  - Improve access for existing handicapped parking by eliminating some plantings and putting in ramp and railings
- *Immediate building issues*
  - Improve signs for parking-include one noting parking at Middle School
  - Improve restrooms
  - Maximize existing interior space to better define and improve the children's area and reading room area /research an area within existing library for teen use
  - Place all computers on mezzanine and partition Snow Reading Room off into Childrens area
- *Long-range building issues*
  - Create building committee to review space needs study, research options and create a long-range timetable for building options.

## **PROGRAMS**

- Work with Middle and High School students to create programs which involve them with the library
- Themed "What's New" presentations every few months (Mystery, Biography,etc.)

## **FUNDING**

- Consider fee for service/programs.
- Grant funding-grants do not fund operating expenditures, but for special projects (e.g. historic preservation,literacy)
- Maintain strong municipal funding for library-measures to do so.....
- Work with Friends of Snow to prepare for possible Capital Fund campaign if library does expand/renovate.

## **SENIOR SERVICES**

- Increase outreach programs (book talks at COA, Orleans Convalescent/Retirement center)
- Organize personalized delivery to home-bound residents with Friends of Snow
- Offer technology suited to those with poor vision/hearing or any physical disability

## **PRESERVATION OF HISTORIC RESOURCES**

- Digitize and index all issues of *The Cape Codder* newspaper
- Continue work on preservation of small individual items of local history (several David Snow items, early catalog of Snow Library and other items of local historical interest)

## **COMMUNITY CONNECTIONS**

- Strengthen ties with schools-possibly share space for children's /teen services at school locations.
- Get community feedback—better suggestion box in library and on library web page
- Improve connections with local association (Improvement Association, Historic Society, Chamber of Commerce, Taxpayers Association)