

CP May

## AMENDED MINUTES

### Snow Library Board of Trustees Meeting

TOWN OF ORLEANS  
TOWN CLERKS OFFICE

August 10, 2010

10 OCT -6 AM 11:58

#### Call to Order:

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

#### Meeting Attendance:

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

#### 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)-2(A).**

#### Trustee Chair Report: None

- Director Reuland will be hosting a potluck dinner for Trustees at 6 p.m. on August 25<sup>th</sup>. Trustee Conway agreed to coordinate the food. Spouses of Trustees are also invited to attend.

#### Report of Student Representative: None

#### Financial Report:

- Treasurer O'Connor and Administrative Assistant Wilson reviewed the FY10 year-end financial summary (*copy attached.*) and reported on the following financial matters:
  - **Depletion Accounts:**
    - \$3,486 in FY10 salary funds and \$2,046 in operating expense funds were turned back into the Town at the end of the fiscal year. The balance in salary funds is due to the fact that part-time staff is budgeted for 52 weeks and don't get paid time off for sick or vacation days so often their allocated funds are not fully expended. The balance in operating expense funds is due to lower costs than anticipated for electricity and CLAMS membership.
    - \$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, but roof repairs should be made within the next month.
  - **Revolving Accounts:**
    - The Library received a gift of \$3,000 from a library patron/volunteer which is reflected in the Contributions Account deposits for June.
    - The Library received a gift of \$3,000 from the Endowment Fund for an online subscription to Value Line for library patrons.
    - All year end balances from revolving accounts were carried forward into FY 2011.
- **A motion was made and seconded "to accept the Financial Report as presented". The motion carried with a vote 7-0-0.**

#### Library Director's Report:

- Director Reuland reviewed the August 2010 Director's Report. (*copy attached*) Copies of the Youth Services Report for July 2010 were also distributed. (*copy attached*) In addition the following was discussed:

- **Children's Programs:** Director Reuland reported excellent attendance at children's programs this summer including the Friends' sponsored Pajama Storytime.
- **Mystery Night:** Plans are well underway for the Friends' sponsored September program to feature mystery writers Gary Braver, Rose Connor, and Carol McCleary. Director Reuland requested permission for the authors to sell their books at the event. **A motion was made and seconded "to give permission for authors Gary Braver, Rose Connor, and Carol McCleary to make their books available for purchase at the September mystery writers program to be held at Snow Library". The motion carried with a vote 7-0-0.**
- A motion was made and seconded **"to accept the Director's Report as presented". The motion carried with a vote 7-0-0.**

**Report of Friends' Representative:** None

#### **Other Reports:**

- **Craine Gallery Committee:**
  - Trustee Conway reported that the new Open Meeting Law has been explained to the committee and they will work to comply with posting and agenda requirement.
  - The current exhibit includes contributors from the Craine Gallery Committee and Library Trustees were encouraged to attend to support the Gallery Committee as a lack of attendance is noted.
  - The final exhibit in a four part series of historical photographs taken by H.K. Cummings will be featured in September. A reception and book presentation will occur from 1:00 – 3:00 p.m. on September 18, 2010 in the Craine Gallery. These photographs were all printed from the glass plate negatives which Snow Library has worked to preserve over the last few years, a project overseen by Director Reuland and Gallery Committee Chair, Bobi Eldridge.
- **Snow Library Endowment Fund:**
  - Trustee Rhodes reported that as of July 31, 2010, the balance in the fund is \$874,948.55, up since the beginning of the year making up some of the earlier losses.
  - Legal work continues to transfer funds to the Friends and dissolve the Endowment Fund.
- **By-Law Review Subcommittee:**
  - Trustees Fates and Lederhouse have met with Director Reuland to review the by-laws in the Trustee Manual. There were some thoughts of changes which need to be made and they will bring their ideas forward at the September meeting.

#### **Old Business:**

- **Long Range Plan:** Director Reuland reviewed and discussed the Director's Draft of Long Range Plan 2011-2015. *(Copy attached.)*
  - It was explained that it is essential to consider patterns of library service today and look to the future as it may be very different than years past.
  - Director Reuland explained that regarding Library staffing it would be important to make the most efficient use of the available personnel funds.
  - The concerns regarding parking, handicapped accessibility, and the restrooms will be a priority based on feedback received during the feasibility study. There was consensus that parking should be targeted as the highest priority and all viable options should be investigated.
  - An engineering review of the site may be necessary to move forward with any future renovation planning to know what is possible and what is not.
  - It is unclear whether or not a section on funding should be included in the final plan as the information could be broken down and included in other sections.
  - Trustees were pleased with plans to analyze use before decisions are made.
  - The Long Range Planning Committee will develop a final draft in the next month and it will be given to Trustees for final approval at the September meeting.
  - There was consensus to accept the Director's Draft of Long Range Plan 2011-2015 and agreed to vote on the approval of the goals and objectives for the new five year plan at next month's meeting.

- ***Program Plans for Guest Speaker: Pulitzer Prize-winning Reporter, Wendy Ruderman:***
  - Trustee Rhodes has received confirmation that Ruderman is available to speak at the Library on Saturday, October 16, 2010 at 2:00 p.m. The Friends will be approached about sponsoring the event by providing an honorarium to Ruderman and assisting with publicity. Wendy Ruderman won the Pulitzer Prize after writing to expose police corruption in Philadelphia, and she is currently working on a book.

**New Business:** None

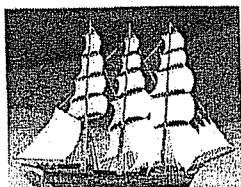
**Public Comment:** None

**Adjournment:**

- A Motion was made and seconded to “*adjourn the meeting*” at 7:50 p.m. The motion carried with a vote of 7-0-0.

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

<p><b><i>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON SEPTEMBER 22, 2010</i></b></p>
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**S N O W**  
**Library**  
*Established 1877*

# Snow Library BOARD OF TRUSTEES MEETING

Tuesday, August 10, 2010

7:00 p.m.

Trustee Room, Snow Library

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## AGENDA

- **CALL TO ORDER**
  - **APPROVAL OF MINUTES FROM JULY 13, 2010, TRUSTEES MEETING**
  - **TRUSTEE CHAIR'S REPORT**
  - **REPORT OF STUDENT REPRESENTATIVE**
  - **FINANCIAL REPORT**
  - **LIBRARY DIRECTOR'S REPORT**
    - Vote on Approval for Authors to Sell Books at Upcoming Programs
  - **REPORT OF FRIENDS' REPRESENTATIVE**
  - **OTHER REPORTS**
    - Craine Gallery Committee
    - Snow Library Endowment Fund
    - By-Law Review Subcommittee
  - **OLD BUSINESS**
    - Review of Long Range Plan
    - Review Plans for October Program to Feature Special Guest Speaker: Pulitzer prize-winning reporter, Wendy Ruderman
  - **NEW BUSINESS**
  - **PUBLIC COMMENT**
  - **ADJOURNMENT**
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**Next Trustee Meeting:**

*Tuesday, September 14, 2010, 7:00 p.m.*

**Upcoming Friends' Meetings:** *Thursday, August 19, 2010, 2:00 p.m. [Trustee Rep. – Sue Lederhouse]*  
*Thursday, September 16, 2010, 2:00 p.m. [Trustee Rep. – Megan Fates]*

**August 2010**  
**DIRECTOR'S REPORT**

***July at a glance***

Circulation for the month was 21,251 for an average of 779 items per day. People entering the building was 17,719 for a daily average of 682.

Childrens' Report –attached.

***Building issues***

Roof work is scheduled to be done by Cazeault

Highway department has done some repair on sinkhole but resurfacing of the area is not yet done. Basic repair was done with minimal interruption to parking use.

***Programs***

Request permission for authors at Mystery Night in September to sell their books. Authors are Gary Braver, Rose Connor, and Carol McCleary. **VOTE REQUIRED**

Final selection of title for One Town, One Book will be made August 24. Committee narrowed selection to four titles in July. Titles are *Fahrenheit 451* by Bradbury, *Zeitoun* by Dave Effers, *Await Your Reply* by Dan Chaon and *In the Heart of the Sea: The Tragedy of the Whaleship Essex* by Nathaniel Philbrick.

***Outreach***

Director and Assistant Director will give another Book Talk at Orleans Convalescent & Retirement Center in September. Director is also checking into whether or not the Orleans Council on Aging and Wise Retirement Center would like us to do a Book Talk there as well.

***Long-Range Plan***

Director's Draft of the plan is attached. Final vote would be taken at September 14<sup>th</sup> meeting.

# Memorandum

To: Mary Reuland  
CC: Tavi Prugno  
From: Susan Kelley  
Date: 7/31/2010  
Re: July Report

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Date	Program	# attending
July 1	Green Fair	15
July 6	Go Green Workshop 'Maing Blaockheads'	11
July 7	Go Green Storytime	27
July 8	Sparky's Puppets in 'Stories in Trees'	78
July 13	Tween Program 'Making Nature Journals'	8
July 14	Go Green Workshop 'Making Plantable Cards'	10
July 15	Jay Mankita and 'The Lean Green Cleanup Machine'	34 (funded by the OCC)
July 20	Go Green Workshop 'Making Pebble Pendants'	18
July 21	Henna Art for Tweens	12
July 22	Tim Van Egmond and 'Hearing Nature's Voice'	33 (funded by OCC)
July 27	Go Green Storytime	8
July 28	Go Green Fish Printing Workshop	15
July 29	Matt from Animal World Experience and 'Go Green in your Backyard'	72

Total enrolment in 'Go Green @ Your Library' is 108 children from Orleans, other towns in Cape Cod and visitors.

## **DIRECTORS DRAFT OF LONG RANGE PLAN 2011-2015**

### **Operations**

#### **STAFF/HOURS**

- Analyze use/placement of staff time to incorporate changes in technology and level of activity during key time periods. [2012]
- Use results of that analysis to review additional hours, either Sunday or changes in opening/closing time during the week. [2012]
- Review staff positions in relation to new expectations for library services (e.g. patron use of technology, changes in content delivery by libraries). Develop personnel descriptions and organizational chart based upon information acquired in review. [2013]

### **Collections**

- Analyze use of all print materials over period of several years. Identify patterns of use in all areas (adult fiction, nonfiction, children's collection, reference, young adult).
- Identify and implement improvements in locations of collections based upon previous analysis.
- Identify and implement changes in purchasing of print items based upon previous analysis.
- Analyze use of non-print materials over period of several years to identify patterns of use and assess level of demand in this area.
- Analyze purchasing patterns for the past 5 years and make adjustments based upon results of analysis of print and non-print usage.

### **Technology**

- Review current technology available to patrons for use in library and investigate coming improvements in such technology.
- Review all automated services currently available for use by staff in providing library service (e.g. self-checkout, email notification) and research upcoming changes in this area.
- Create plan for technology improvements for patrons and delivery of library services. Implement goals of this plan immediately or as they become feasible.

### **Facility Assessment/Improvement**

- Identify steps to be taken to deal with areas most in need of immediate attention. Areas include parking and handicapped accessibility.
- Create committee of Trustees, Friends and interested citizens to evaluate options for the building over a 5-10 year period. Committee would use the *Final Planning Report for Space Needs* which was created by library consultant, Richard Waters of Godfrey's Associates in 2009.
- Evaluate current use of space in building to maximize use, comfort and appearance of existing building.

### **Public Relations and Community Outreach**

- Increase library visibility through press releases to the *Cape Codder* (minimum of 4 per year) and flyers distributed to businesses and residents (minimum of 3 per year).
- Institute card membership campaign to ensure that 100% of Orleans year-round residents have library cards.
- Revise library website on yearly basis to incorporate new items and refresh aesthetic appeal.
- Provide a minimum of 3 library programs outside the library to reach those who may not regularly use the building (e.g. Council on Aging, senior residences, local Rotary Club, etc).

### **Preservation of Historic Resources**

- Digitize and index all issues of Cape Codder. Funding to come from grants and contributions. Process would require 3-5 years due to size and cost.
- Continue work on preservation of individual I smaller items of local history (e.g. David Snow items and early catalog of Snow Library).

### **Funding**

- Maintain strong ties with Friends of Snow Library to maintain strength of their organization and maximize independent support of Snow Library.
- Apply for grants appropriate to special projects (e.g. digitization of Cape Codder or program possibilities).
- Maintain municipal support by making most effective use of taxpayer funds.



## Snow Library

## FY 2010 MONTHLY BUDGET SUMMARY

June-10

ACCT	SOURCE	FY10 Budget	Expenditures Jun-10	Deposits Jun-10	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<b>Depletion</b>								
1610001	Town - Salaries	\$369,586.00	\$40,631.25	\$0.00	\$366,099.03	99%	\$0.00	\$3,486.97
1610002	Town - Operating Exp.	\$127,500.00	\$13,762.01	\$0.00	\$125,453.75	98%	\$0.00	\$2,046.25
1610003	Town - Site Improvmts.	\$5,000.00	\$4,795.00	\$0.00	\$4,795.00	96%	\$0.00	\$205.00
N/A	Friends - Books & Materials	\$14,800.00	\$1,570.36	\$0.00	\$14,851.35	100%	\$0.00	(\$51.35)
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$1,419.45	\$0.00	\$2,950.10	98%	\$0.00	\$49.90
N/A	Friends - Museum Passes	\$2,200.00	\$0.00	\$0.00	\$2,135.00	97%	\$0.00	\$65.00
<b>SUBTOTALS</b>		\$522,086.00	\$62,178.07	\$0.00	\$516,284.23	99%	\$0.00	\$5,801.77
<b>Revolving</b>								
24-62610-540000	State Aid	\$15,850.16	\$1,438.42	\$0.00	\$12,761.09		\$13,405.82	\$16,494.89
2463610-540000	Contributions/Gifts	\$25,060.75	\$4,833.57	\$3,185.70	\$14,374.02		\$13,099.00	\$23,785.73
24-AE610-540000	Endowment Gift Fund	\$17.54	\$3,805.94	\$3,000.00	\$11,875.09		\$13,500.00	\$1,642.45
24CQ610	H&H Kline Foundation	\$9,015.58	\$297.42	\$0.00	\$5,263.81		\$1,000.00	\$4,751.77
24-CC610	Friends Gift Acct.	\$4.38	\$0.00	\$0.00	\$0.00		\$0.00	\$4.38
Misc.	Trust Funds	\$98,939.86	\$46.72	\$582.88	\$6,735.97		\$21,648.28	\$113,852.17
		\$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	\$10,422.07	\$6,768.58	\$51,009.98		\$62,653.10	\$160,531.39