

MINUTES

Snow Library Board of Trustees Meeting

November 9, 2010

Call to Order:

- A quorum was established and the meeting called to order at 7:03 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; and Friends President, Pam Ritchie.
- Absent:** Student Representative, Alexandra Malloy.

Approval of minutes:

- The minutes of the Trustees Meeting held October 12, 2010, were reviewed. **A motion was made and seconded to "approve the minutes as presented". The motion carried with a vote 7(Y)-0(N)-0(A).**

Trustee Chair Report:

- Letters of Appreciation:** Chairman Fates reported she had received letters from the League of Women Voters and the Orleans Pond Coalition expressing their appreciation for recent use of library meeting room space for programs they sponsored and made available to the public.

Report of Student Representative:

- Student Representative Malloy was unable to attend but Director Reuland reported that Malloy and several other NRHS students currently have art work featured in an exhibit at the Cultural Center of Cape Cod.

Financial Report:

- Treasurer O'Connor reported there was no financial report available to review as library staff has been busy preparing the annual State Aid Financial Report and the FY12 departmental budget request documents.

Library Director's Report:

- Director Reuland reviewed the November 2010 Director's Report. *(Copy attached)* Copies of the Youth Services Report for October 2010 were also distributed. *(Copy attached)* In addition the following was discussed:
 - Building:** Director Reuland suggested Trustees consider the creation of a Building/Facility Advisory Committee using the Space Needs Study of 2009 as a base for initiating discussion. Trustees, Friends, and the public should begin to take a long view of what is feasible in looking ahead. Trustees O'Connor and Natale volunteered to participate.
 - Financial:** The library applied for a waiver of the municipal appropriation requirement for FY11. MBLC will make the decision on the waiver by January. The state has decided to approve an unlimited number of waivers this year as so many towns have not been able to increase their expenditures by the amount required in the regulation for State Aid. Level funding should be considered a good thing in these challenging economic times for municipalities.
 - Programs:** Director Reuland reported she is looking into a downloadable music service for patrons which would help reach a different demographic.

TOWN OF ORLEANS
TOWN CLERK'S OFFICE
10 DEC 15 PM 12:25

- **Digitization of "The Cape Codder":** Director Reuland is submitting a grant request to the Orleans Community Preservation Committee to index and digitize all issues of *The Cape Codder*. Currently Snow Library has more than 6,300 issues on microfilm without any indexing to assist with search needs. The newspaper has provided a unique record of local events since its inception in 1946, and this project would help make the information accessible to the public by computer in a user friendly format. The total cost for the digitization project is approximately \$62,000. In May 2010 Trustees voted 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. Director requested permission to use the total amount of the trust (\$17,000) for this purpose as the commitment of these funds could strengthen the grant application. **A motion was made and seconded to "approve the expenditure of the entirety of the L.D. Cummings Trust for the purpose of digitizing 'The Cape Codder' newspaper". 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:

- Friends President reported on the following matters:
 - The 2nd Annual Snow Ball will be held on Friday, November 12th and the event is currently sold out. This year the fundraiser will support technology improvements.
 - Friends will host their annual holiday staff get-together on Tuesday, December 7th, from 4:00 – 6:00 p.m.
 - The library Friends groups from the Lower Cape are meeting this month to discuss the Friends/Trustees relationship.
 - Friends continue plans for obtaining book bags with their logo to sell at book sales.
 - Friends will be developing a long range plan in coordination with the library's long range plan.

Other Reports:

- **Craine Gallery Committee:** Trustee Conway thanked Trustees for their approval to move forward in planning the 9/11 remembrance exhibit. The Craine Gallery Committee members do a professional job selecting and exhibiting art work in the Craine Gallery.
- **Snow Library Endowment Fund:**
 - Trustee Rhodes reported as of October 31st the current balance of the fund is \$927,755.50.
 - The Endowment Board plans to meet in December. They have received notice from Attorney Litchfield that the court has granted the motion to transfer the funds to the Friends and dissolve the Endowment Fund and the transaction should occur in the next several weeks. The Friends will need to appoint a group of individuals to monitor the funds.
- **By-Law Review Subcommittee:**
 - Trustees Fates and Lederhouse reviewed the Final Draft of proposed changes to the Snow Library Bylaws. (*Copy attached*) There was some discussion regarding the Mass. Public Library Trustees recommendation to address Trustee meeting attendance requirements in the bylaws. It was reported that in the past recurrent Trustee absences were due to unforeseen circumstances (i.e. illness) and have not been an issue. Rather than instate any draconian language which could be counterproductive to attracting good volunteers in such a small town, there was consensus to leave the issue as is. **A motion was made and seconded to "accept the Final Draft of Proposed Changes to the Snow Library Bylaws as amended". The motion carried with a vote 7(Y)-0(N)-0(A).** The vote to adopt the final draft of the proposed changes to the Snow Library Bylaws will be scheduled for the December Trustees meeting.
 - It was reported that the Bylaw Review Subcommittee would like to begin the process of reviewing library policies on a regular basis and will begin with a review of the Selection Policy at the January Trustees meeting.

Old Business: None

New Business: None

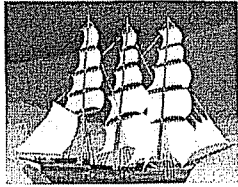
Public Comment: None

Adjournment:

- A Motion was made and seconded to “*adjourn the meeting*” at 8:08 p.m. The motion carried with a vote of 7-0-0.

Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library

***APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES
ON DECEMBER 14, 2010***



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, November 9, 2010

7:00 p.m.

Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - APPROVAL OF MINUTES FROM OCTOBER 12, 2010, TRUSTEES MEETING
 - TRUSTEE CHAIR'S REPORT
 - REPORT OF STUDENT REPRESENTATIVE
 - FINANCIAL REPORT
 - LIBRARY DIRECTOR'S REPORT
 - Vote for Funding from the L.D. Cummings Trust for Digitization of *The Cape Codder*
 - REPORT OF FRIENDS' REPRESENTATIVE
 - OTHER REPORTS
 - Craine Gallery Committee
 - Snow Library Endowment Fund
 - By-Law Review Subcommittee
 - Review Final Draft of Proposed Changes
 - OLD BUSINESS
 - NEW BUSINESS
 - PUBLIC COMMENT
 - ADJOURNMENT
-

Next Trustee Meeting: Tuesday, December 14, 2010, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, November 18, 2010, 2:00 p.m. [Trustee Rep. – Sandra Rhodes]
Thursday, December 16, 2010 2:00 p.m. [Trustee Rep. – Barbara Natale]

**November 2010
DIRECTOR'S REPORT**

Personnel

- Rosemary Lenihan has filled the part-time page position.

Building

- The Highway Department repaired the side parking lot and the drain area in the front.
- The water which accumulated in the old stairwell area over Labor Day was most likely caused by a clogged roof gutter. The Parks Department did clean the gutters and extend and redirect the flow of water further away from the building.
- The leak in the reference area could have been caused by pipe joints being loose or a leak in the roof. Director had Atlantic Plumbing review the pipes in the area. Atlantic said the pipes were tight. Director then had Cazealt Roofing return and they did work around the rooftop AC/heating units. We have not had leaks since then but have not had much significant rain either.
- Director attended the dedication of the new Mashpee Public Library on October 29th.
- Consideration and creation of a Building/Facility Advisory Committee for Snow would be helpful at this time. The Space Needs Study of 2009 would be a good base for discussion.

Financial

- Budget will be submitted to Town Administrator on Friday 11/12. Budget is done in accordance with guidelines provided by the Town Administrator and these guidelines are based upon Selectmen and Finance Committee goals.
- The library did apply to the Massachusetts Board of Library Commissioners for a waiver of the municipal appropriation expenditure requirement for FY11. Decision on this waiver will be made by January at the latest. The state has decided to approve an unlimited # of waivers this year as so many towns have not been able to increase their expenditures by the amount required in the regulation.

Programs

- The "One Town, One Book" program was held in October. All who attended the panel discussion, the talk by Sue Haley of the Park Service and the small group discussion were very positive about the book selected and the quality of the programs.
- Director is preparing the Rowena Myers Music Series for January.

Public Relations

- The Cape Codder has published the press releases provided to them about events at Snow Library in the past months. This is a most effective way to publicize events here. There is no cost for a press release (except staff time to put it together) and the newspaper reaches our target audience.
- Director has put together *Welcome to Snow Library* flyers which are distributed around town. The flyers have featured a current calendar of events as well as basic information about Snow.

October at a glance

- Circulation for the month of October was 12,968, an average of 519 items per day. The number of people using the building was 12,935 for a daily average of 517.
- Children's Report—attached.

Cape Codder digitization grant request

- The Director will be submitting a grant request to the Orleans Community Preservation Committee to index and digitize all our issues of the Cape Codder. Trustees previously voted to support a commitment of \$7,000. From the Wellington J. Cummings grant for this purpose. Director would like to use the total amount of the Wellington J. Cummings Trust (\$14,000.) for this purpose.
- The total cost for the Cape Codder project is \$62k. The commitment of \$14k from this trust would definitely strengthen the application to the Community Preservation Committee.

Memorandum

To: Mary Reuland
CC: Tavi Prugno
From: Susan Kelley
Date: 11/2/2010
Re: October Report

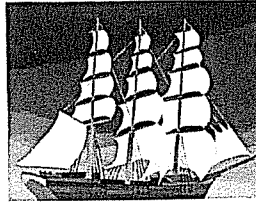
Storytimes:

| Date | 'Telling Tales' | 'Mother Goose-on-the-Loose' |
|---------|------------------------|---|
| | (for 3 to 5 year-olds) | (lapsit storytime for toddlers under 3) |
| Oct. 6 | 4 | |
| Oct. 7 | | 17 |
| Oct. 13 | 4 | |
| Oct. 14 | | 14 |
| Oct. 20 | 0 | |
| Oct. 21 | | 16 |
| Oct. 27 | 12 | |
| Oct. 28 | | 22 |

'Toddler Tyme', an art program for children under 3:

| Date | # attending | |
|-------------------------------------|-------------|----|
| Oct. 5 | 17 | |
| Oct. 19 | 14 | |
| Oct. 26 | 15 | |
| Youngest Critics Book Club | Oct. 5 | 1 |
| 'Celebrating Our Waters' Story Hour | Oct. 9 | 11 |

DRAFT (November 2010)



SNOW Library

Established 1877

BYLAWS

1. The Board of Trustees

The Board of Trustees is the governing **and policy setting** body of Snow Library, functioning under Chapter 78, Sections 10, 11, and 12 of the General Laws of the Commonwealth of Massachusetts dealing with public libraries. **Trustees** must be residents of the Town of Orleans, and are elected at the annual town election. According to the General Laws of the Commonwealth of Massachusetts, the total number of Trustees on a library Board must be divisible by three. The Snow Library Board of Trustees has seven members as required by Town Charter. As the needs and growth of the library dictate, the Trustees may request at Town Meeting that this number be enlarged.

2. Board Organization

An organizational meeting will be held each year immediately following the Town election, usually coinciding with the regular monthly meeting of the Board of Trustees. At this time, a Chairman and a Vice Chairman will be elected for one year terms. The Chairman, who must have one year's experience as Trustee, may serve for a limit of two one-year consecutive terms but, after a year has elapsed, may again be considered for this office.

The Chairman will appoint Trustees to serve in such areas as Treasurer, Secretary, public relations, finances, special projects, etc., the areas to be determined by the library's current needs. All appointments will be made with the approval of the Board.

3. Board Succession

The term of office for a Snow Library Trustee is three years. In the event of vacancies caused by resignations or other circumstances, interim appointments will be made at a joint meeting of the Board of Trustees and the Board of Selectmen. A Trustee, however, shall not serve more than two consecutive terms. Re-election may be sought after an absence of one year from the Board.

4. Political Endorsements

Members of the Board of Trustees as individuals will encourage well-qualified persons to run for the office of Trustee. However, no official endorsement will be made by the Board of Trustees, or by any individual Trustee, **for anyone** running for election or re-election as a Trustee.

5. Trustee Meetings

Regular monthly meetings of the Board of Trustees will be held at the library on the second Tuesday of each month at 7:00 p.m. On the occasions that the regular monthly meeting time conflicts with holidays or Town business, the time of the regular monthly meeting of the Snow Library Board of Trustees will be moved from the second Tuesday of the month, to the second Wednesday of the month at 7:00 p.m. Special interim meetings may be called at the discretion of the Chairman. In accordance with the General Laws of the Commonwealth of Massachusetts regarding open meetings, **the Chairman will post advance notice of meetings with the Town of Orleans in compliance with the Open Meeting Law. Notices of regular meetings, including a copy of the agenda, will be provided to the Trustees in advance of the meeting date.** The Library Director and the President of the Friends of the Snow Library also will be provided with copies of the agenda so that they may be informed of the business to be presented in ample time before the meeting date. A copy of the **meeting minutes** will be distributed to each Trustee, the Library Director, and the **President of the Friends Board.**

6. Quorum

It shall be necessary to have four Trustees present at a meeting in order to conduct business.

7. Additions to the Library Collection

Type and Quality of Books and Other Library Materials to be Added to the Library Collection: Books and other materials shall be selected by the Library Director **in accordance with the Snow Library Selection Policy.** There shall be no "censorship" as such. It is the policy of the Board of Trustees that all sides of an issue – especially of current issues which are apt to be controversial – should be presented in our collection, even though some of the viewpoints represented may be unpopular.

8. Hours Open, Hours of Staff Duty, Holidays

The Board of Trustees will determine the days and hours during which **Snow Library** will be open. The library will be closed on those holidays observed by the Commonwealth of Massachusetts. **Any variations will be made by the Library Director in consultation with the Town Administrator and/or the Board of Trustees.** The Library Director and any full-time staff member will work the number of hours prescribed by the Town of Orleans overall personnel policy. Other staff members will work those hours required by the Library Director in accordance with limits set by the town.

9. Personnel Provisions

Salary Schedule, Personnel Classifications, and Retirement Provisions: Salary schedules, personnel classifications, and retirement provisions will follow the prescribed policy of the Town of Orleans.

10. Time Off for Staff

Vacation and Sick Leave for Library Director and Staff: Vacations and sick leave for library employees will follow the personnel policy of the Town of Orleans.

11. Trust Funds

Decisions concerning the Trust Funds of the library shall be the direct responsibility of the Board of Trustees.

12. Attendance at Professional Meetings

Payment of Expenses for Trustees and Staff to Attend Library Conferences, Workshops, and Professional Meetings: The Library Director, with the approval of the Board, shall attend conferences which the Director considers important within the confines of the budget. Trustees shall also be encouraged to attend such meetings as fall within their concerns, and may be reimbursed for expenses incurred **within the confines of the budget**.

13. Payment of Dues

Payment of State and National Association Dues for Board Members and for the Library Director: Dues in state and national associations for the Library Director will be paid by the library. **Membership will be taken out annually in the Massachusetts Library Trustees Association for all Trustees.** This membership will be paid for by the library.

14. Bids (↓)

Decisions regarding the purchase of supplies and services, as well as public works and building construction, will follow public procurement procedures pursuant to the Massachusetts General Laws and the Town of Orleans requirements. (↓)

- ***Should it be titled "Procurement"?***
- ***Formerly read: Written bids must be procured for materials and construction in accordance with the requirements of the Commonwealth of Massachusetts and the Town of Orleans.***

15. Acceptance of Gifts and Memorials

Proposed gifts to Snow Library, other than monetary gifts **or library materials**, shall be accepted by the Library Director only after consultation with the Trustees, and shall be used and placed accordingly. The Secretary of the Board of Trustees will write a personal note of thanks to donors for all such gifts after their acceptance, or a note of regret where gifts may not be accepted. Neither **Trustees** nor the Library Director shall be required to give an estimate of the value of the gift.

- ***Deleted section titled: "Cummings Prints and Local Book Collections"***

16. Property Restrictions

The Trustees will restrict any use of the library property as a storage facility for any group.

17. Charges and Fines

Charges for Lost Books, Fines on Overdue Books: Charges for lost books shall be left to the discretion of the Library Director. Charges will be based upon such considerations as the original cost of the volume, current value, age, condition, and replacement cost. Fines, the per diem amount to be determined by the Trustees, will be levied on overdue books at the discretion of the Library Director. Where so indicated, the Library Director will operate in accordance with policies set by the Cape and Islands Materials Sharing Network (CLAMS).

▪ Deleted section titled: ***"Service to Area Students"***

▪ Deleted section titled: ***"Special Services"***

18. Library Use for Meetings

See Meeting Room Policy; Policy for Exhibits; and Policy for Receptions.

▪ Deleted section titled: ***"Expansion of Services"***

▪ Deleted section titled: ***"Cooperation with Other Libraries"***

19. Public Relations and Publicity

A continuing program of public relations shall be maintained by the Library Director and members of the Board of Trustees appointed for this purpose, with a view toward keeping the library, its needs, and its activities in the public eye.

20. Friends of Snow Library

The Trustees recognize the valuable role played in the library's life by the Friends of the Snow Library, and feel that a close liaison between the Trustees and the Friends is highly desirable. Trustees shall be appointed by the Chairman of the Board, on a rotating basis, to attend Friends Board meetings.

21. Amendments

Amendments to the Snow Library Bylaws and the Mission Statement may be presented and discussed at any regular meeting of the Board of Trustees with the understanding that any vote on the matter must be continued over for final decision at a subsequent meeting and must appear on the meeting agenda. Absentee ballots will not be permitted.

22. Updating

The Snow Library Bylaws and the Mission Statement will be reviewed at two year intervals and necessary changes made.

23. New Trustee Introduction

Each new Trustee will be offered an introduction to the staff and a tour of the library **building and** grounds by the Trustee Chairman **and/or the Library Director**. In addition, the Trustee Chairman **and/or the Library Director** shall ensure that each new Trustee receives the following information:

1. List of Snow Library Staff
2. List of Snow Library Trustees which includes addresses and telephone numbers
3. Introduction to **Snow** Library finances and budget
4. General Laws of Massachusetts re: libraries
5. General Laws of Massachusetts re: open meetings
6. Copy of the Snow Library Trustee Manual which includes the Mission Statement, Bylaws, and Policies
7. Massachusetts Public Library Trustees Handbook, a publication of the Commonwealth of Massachusetts Board of Library Commissioners

24. Roberts Rules

Roberts Rules of Order, revised edition, shall be utilized for procedural matters not covered by the Snow Library Bylaws.

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| <i>Amended by the Snow Library Board of Trustees, 05/2008</i> |
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