

12 FEB 16 11:32AM

MINUTES

Snow Library Board of Trustees Meeting

January 10, 2012

Call to Order:

A quorum was established and the meeting was called to order at 7:03 p.m. by Barbara Natale. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

- ***Trustees present:*** Megan Fates, Helen Felton, Sue Lederhouse, Barbara Natale, Barbara O'Connor, and Sandra Rhodes.
- ***Library Staff members present:*** Director, Mary Reuland, and Principal Clerk, Anita Firmin.
- ***Others present for regular monthly Library Trustees Meeting:*** Friends of Snow Library Representative, Sally Short and Selectman Liaison, Sue Christie.
- ***Absent:*** Trustee, Tim Traub and Student Representative, Alexandra Malloy.

Approval of minutes:

- The minutes, of the Trustees Meeting held December 13, 2011, were reviewed and amended. A motion was made and seconded to ***"approve the minutes as amended"***. The motion carried with a vote 6(Y)-0(N)-0(A).

Trustee Chair Report

- None.

Student Representative Report

- None.

Financial Report:

- Sandra Rhodes presented the November 2011 Monthly Report (*copy attached*).
 - ***Depletion Accounts:*** Salaries included 4 pay weeks. Operating Expenses included payments of \$3.1k for replacement of the fire alarm panel and \$4.4k for books and materials. Site Improvements included \$2,327.50 for the architectural review of the front entrance.
 - ***Revolving Accounts:*** State Aid reflected payments for the Wall Street Journal and a deposit of \$18,972.05 from State Aid.
- 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 Mary Reuland reviewed the January 2012 report (*copy attached*). In addition, the following was discussed.
 - Requests for bids on replacement of the front doors need to be sent out again to a broader area. The Library did not receive any bids from the local business population.
 - A discussion was held regarding the Engineer/Architect Group's findings. A draft report addressed many areas but did not have final recommendations for action. More information will be available when the report is finalized.
 - A request for funding from the Orleans Cultural Council did not get approved. Director will follow-up for further information regarding this grant. A request will be made to Friends for funding the collaborative poetry program.
 - A discussion was held regarding Patron Behavior Policy. Director has reviewed the issue with Town Counsel and his determination was that the Director has the authority to use her judgment when deciding whether the behavior of a patron constitutes a disruption which interferes with the use of the Library by other patrons or staff members carrying out his/her duties.
 - A Meeting Room Reservation Request for Authors has been received from Friends of Snow Library for the following authors: Linda Greenlaw, Joshua Blair Delaney, Mahala Busselle Bishop, Geraldine Brooks and Andre Dubus III, to offer presentations of their work and provide their books for sale during the Lifetime Learning Program. **A motion was made and seconded "to approve the request by Friends for the sale of the authors' books (listed above) during their presentations for the Lifetime Learning Program". The motion carried with a vote 6-0-0.**
 - A discussion was held concerning a letter received from the Cape Cod Maritime Museum requesting to borrow an image from the HK Cummings Collection titled "Weir Fishing Rules" for an exhibit at the museum. **A motion was made and seconded "to approve the use of the HK Cummings Print titled "Weir Fishing Rules" by the Cape Cod Maritime Museum for an exhibit at the Museum". The motion carried with a vote 6-0-0**
- 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, Sally Short reported on the following matter:
 - Friends will be mailing a membership letter to the participants of the Lifetime Learning Program to attract new members.

Other Reports:

Craine Gallery Committee:

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee. No meeting was held in December, so there's nothing new to report. Megan encouraged everyone to take a look at the Craine Gallery to view the beautiful quilt artwork on display.
- Next meeting of the Craine Gallery Committee will be held in January.

Old Business:

- None.

New Business:

- ***By-Law Review Subcommittee:***

The Final Drafts of Cummings Collection Policy and Policy on Art Collection and Valuable Holdings were reviewed.

Cummings Collection Policy:

A Motion was made and seconded *"to Approve the Final Draft of the Cummings Collection Policy"*. The motion carried and passed with a vote of 6-0-0.

Policy on Art Collection and Valuable Holdings:

A Motion was made and seconded *"to Approve the Final Draft of the Policy on Art Collection and Valuable Holdings"*. The motion carried and passed with a vote of 6-0-0.

Public Comment:

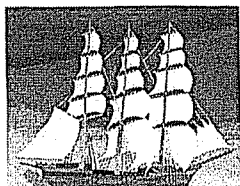
- None.

Adjournment:

- A Motion was made and seconded *"to adjourn the meeting"* at 7:42 p.m. The motion carried with a vote of 6-0-0.

Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library

<i>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON FEBRUARY 14, 2012.</i>



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, January 10, 2012

7:00 p.m.

Trustee Room, Snow Library

AGENDA

- **CALL TO ORDER**
 - **APPROVAL OF MINUTES FROM THE DECEMBER 13, 2011, TRUSTEES MEETING**
 - **TRUSTEE CHAIR'S REPORT**
 - **REPORT OF STUDENT REPRESENTATIVE**
 - **FINANCIAL REPORT**
 - **LIBRARY DIRECTOR'S REPORT**
 - **REPORT OF FRIENDS' REPRESENTATIVE**
 - **OTHER REPORTS**
 - **MARION CRAINE GALLERY COMMITTEE**
 - **OLD BUSINESS**
 - **NEW BUSINESS**
 - **VOTE: CUMMINGS COLLECTION POLICY**
 - **VOTE: POLICY ON ART COLLECTION AND VALUABLE HOLDINGS**
 - **PUBLIC COMMENT**
 - **ADJOURNMENT**
-

Next Trustee Meeting: Tuesday, February 14, 2012, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, January 19, 2011, 2:00 p.m. [Trustee Rep. – Helen Felton] –

Snow Library

FY 2012 MONTHLY BUDGET SUMMARY

November-11

ACCT	SOURCE	FY12 Budget	Expenditures Nov-11	Deposits Nov-11	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$373,407.00	\$26,612.26	\$0.00	\$136,701.89	37%	\$0.00	\$236,705.11
1610002	Town - Operating Exp.	\$136,674.00	\$8,806.71	\$0.00	\$55,324.44	40%	\$0.00	\$81,349.56
1610003	Town - Site Improvmts.	\$44,920.00	\$2,327.50	\$0.00	\$2,327.50	5%	\$0.00	\$42,592.50
N/A	Friends - Books & Materials	\$15,000.00	\$29.95	\$0.00	\$1,660.95	11%	\$0.00	\$13,339.05
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$3,000.00
N/A	Friends - Museum Passes	\$2,500.00	\$0.00	\$0.00	\$775.00	31%	\$0.00	\$1,725.00
SUBTOTALS		\$575,501.00	\$37,776.42	\$0.00	\$196,789.78	34%	\$0.00	\$378,711.22
Revolving								
24-62610-540000	State Aid	\$19,859.19	\$543.40	\$18,972.05	\$2,062.49		\$18,972.05	\$36,768.75
2463610-540000	Contributions/Gifts	\$24,454.17	\$9.68	\$390.64	\$871.54		\$4,578.94	\$28,161.57
24-AE610-540000	Endowment Gift Fund	\$1,633.90	\$0.00	\$0.00	\$0.00		\$0.00	\$1,633.90
24CQ610	H&H Kline Foundation	\$7,448.36	\$11.67	\$0.00	\$361.52		\$0.00	\$7,086.84
24-EU610	Craine Gallery Acct.	\$2,207.71	\$183.09	\$0.00	\$183.09		\$0.00	\$2,024.62
24-ET610	Cummings Spec. Coll. Acct.	\$1,696.89	\$0.00	\$105.00	\$0.00		\$395.25	\$2,092.14
24-EO610	Brotherton Grant	\$3,400.00	\$0.00	\$0.00	\$3,400.00		\$0.00	\$0.00
Misc.	Trust Funds	\$105,435.67	\$0.00	\$45.67	\$201.77		\$1,361.41	\$106,595.31
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
SUBTOTALS		\$166,135.89	\$747.84	\$19,513.36	\$7,080.41		\$25,307.65	\$184,363.13

January 2012

Director's Report

Building

Request for bids on replacement of front door have been sent out and replacement of door should take place during last week of April.

Engineer/architect group did make a site visit to the library on 12/4. Draft report was done by ¼ and final Master Facilities Review should be incorporated into the budget for FY13.

Facilities Advisory Committee might consider meeting in April or May of this year to review the options of the Space Needs Study done by R. Waters.

December at a glance

People count was 12,135 for a daily average of 467. Circulation was for a daily average of

Youth Services report-*attached*.

Youth update

Director did meet with Dr. Maxine Minkoff, NRMS principal, on January 4th. School is not responsible for students when they are not enrolled in a program at the school.

At this time, all students who come here are asked to sign in so that we know who is here. All of these students have received a copy of the patron behavior policy with the notation that violations of the policy may result in suspension from the library for a minimum of one month. Students are asked to sign the policy and we keep a copy of it here. *See attached*.

Programs

Rowena Myers Series now underway. *See attached poster*

Summer@Snow Series application for 2012 has been submitted to the Fred J. Brotherton Foundation. Decision on the application will be known in February.

Requests for author readings

Friends of Snow requests that authors speaking at Lifetime Learning class be allowed to sell books. *See attached list*.

Request for loan of Cummings print

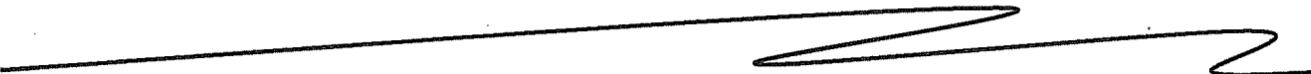
Cape Cod Maritime Museum has requested the loan of a Cummings print for an exhibit at the Museum. *See attached letter*.

Cape Codder digitization project

Director is working on the rfp for this and it should go out to vendors by the end of January with a reply date of mid to late February. Goal is to get work underway by mid March.

Snow Library Youth Services Report

JANUARY 2012



DECEMBER PROGRAMS:

<u>Program</u>	<u>Target Audience</u>	<u>Date</u>	<u>Attendance</u>
Storytime	Children under 5	12/01/11	1 child 1 adult
Winter Predators Program (w/ Mass Audubon)	Gr. K – 4	12/03/11	11
“Tween Scene”: Cupcake Wars	Gr. 5 – 8	12/03/11	15
Storytime (Gingerbread)	Children under 5	12/08/11	3 children 2 adults
Storytime (Bells)	Children under 5	12/15/11	4 children 2 adults
Storytime (Holidays)	Children under 5	12/22/11	4 children 3 adults
Vacation Week “Fun Flicks” (Winnie the Pooh)	Families	12/28/11	8
Vacation Week Storytime (Snowmen)	Children under 5	12/29/11	13 children 9 adults
Vacation Week “Crafternoon” (Snowmen)	Children K – Grade 5	12/29/11	5 children 3 adults

SUMMARY:

- Received correspondence from the Orleans Cultural Council that grant application for collaborative poetry program was not approved for funding. Notification stated, “project does not provide enough public benefit for the Orleans community compared to other proposals”. Working with Director to locate alternative funding as I believe this program would be a quality literary-based program with merit for the library and local school aged children.
- Attended Children’s Roundtable meeting of Cape youth services librarians and attended a demonstration for the computerized early literacy stations available for purchase which are being used in many public libraries.

Snow Library Youth Services Report

JANUARY 2012

SUMMARY: *(Continued)*

- Continuing to work with Director Reuland to address issues related to large number of middle school students coming into the library after school hours which is requiring almost constant time and attention from staff between the hours of 2:50 p.m. – 4:15 p.m. each school day. Approximately 30% of the youth work on homework, but the other 70% are “hanging out”. At times youth have had to be asked to leave after wrestling, jumping on furniture, etc. I have spoken with NRMS Assistant Principal Cameron who stated she visited the library last week and wasn’t pleased with behavior she witnessed and spoke with the offending students she knew at the time. I inquired about school policy for dismissal plans for students and learned that students are allowed to be dismissed at this age without the school knowing their plans. However, the school offers many free afterschool programs for families which include cooking, drama, art, sports, etc. which families have been reminded of. The school is willing to support our efforts, but once the students leave the school property their ability to intervene is compromised.
- Collection Maintenance:
 - Shifted collection in Picture Books, Early Readers, and Parenting to make room on the shelves. Added new signage to Parenting and Easy Reader sections to improve patron access and re-shelving.
 - Weeded Juvenile Board Books
 - Weeded Parenting Collection: Picture Books and Non-Fiction
 - Weeded Juvenile Picture Books
- Community Outreach:
 - Contacted Nauset Regional High School Guidance Department for list of current AP classes offered through the school so we can purchase the corresponding study guides to update our YA collection.
- Display:
 - Created small display in Children’s Room cabinet with snowmen and related books. Posted sign encouraging children with collections which they might like to share to sign-up at the Children’s Desk for display space for a month.
 - Contacted local schools to see if they would like to utilize the lobby display case to feature student work. Nauset Regional Middle School will create a display in February, and NRHS will display in April.

Respectfully submitted,

Judi Wilson
Youth Services Librarian

I have read the Patron Behavior Policy of Snow Library. I understand that violation of this policy will result in **denial of access to Snow Library and its grounds for a minimum of one month.**

PATRON BEHAVIOR POLICY OF SNOW LIBRARY

When the behavior of a patron constitutes a disruption which interferes with the use of the library by other patrons or staff members carrying out his/her duties, the following steps will be taken:

1. A verbal warning will be issued. If the behavior in question does not cease, the patron will be asked to leave. Use of foul or abusive language will be grounds for immediate removal from the Library. Failure to provide a print form of identification when requested to do so, will be grounds for immediate removal from the Library.
2. If the patron refuses to leave, inform him/her that the police will be called.
3. Call the police.
4. If the offender is an unaccompanied juvenile, the child's parents may be called in lieu of police.
5. A patron who repeatedly fails to conform to behavior standards may be denied access to the Library permanently.
6. Any time a staff member feels that a patron's behavior threatens the safety of other patrons or staff members, the staff member in charge will call the police immediately.

DISRUPTIVE BEHAVIOR

Foul or abusive language

Excessive noise

Smoking

Sleeping

Running

Abuse of library materials, building, furnishings

Consuming food or beverage

Unwelcome attentions or interactions with library patrons or staff

Unauthorized commercial activity

Skateboarding

Blocking entrance to library or pathways coming into the library

Loitering in foyer or at entrance

Playing on the elevator

Any other activity or behavior which the Library Director finds disruptive of library operations

Signature

Date

Name (please print)

Parent or guardian (print)

Street address/City

Phone #

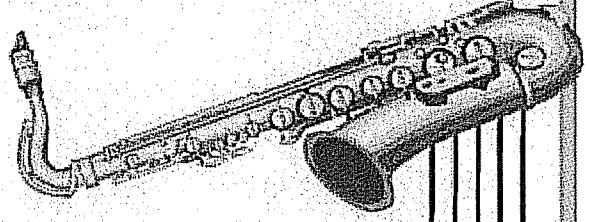


2012 Rowena Myers

Saturdays at Snow Library
in the Craine Gallery.

All Shows start at 4:00 p.m.

January 7th	John Salerno-Big Band Group
January 14th	Toast and Jam Bluegrass Band
January 21st	Seamist Trio –Irish Harp
January 28	Kami Lyle
February 4th	All Worn Out Jug Band



Seating is on a first come first served basis.



Concert Series

**Snow Library ~ Lifetime Learning Program
Author Series**

Thursdays ~ February 16 ~ March 15, 2012 , 1:00 – 2:30

2/16 ~ Linda Greenlaw

Seaworthy: A Swordfish Boat Captain Returns to the Sea,
The Hungry Ocean, The Lobster Chronicles, Recipes From a
Very Small Island

2/23 ~ Joshua Blair Delaney

Pieces of Eight ~ Piracy, Witchcraft & the Great Spirit of
Colonial Cape Cod

3/1 ~ Mahala Busselle Bishop

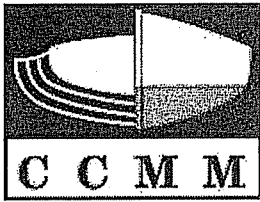
Sunshine and Shadow: My Battle with Bipolar Disorder

3/8 ~ Geraldine Brooks

Caleb's Crossing, People of the Book, March, Year of Wonders

3/15 ~ Andre Dubus III

Townie ~ A Memoir, House of Sand and Fog, The Garden of
Last Days, Bluesman



Cape Cod Maritime Museum

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Snow Library

67 Main Street

Orleans, MA 02653

January 5, 2012

Dear Trustees,

On behalf of the Cape Cod Maritime Museum board of trustees and exhibits committee, I am writing to request the loaning of the following image from the H K Cummings Collection of Snow Library for CCMM's upcoming exhibit entitled "*Weir Fishing Rules*":

"HS Roger & Frank Ellis hanging nets"

The image will be presented in the *Weir Fishing Rules* officially between March 6 thru May 20 of 2012, with special events sneak peeks during the month of February. Thus, the loan request is from the last week of January 2012 thru May 21st, 2012.

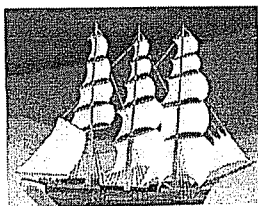
The label describing the image artifact will display its name, a description of place and ca. date, the collection of origin, and "Property & Courtesy of Snow Library." The "front matter" exhibit entrance will also thank Snow Library as well.

I appreciate your consideration of this loan request, and look forward to hearing of your decision in the near future.

Thank you again for your support of Cape Cod Maritime Museum.

Sincerely,

Shannon Eldredge
Administrator/Educator



S N O W
Library
Established 1877

CUMMINGS COLLECTION POLICY

PURPOSE:

The Cummings Collection was given to Snow Library by Elizabeth Brown Lyons, a niece of H. K. Cummings, as a memorial to her uncle. The collection consists of glass plates, of prints in leather albums available for public viewing, and many archival prints seen around the Snow Library. Cummings' original journal has been restored and encased in a new binding.

The collection does not receive funds from the Library's town budget. An initial grant was obtained to print a complete set of images from all the glass plates; beyond this, the collection is self-sustaining. The preservation of such a collection is on-going and expensive, requiring a safe storage area under archive conditions, and careful supervision. The sale of the H. K. Cummings books and prints help defray the cost of maintaining the collection.

This is a museum-quality collection that provides a history of the community we live in, and is therefore a source of great pride to Snow Library and the Town of Orleans. It is our responsibility to sustain it for future generations.

RULES OF USE:

- The H. K. Cummings Collection is the property of Snow Library. Volumes of photos must remain in the Library at all times. The public is welcome to view the collection following the "Rules of Use" established by the Library Director.
- Prints may be ordered through the Library. Order forms are available upon request from the Reference Librarian, and will contain the current prices for reproduction. Prints may be made for private use, non-profit use, or commercial use. All funds will be used by Snow Library Cummings Restoration Project.

Reproduction for non-profit use:

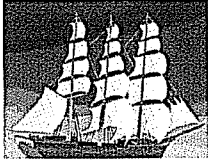
Prints are made available for use by non-profit organizations at a reduced rate, but prints must be credited as follows: "*Reprinted with permission of Snow Library, Orleans, Massachusetts.*" Also, one copy of the publication item must be presented to Snow Library for its files.

Reproduction for commercial use:

Prints are available for commercial reproduction at the rate of \$50 per print for Snow Library Cummings Restoration Fund (tax-deductible), plus printing costs, and a copy of the published book. The \$50 entitles the donor to one-time use in North America. (Subsequent book editions, beyond the first, must be negotiated.) The acknowledgment line should read "*Reprinted with permission of Snow Library, Orleans, Massachusetts.*" [NOTE: Local newspapers are exempt from the donation, but must pay printing costs and photos must be credited as stated above.]

- Prints owned by the Library may be borrowed at no charge by schools, non-profit or civic groups with permission from the Library Director. Library sponsored exhibits will take precedence in use of prints. Prints must be signed out utilizing the Print Borrowing List located at the Reference Desk, and a listing of name, organization, address and telephone number of borrowers will be kept on file.
- No copying of photos is permitted.

<p><i>Amended by the Snow Library Board of Trustees, January 10, 2012</i></p>



SNOW
Library
Established 1877

POLICY ON ART COLLECTION AND VALUABLE HOLDINGS

POLICY:

1. Acceptance of Art Gifts is at the discretion of the Trustees.
2. Loan of Art Work(s) other than the Cummings Collection is with the sole permission of the Snow Library Board of Trustees.
3. The care of the Cummings Collection is to be reviewed and updated periodically as photographic storage technology improves.
4. An inventory of all Art Objects is to be conducted biannually by the Library Director or the Library Director's appointee.
5. All pieces of value are to be appraised every five (5) years.
6. Cleaning and restoration will be at the discretion of the Board of Trustees as recommended by the appraiser(s).

<i>Amended by the Snow Library Board of Trustees, January 10, 2012</i>

67 Main Street ♦ Orleans, MA 02653 ♦ 508-240-3760 ♦ Fax: 508-255-5701