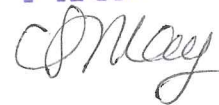


'12 JUL 5 12:09PM

MINUTES
Snow Library Board of Trustees Meeting

May 9, 2012



Call to Order:

A quorum was established and the meeting was called to order at 7:00 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, Carol Courneen.
- ***Absent:*** Trustee Tim Traub, Student Representative Alexandra Malloy and Selectman Liaison Sue Christie.

Approval of minutes:

- The minutes, of the Trustees Meeting held April 10, 2012, were reviewed. **A motion was made and seconded to "approve the minutes as presented". The motion carried with a vote 6(Y)-0(N)-0(A)**

Trustee Chair Report

- Barbara Natale spoke of a discussion with members of the OCP and their appreciation of all the Library has done and the volume of events that take place at the Library.
- Natale also mentioned Tim Traub's letter (which is included as part of the Town Meeting Report) was impressive, as well as the HK Cummings pictures which were included as part of the report.

Student Representative Report

- None.

Financial Report:

Sandra Rhodes presented the March 2012 Monthly Report (copy attached):

- ***Depletion Accounts:*** Salaries included 5 weeks of payroll. Operating Expenses included payments of \$3k for books and materials, \$1k for electricity, \$1k for supplies and \$3k for repairs and maintenance. Friends-Museum Passes included \$475 for the Museum of Fine Arts in Boston.
- ***Revolving Accounts:*** State Aid reflected a payment of \$2k for an online database. Contributions/Gifts reflected \$3k spent on books and materials and \$1k for video games. The Kline Foundation included payments of \$427.63 for Legos in the Children's Area.
- **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 May 2012 report (copy attached) and the following were discussed:

- **Brotherton Grant:** Director has a meeting with Dr. Brotherton next Thursday. All events are scheduled except for one week.
- **Meeting Room Requests:** Discussion was held concerning a Poetry Slam being held at the Library and an advertisement which stated a \$20 entrance fee. Director has spoken with the organizer of the event and the advertising will be changed to 'free and open to the public'. A discussion was held regarding the wording of 'Sold Out', which implies that a fee was charged to attend. The wording 'Course is Full' would be more appropriate to convey that Library courses are free and open to all. The Library Meeting Room Policy states that all events are free and open to the public. Adding the wording of 'No Fee can be Charged' to the Meeting Room Policy Request Form was discussed.
- **Front Doors:** The Charter at Town Meeting approved funding to fix the front doors. Since the Library would be closed for a couple of days while the work is completed, the bidding process should include wording that work must be completed by Oct 1.
- **Summer Children's Programs:** A few changes will be made to summer children's programs. A Pajama story time will be held on Wednesday nights at 6:30. Story time and craft will be held on Thursdays and an additional program will be held on Tuesday nights. Morning programs have had low attendance, so a shift to evening programs for the summer will be made.
- **Facility Advisory Committee:** A new committee will start up in June and members will be voted on during the June Board Meeting.

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, Carol Cournen reported on the following matters:
 - Friends have taped a PSA (public service announcement) segment on Channel 17, Town Video site. This is a 30 second looping PSA with includes multiple non-profits. This will be updated every 3 months with a new version.
 - Matthew Pearl, the author of "*The Technologist*", has been selected as the speaker for the Friends Book and Author Luncheon which will take place on Thursday, May 24th at the Jailhouse Restaurant in Orleans.
 - Friends is looking for donated space to store books for the Book Sale.

Other Reports:

Craine Gallery Committee:

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee:
 - The Craine Gallery Committee has received applications from 2 interested parties for the open positions on the Committee.
 - The Committee will advertise the open positions on the Library website.
- Next meeting of the Craine Gallery Committee will be held on May 16, 2012.

Old Business:

- None.

New Business:

None.

Public Comment:

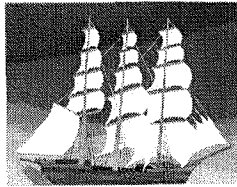
- None.

Adjournment:

- A Motion was made and seconded “*to adjourn the meeting*” at 8:02 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 JUNE 12, 2012.</i> |
|--|



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Wednesday, May 9, 2012
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - APPROVAL OF MINUTES FROM THE APRIL 10, 2012, 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
 - PUBLIC COMMENT
 - ADJOURNMENT
-

Next Trustee Meeting: Tuesday, June 12, 2012, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, May 17, 2012, 2:00 p.m. [Trustee Rep. – Sandra Rhodes]

Snow Library

FY 2012 MONTHLY BUDGET SUMMARY

March-12

| ACCT | SOURCE | FY12 Budget | Expenditures Mar-12 | Deposits Mar-12 | YTD Expenditures | % Util. | YTD Deposits | Available Funds |
|------------------|-----------------------------|----------------|------------------------|--------------------|---------------------|------------|-----------------|--------------------|
| Depletion | | | | | | | | |
| 1610001 | Town - Salaries | \$373,407.00 | \$34,317.81 | \$0.00 | \$261,632.66 | 70% | \$0.00 | \$111,774.34 |
| 1610002 | Town - Operating Exp. | \$136,674.00 | \$9,722.60 | \$0.00 | \$99,462.39 | 73% | \$0.00 | \$37,211.61 |
| 1610003 | Town - Site Improvmts. | \$44,920.00 | \$0.00 | \$0.00 | \$2,327.50 | 5% | \$0.00 | \$42,592.50 |
| N/A | Friends - Books & Materials | \$15,500.00 | \$329.00 | \$0.00 | \$11,667.14 | 75% | \$0.00 | \$3,832.86 |
| N/A | Friends - Memorials (Bks.) | \$3,000.00 | \$185.00 | \$0.00 | \$686.50 | 23% | \$0.00 | \$2,313.50 |
| N/A | Friends - Museum Passes | \$2,500.00 | \$475.00 | \$0.00 | \$1,400.00 | 56% | \$0.00 | \$1,100.00 |
| SUBTOTALS | | \$576,001.00 | | | \$377,176.19 | 65% | \$0.00 | \$198,824.81 |
| Revolving | | | | | | | | |
| 24-62610-540000 | State Aid | \$19,859.19 | \$2,276.93 | \$0.00 | \$8,603.59 | | \$3,972.05 | \$15,227.65 |
| 2463610-540000 | Contributions/Gifts | \$24,454.17 | \$4,072.59 | \$406.70 | \$6,166.93 | | \$7,091.71 | \$25,378.95 |
| 24-AE610-540000 | Endowment Gift Fund | \$1,633.90 | \$0.00 | \$0.00 | \$1,633.90 | | \$0.00 | \$0.00 |
| 24-CO610-540000 | LSTA Library Grant | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$15,000.00 | \$15,000.00 |
| 24CQ610 | H&H Kline Foundation | \$7,448.36 | \$427.63 | \$3,000.00 | \$2,448.84 | | \$3,000.00 | \$7,999.52 |
| 24-EU610 | Craine Gallery Acct. | \$2,207.71 | \$0.00 | \$500.00 | \$183.09 | | \$595.00 | \$2,619.62 |
| 24-ET610 | Cummings Spec. Coll. Acct. | \$1,696.89 | \$0.00 | \$16.25 | \$0.00 | | \$548.50 | \$2,245.39 |
| 24-EO610 | Brotherton Grant | \$3,400.00 | \$0.00 | \$12,000.00 | \$3,400.00 | | \$12,000.00 | \$12,000.00 |
| Misc. | Trust Funds | \$105,435.67 | \$7,445.71 | \$1,214.21 | \$9,237.41 | | \$3,312.32 | \$99,510.58 |
| SUBTOTALS | | \$166,135.89 | \$14,222.86 | \$17,137.16 | \$31,673.76 | | \$45,519.58 | \$179,981.71 |

May 2012

Director's Report

Personnel

Maureen Whalen has resigned as Library Assistant and the job has been advertised on the town website. Applications closed on May 4th and the position should be filled by the third week of May.

Lucy Miller is now a substitute Library Assistant. Lucy has been a page here and the page job is currently advertised on the town website.

State aid payment

The final check of the State Aid to Public Libraries is being made this month and Snow Library will receive \$ 4,109.23. The total received for this year will be \$8,081.28

Building

Exterior repairs on the front have improved the appearance of the building. The work will probably have to be done again next spring since the columns were only patched and painted, not replaced with fiberglass columns. The power washing should be in the maintenance budget for each year.

The replacement of the front door will go to bid again if the transfer of funds is approved at Town Meeting. Funds were transferred from heating repairs to provide enough funds to get the door replaced.

April at a glance

See attached chart for comparative stats. April of 2012 had an average of 514 people per day with a circulation average of 501.

Meeting Room

Lower Cape Outreach has incorrectly advertised that a program here on May 22 will be \$20 for general admission unless someone has purchased a Week of Hope button. Director did speak with the individual who submitted the request and was told that the publicity had been corrected so that it would just state Free. However the publicity still shows a \$20 admission fee.

Each instance of a group putting a dollar amount on anything related to functions in the library furthers the impression that the library meeting room is available for fund-raising and commercial solicitations. Discussion requested.

Summer@Snow program

Schedule of events is included. Last year, Trustees introduced the speakers and it would be good to do that again this year. Each Trustee selected one event to introduce.

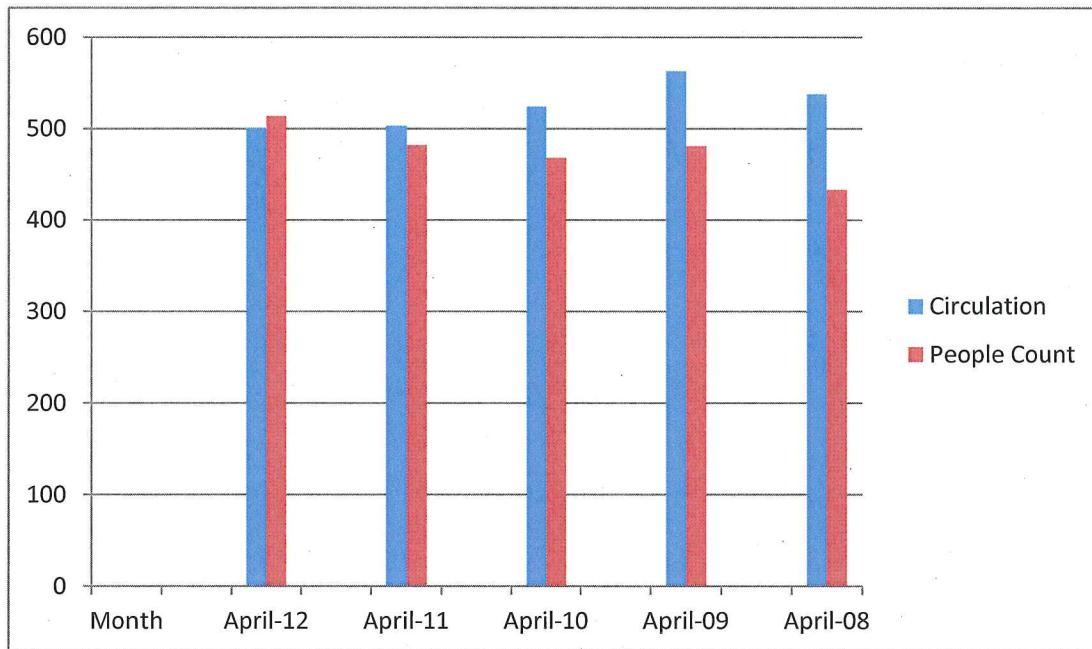
Facilities Advisory Committee

See attached sheet for charge to the Committee and members of Committee at this time. Once Trustees approve the charge and members, Director will schedule meeting. Director would like to have first meeting in June.

Friends request to use parking lot in August

AVERAGE DAILY CIRCULATION & PEOPLE COUNT STATISTICS

April 2012-2008



| <i>Month</i> | <i>Circulation Average</i> | <i>People Count Average</i> |
|--------------|--------------------------------|---------------------------------|
| April-12 | 501 | 514 |
| April-11 | 503 | 482 |
| April-10 | 524 | 468 |
| April-09 | 563 | 481 |
| April-08 | 538 | 433 |

2012 Summer@Snow

Wednesday, July 11

Cape Cod Symphony Classical Quartet.

Wednesday, July 18

The story of Coast Guard Boat 36500: The Pendleton Rescue of 1952 and the 2010 restoration of the 36500.

Wednesday, July 25

Hyannis Sound A Cappella Group.

Wednesday, August 1

Mitchell Zuckoff, author of *Lost in Shangri-La: A True Story of Survival, Adventure and the Most Incredible Rescue Mission of World War II.*

Wednesday, August 8

Anne LeClaire, author of *The Lavender Hour* and *Entering Normal*.

Wednesday, August 15

Andre Dubus III, author of *Townie* and *House of Sand and Fog*.

Wednesday, August 22

Facilities Advisory Committee

Charge:

- Review Planning Study and Options for Change 2009 report
- Identify 3-5 options which are feasible to pursue in the next 5-10 years
- Identify community partners
- Develop time frame for selected options

Members:


- Barbara Natale, Trustee
- Barbara O'Connor, Trustee
- David Lytle, resident and member of Orleans Community Partnership
- Portia Caloura, resident and parent of children in Orleans Elementary School
- Holly Trevisan, current v-p of Friends of Snow
- Robert Singer, past Trustee and past President of Friends of Snow

Others


April 2012 Library Statistics (Page 1 of 3)

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------------------------|---|--|---|---|---|--|
| 1 LIBRARY CLOSED | 2 People Count 601 LL - Wordsworth - 9 LL - Poetry Class - 10 LL - Art History - 18 | 3 People Count 565 LifeTime Learning Friends Meeting -13 LL - State of the Birds -25 | 4 People Count 558 LL - Debussy - 28 LL - Oldies/Goodies - 61 | 5 People Count 538 1st Thursday Book Group - 8 LL - Good Food for Life - 22 LL - CCSO - 104 | 6 People Count 465 Craine Room Gallery Reception - 10 LL - China -85 LL - Meditation Memoirs - 11 | 7 People Count 421 Friends' Book Sale -25 Tween Scene-Construction Zone -11 |
| 8 LIBRARY CLOSED | 9 People Count 544 LL - Wordsworth - 9 LL - Poetry Class - 10 LL - Art History - 18 | 10 People Count 608 Great Books Group Book Club - 12 Board of Trustees Meeting - 8 LL - State of the Birds -25 LL - Novels/Ideas - 21 | 11 People Count 525 LL - Debussy - 28 LL - Oldies/Goodies - 61 | 12 People Count 580 LL - CCSO - 104 LL - Druids - 55 | 13 People Count 505 Friends LL Orientation Mtg -8 LL - China -85 LL - Meditation Memoirs - 11 | 14 People Count 401 Friends' Book Sale -20 |

April 2012 Library Statistics (Page 2 of 3)

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------|---|---|---|--|--|--|
| 15 LIBRARY CLOSED | 16 LIBRARY CLOSED | 17 People Count 591 | 18 People Count 538 | 19 People Count 414 | 20 People Count 465 | 21 People Count 420 |
| |  PATRIOTS DAY | Nauset Newcomers Singles Book Group - 7 LL - State of the Birds -25 | Craine Gallery Committee Meeting - 8 OCP Comm Conservation - 45 LL - Debussy - 28 LL - Oldies/Goodies - 61 | Friends Board Meeting - 12 LL - Druids - 55 | LL - China -85 LL - Meditation Memoirs - 11 | Friends' Book Sale -20 |
| 22 LIBRARY CLOSED | 23 People Count 555 | 24 People Count 548 | 25 People Count 545 | 26 People Count 502 | 27 People Count 434 | 28 People Count 442 |
| | | MLS Library Workshop - 24 LL - Novels/Ideas - 21 | LL - Debussy - 28 LL - Oldies/Goodies - 61 | Saturdays at Snow Meeting - 9 LL - CCSO - 104 LL - Druids - 55 | LL - Meditation Memoirs - 11 | Friends' Book Sale - 25 |
| | Circulation at Front Desk: 1297 Items Processed from other libraries - 174 | Circulation at Front Desk: 1085 Items Processed from other libraries - 198 | Circulation at Front Desk: 905 Items Processed from other libraries - 268 | Circulation at Front Desk: 697 Items Processed from other libraries - 271 | Circulation at Front Desk: 846 Items Processed from other libraries - 244 | Circulation at Front Desk: 740 Items Processed from other libraries - 196 |

April 2012 Library Statistics (Page 3 of 3)

| | | | | | | |
|----|-------------------|---|--|--|--|--|
| 29 | LIBRARY CLOSED | 30  People Count 574 | | | | |
| | | | | | | |
| | | Circulation at Front Desk: 1142 | | | | |
| | | Items Processed from other libraries - 174 | | | | |

April 2012 Library Statistics

Total People Count
 Total Circulation at Desk
 Total InterLibrary
 Total Programs
 Total Attendance at Programs

12,339
 22,227
 5,356
 50
 1,610

Total Computer Use

10 computers/used 80% of the time library is open (estimated)

Wireless Computer Use

30 people per day (estimated)