

## MINUTES

### Snow Library Board of Trustees Meeting

July 10, 2012

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#### Call to Order:

A quorum was established and the meeting was called to order at 7:02 p.m. by Barbara Natale. The meeting was held in the Trustees' Room at Snow Library.

#### Meeting Attendance:

- **Trustees present:** Megan Fates, Tony Imler, Sue Lederhouse, Barbara Natale, and Barbara O'Connor.
- **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, Donna Snow.
- **Absent:** Trustees, Helen Felton, and Sandra Rhodes, and Selectman Liaison, Sue Christie.

#### Approval of minutes:

- The minutes, of the Trustees Meeting held June 12, 2012, were reviewed and amended. **A motion was made and seconded to "accept the amended minutes as presented".**

#### Trustee Chair Report

- Tony Imler was welcomed as a new member of the Board of Trustees.

#### Student Representative Report

- None.

#### Financial Report:

Mary Reuland presented the May 2012 Monthly Report (copy attached):

- **Depletion Accounts:** These are accounts that cannot be carried forward into the next fiscal year. Any funds that are not spent are turned back to the town. This year there is money leftover in salaries, which will be turned back to the town. This was a result of the numerous staffing changes that occurred during FY12.
- **Revolving Accounts:** These accounts carry forward year to year.
- **A motion was made and seconded "to accept the Financial Report as presented". The motion carried with a vote 5-0-0.**

#### Library Director's Report:

Director Mary Reuland reviewed the July 2012 report (copy attached) and the following were discussed:

- **Front Door Repairs:** The repairs have not been scheduled. It is anticipated that the Library will need to close for 3 days at the end of the week in early September.
- **Summer at Snow:** As a requirement of the Brotherton grant, comment sheets are handed out at each presentation to better report results to the Brotherton Foundation regarding attendance and audience response to the event.
- **Facility Advisory Committee:** The Committee will have its first meeting in July. The Committee will plan to visit some of the Cape Cod libraries (which have completed new building programs) during the next few months,.
- **Summer Programs:** During the summer there is programming almost every day, except for Mondays.

**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' Representative, Donna Snow reported on the following matters:
  - Friends of Snow Library had a float for the 4<sup>th</sup> of July Parade. Friends group distributed books during the Parade.
  - The Annual Meeting will be held on September 7 and a volunteer recognition party will held on the same day.
  - Friends will generate a postcard mailing to explain the function of the Friends group and to encourage new memberships.

#### Other Reports:

##### Craine Gallery Committee:

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee:
  - The Craine Gallery has two members whose terms are expiring and a letter of appreciation will be sent from the Trustees to recognize their many years of service to the Craine Gallery Committee.
  - The Craine Gallery Committee has received an application from 1 interested party for the open positions on the Committee. **A motion was made and seconded "to accept Margaret Furness as a Craine Gallery Committee Member". The motion carried with a vote 5-0-0.**
  - The Library Director has advertised the open positions on the Library website.
- Next meeting of the Craine Gallery Committee will be held on July 15, 2012.

#### Old Business:

- The Massachusetts Friends of Libraries have announced a Fantastic Friends award available to Friends organizations that have made significant contributions to their libraries. Criteria for the award includes better service, creativity, amount of community involvement and cost effectiveness. Nominations are due on September 1, 2012. **A motion was made and seconded "to nominate the Snow Library Friends for the Fantastic Friends Award to the Mass Friends of Libraries". The motion carried with a vote 5-0-0.** Director Reuland, Trustee Fates and Holly Trevisian of the Friends group will draft an application for this award.

#### New Business:

- None.

#### Public Comment:

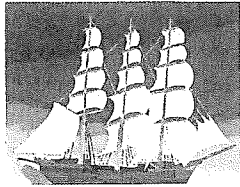
- None.

#### Adjournment:

- A Motion was made and seconded **"to adjourn the meeting"** at 7:47 p.m. The motion carried with a vote of 5-0-0.

*Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library*

<p><b>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON AUGUST 14, 2012.</b></p>
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**S N O W**  
**Library**  
*Established 1877*

# Snow Library BOARD OF TRUSTEES MEETING

Tuesday, July 10, 2012  
7:00 p.m.  
Trustee Room, Snow Library

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## AGENDA

- CALL TO ORDER
    - APPROVAL OF MINUTES FROM THE JUNE 12, 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, August 14, 2012, 7:00 p.m.

*Upcoming Friends' Meetings:* Thursday, July 19, 2012, 2:00 p.m. [Trustee Rep. –]

## Snow Library

## FY 2012 MONTHLY BUDGET SUMMARY

May-12

ACCT	SOURCE	FY12 Budget	Expenditures May-12	Deposits May-12	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<b>Depletion</b>								
1610001	Town - Salaries	\$373,407.00	\$33,821.62	\$0.00	\$320,726.42	86%	\$0.00	\$52,680.58
1610002	Town - Operating Exp.	\$136,674.00	\$15,152.05	\$0.00	\$121,611.49	89%	\$0.00	\$15,062.51
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	\$0.00	\$0.00	\$12,311.61	79%	\$0.00	\$3,188.39
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$255.50	\$0.00	\$2,058.85	69%	\$0.00	\$941.15
N/A	Friends - Museum Passes	\$2,500.00	\$725.00	\$0.00	\$2,125.00	85%	\$0.00	\$375.00
<b>SUBTOTALS</b>		\$576,001.00			\$461,160.87	80%	\$0.00	\$114,840.13
<b>Revolving</b>								
24-62610-540000	State Aid	\$19,859.19	\$1,217.95	\$4,109.23	\$9,851.54		\$8,081.28	\$18,088.93
2463610-540000	Contributions/Gifts	\$24,454.17	\$540.00	\$80.28	\$6,706.93		\$7,191.36	\$24,938.60
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	\$0.00	\$0.00	\$2,448.84		\$3,000.00	\$7,999.52
24-EU610	Craine Gallery Acct.	\$2,207.71	\$0.00	\$0.00	\$183.09		\$595.00	\$2,619.62
24-ET610	Cummings Spec. Coll. Acct.	\$1,696.89	\$0.00	\$161.00	\$0.00		\$709.50	\$2,406.39
24-EO610	Brotherton Grant	\$3,400.00	\$1,250.00	\$0.00	\$4,650.00		\$12,000.00	\$10,750.00
Misc.	Trust Funds	\$105,435.67	\$0.00	\$110.09	\$9,237.41		\$3,525.38	\$99,723.64
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
<b>SUBTOTALS</b>		\$166,135.89	\$3,007.95	\$4,460.60	\$34,711.71		\$50,102.52	\$181,526.70

**July 2012**

**Directors Report**

**Financial**

FY12 ended on June 30<sup>th</sup>. The library expended all the funds in its operation/expense line but did return approximately 12k in salary to the town. The funds returned in salary were due to the large number of personnel turnovers in FY12 and a circulation assistant who was unable to work for the year. Although subs were used as much as possible in this circumstance, the situation created an unusually high figure of returned funds in the salary line. The Director will note this in the FY14 budget submission.

**Personnel**

Gus Reed, substitute library page, has resigned in order to take an internship in New York. Position will be advertised on town website.

**Building**

One bid was received for the front door replacement. Director did specify that work be done at the end of the week and preferably, in late August or early September.

The Facilities Master Review Plan will be voted on at the Board of Selectman's meeting on 7/12. Work to be done in Year One at the library includes column/canopy work, insulation of ductwork to prevent condensation and installation of a backflow preventer at the service entry.

**June at a glance**

Daily circulation was 615 items per day for a total of 15,987 items. People count was 13,978 for a daily average of 538.

Children's report is attached.

**Programming at Snow**

The postcard announcing the Summer@Snow Series was delivered to all residents on June 30<sup>th</sup>. Other publicity will be ongoing with posters around town, publication of events in the newspaper and online sites. The Fred J. Brotherton Foundation provides \$ 12k for the series and the Friends of Snow Library contributed \$ 2,147.50 to assist with mailing costs.

Feedback sheet and information for Trustees who are doing the introductions at events will be available in Tavi or Anita's office before the event.

**Cape Codder digital project**

The work has been completed by Iron Mountain and the website should be ready for the public in September. Director would like to have an evening kick-off event introducing this project as well as other historical resources which the library has. Ideal time would be mid-October. Trustee input on this is welcome.

**Facilities Advisory Committee**

The first meeting will be July 24<sup>th</sup> at 9 a.m. here at the library. Meeting will also be posted at Town Hall.

**Craine Gallery Committee**

Margaret Furness has submitted an application (attached) for this committee. **Vote Required.**

## Snow Library Youth Services Report July 2012

Tuesday ,	July 3 , 4:00	All Ages	Marcus the Magician
Thursday,	July 5 10:30	All Ages	Dream Flag Craft
Tuesday ,	July 10 4:00	All Ages	Storyteller Diane Edgecomb

Activities that have taken place so far in July

At the end of June I worked with the middle school and elementary school teachers to pick out some books as gifts, from the Friends of Snow Library, for 2 children from each school who received reading awards. The Children came in to enjoy the Lego club on Tuesday afternoon at which we had about 10 participants. I read a story and did some yoga poses with a few families on the last two Thursday mornings of June.

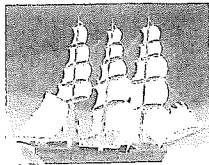
After school got out at the end of June lots of Children came into the Library to sign up for summer reading.

In July I have lots of fun things planned including crafts, and entertainers. Entertainers are mostly on Tuesdays at 4:00 and Crafts are on Thursdays at 10:30. The first entertainer we had was Marcus and he was wonderful. There were over 100 people at his show. I had the Dream Flag craft last Thursday and about 20 children came in and had fun creating flags decorated with their dreams. Today Storyteller Diane Edgecomb is coming in to present her show. Pajama Story time is scheduled for every Wednesday night now until August 15<sup>th</sup>. The rest of the craft programs have lots of patrons signed up and are almost full.

We got some beautiful new shelving up today and I will move some of the picture books onto the shelves this week. This will be greatly appreciated by patrons who had to reach down to floor level to look at picture books starting with the letter A.

I took a seminar at Simmons College titled "Mother Goose on the Loose". It was extremely helpful in guiding me how to compose and lead a story hour for children ages 1-5. I learned a lot and was glad to have been given the opportunity to go. I am signing up for another seminar taking place on line in August which deals with how to choose books for your collection. I am sure that will be very informative as well.

Ann Foster



**SNOW**  
**Library**  
*Established 1877*

**Marion Craine Gallery Committee**  
**VOLUNTEER APPLICATION**

Date: 9 JULY 2012

**GENERAL INFORMATION:**

Name: MARGARET J. FURNESS  
Address: 60 CEDAR LANE RD.  
ORLEANS MA 02643  
Telephone: 508-240-2686  
Email: MARGARET.FURNESS@comcast.net  
Mailing Address: PO BOX 946  
(if different) E. ORLEANS 02643

Why do you wish to volunteer for the Marion Craine Gallery Committee?

I FEEL I COME w/ organizational skills  
and a love of the community

Please describe any art activities:

LANDSCAPE PAINTER  
ORGANIZED & PAINTED FURNITURE + MURAL SHOW  
APPROX 8 yrs ago  
w/ Dale Wade

Do you have any employment/volunteer experience?

Yes ☐

No ☒

If yes, please list the organization(s) and type of work performed (for additional space, use back)

Had my own business (painting + wall papering)  
for 15 years before retirement.

Please include any additional information you would like to provide Library Trustees:

Been in 4 galleries on the Cape  
with landscape painting in oil  
(and have a good sale record - back  
when people were buying such luxuries!)



# June 2012 Library Statistics (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
LIBRARY CLOSED					1 People Count 437	2 People Count 445
						Friends' Book Sale -25 Tween Scene - 7
					Circulation at Front Desk: 778	Circulation at Front Desk: 900
LIBRARY CLOSED					Items Processed from other libraries - 192	Items Processed from other libraries - 233
	4 People Count 670	5 People Count 587	6 People Count 467	7 People Count 461	8 People Count 384	9 People Count 456
		Lego Club - 2	Snow Library Book Group - 4	1st Thursday Book Group - 12		Friends' Book Sale -25 Craine Gallery Reception - 80
	Circulation at Front Desk: 1311	Circulation at Front Desk: 1176	Circulation at Front Desk: 841	Circulation at Front Desk: 751	Circulation at Front Desk: 807	Circulation at Front Desk: 705
	Items Processed from other libraries - 148	Items Processed from other libraries - 156	Items Processed from other libraries - 249	Items Processed from other libraries - 275	Items Processed from other libraries - 167	Items Processed from other libraries - 313



# June 2012 Library Statistics (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11 LIBRARY CLOSED	12 People Count 627 People Count 658	13 People Count 574	14 People Count 502	15 People Count 521	16 People Count 451
		Great Books Book Club - 14 Lego Club - 10 Board of Trustees Meeting - 9				Friends' Book Sale -25
	Circulation at Front Desk: 1309 Items Processed from other libraries - 168	Circulation at Front Desk: 1143 Items Processed from other libraries - 251	Circulation at Front Desk: 963 Items Processed from other libraries - 259	Circulation at Front Desk: 754 Items Processed from other libraries - 354	Circulation at Front Desk: 1022 Items Processed from other libraries - 194	Circulation at Front Desk: 868 Items Processed from other libraries - 243
17	18 LIBRARY CLOSED	19 People Count 657	20 People Count 444	21 People Count 493	22 People Count 431	23 People Count 515
	Nauset Newcomers Book Group - 11	Lego Club - 3	Craine Gallery Committee Meeting - 8 Friends Board Meeting - 14	Friends Board Meeting - 22 Yoga with Babar the Elephant - 6		Friends' Book Sale - 20 Cape Cod Commission Wastewater - 25
	Circulation at Front Desk: 1317 Items Processed from other libraries - 130	Circulation at Front Desk: 1234 Items Processed from other libraries - 226	Circulation at Front Desk: 884 Items Processed from other libraries - 310	Circulation at Front Desk: 847 Items Processed from other libraries - 304	Circulation at Front Desk: 845 Items Processed from other libraries - 181	Circulation at Front Desk: 996 Items Processed from other libraries - 201

## June 2012 Library Statistics (Page 3 of 3)

24	LIBRARY CLOSED	25	26	27	28	29	30
	People Count 830	People Count 664	People Count 569	People Count 457	People Count 601	People Count 470	
		Lego Club - 9		Yoga with Babar the Elephant - 4		Friends' Book Sale - 20	
	Circulation at Front Desk: 1808	Circulation at Front Desk: 1312	Circulation at Front Desk: 1110	Circulation at Front Desk: 868	Circulation at Front Desk: 1056	Circulation at Front Desk: 1091	
	Items Processed from other libraries - 194	Items Processed from other libraries - 78	Items Processed from other libraries - 409	Items Processed from other libraries - 382	Items Processed from other libraries - 265	Items Processed from other libraries - 215	

## June 2012 Library Statistics

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

13,978  
 26,696  
 6,097  
 22  
 350

Total Computer Use

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

Wireless Computer Use

30 people per day (estimated)