

MINUTES
Snow Library Board of Trustees Meeting

November 13, 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:*** Barbara O'Connor, Megan Fates, Helen Felton, Sue Lederhouse, Barbara Natale, and Sandra Rhodes.
- ***Library Staff members present:*** Director, Mary Reuland, Assistant Director, Tavi Prugno and Principal Clerk, Anita Firmin.
- ***Others present for regular monthly Library Trustees Meeting:*** Selectman Liaison, Sue Christie and Friends of Snow Library Representative, Jim Robertson and Student Representative, Lara Bone.
- ***Absent:*** Trustee Tony Imler.

Approval of minutes:

- The minutes, of the Trustees Meeting held October 9, 2012, were reviewed, amended, and accepted as amended.

Trustee Chair Report

- The Trustees had a discussion about List Serve, a Massachusetts Public Library Trustees Discussion List (an electronic information forum for Massachusetts trustees to discuss topics of interest and to share advice and best practices on these topics). It was determined that the Board does not collectively join this discussion website, but may choose to use it as desired for information.

Student Representative Report

- Lara Bone was introduced as the new student representative. She is from Orleans and a student at Sturgis Charter Public School.

Financial Report:

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

- ***Depletion Accounts:*** Salaries included 4 weeks of payroll. Operating Expenses included payments of \$13k for the CLAMS bi-annual payment, \$7k for books and materials, \$2k for electricity, and \$2k for repairs and maintenance of public building. Friends-Books & Materials included payments for reference books and E-books.
- ***Revolving Accounts:*** No significant expenditures were noted.
- A motion was made and seconded ***"to accept the Financial Reports as presented"***. The motion carried with a vote 6(Y)-0(N)-0(A).

Library Director's Report:

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

- **Front Door Repairs:** The Library will close for 2 days on November 16-17 for front door repair.
- **Brotherton Summer Programs:** Director is submitting an application to the Brotherton Foundation for the Summer 2013 Series.
- **Rowena Myers Concert Series:** The Rowena Myers Concert series will be held on Saturdays in January. The schedule of events has been finalized.
- **Budget:** Director will be submitting a budget for the Library on November 15 for FY14. A copy of the Budget will be given to Trustees at the December meeting.
- **Meetings and Courses:** Director mentioned many courses and committees that the director and assistant director serve on.
- **MFOL/MLTA Annual Meeting:** Director discussed the joint annual meeting for MFOL (Massachusetts Friends of Libraries) and MLTA (Massachusetts Library Trustees Association) that she attended October 27.
- **Massachusetts Public Library Trustees Handbook:** A copy of the Handbook will be emailed and hard copy will be left in their mail slot for Trustee Review.
- **Action Plan for FY14:** A discussion was held on the FY14 Action Plan. **A motion was made and seconded "to accept the FY14 Action Plan for Snow Library as presented". 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, Jim Robertson reported on the following matters:
 - The Life Time Learning Program is once again a success. 900 people attended the series last spring and there are currently 800 enrolled for this Fall (last Fall had 600 enrolled). The spring series offered 20 courses. This Fall 14 courses were offered and the enrollment was higher than last fall when 16 courses were offered. Some of this is attributed to spreading out the courses into 2 semesters, with various start dates.
 - The Spring Brochure is being put together with 2 sections of courses. The number of volunteers has increased significantly for these courses. Volunteers help with registrations and taking attendance for the classes.
 - Friends is hoping to increase membership by 150. They have changed their membership year to July 1 – June 30. This will help with the recruitment of summer or seasonal members.

Other Reports:

Craine Gallery Committee:

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee.
- The Craine Gallery Committee has received an application from an interested party for the open position on the Committee. **A motion was made and seconded "to accept Amy Heller as a Craine Gallery Committee Member". The motion carried with a vote 6-0-0.**
- Kathleen Coffey will be sending a letter of resignation and regrets not having the time to devote to the Craine Gallery.
- A discussion was held about "Juried Shows". Some questions raised included: who judges, previous conditions and shows, what is the impact on the artists, the library and the Craine Gallery Committee. The Marion Craine Gallery Committee had unanimously requested that the Trustees vote to decline the selection of juried shows or shows with fees involved. **A motion was made and seconded "to support the Marion Craine Gallery Committees' wishes to decline juried shows applications and any other applications that have monetary conditions". The motion carried with a vote 6-0-0.**
- Next meeting of the Craine Gallery Committee will be held on November 20, 2012.

Old Business:

- None.

New Business:

- None.

Public Comment:

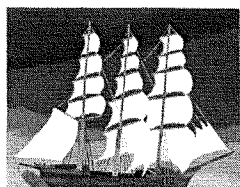
- None.

Adjournment:

- A Motion was made and seconded **"to adjourn the meeting"** at 8:17 p.m. The motion carried with a vote of 6-0-0.

Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library

APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON DECEMBER 11, 2012.



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, November 13, 2012
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - PUBLIC COMMENT
 - APPROVAL OF MINUTES FROM THE OCTOBER 9, 2012, TRUSTEES MEETING
 - TRUSTEE CHAIR'S REPORT
 - REPORT OF STUDENT REPRESENTATIVE
 - FINANCIAL REPORT
 - LIBRARY DIRECTOR'S REPORT
 - VOTE ON FY14 ACTION PLAN
 - REPORT OF FRIENDS' REPRESENTATIVE
 - OTHER REPORTS
 - MARION CRAINE GALLERY COMMITTEE
 - RESIGNATION OF K. COFFEY
 - VOTE ON NEW COMMITTEE MEMBER, A. HELLER
 - OLD BUSINESS
 - VOTE ON JURIED SHOWS
 - ITEMS FOR FUTURE AGENDAS
 - REVIEW OF TRUSTEE'S ROLES AND RESPONSIBILITIES
 - ADJOURNMENT
-

Next Trustee Meeting: Tuesday, December 11, 2012, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, November 15, 2012, 2:00 p.m. [Trustee Rep. – Barbara Natale]

Snow Library

FY 2013 MONTHLY BUDGET SUMMARY

September-12

ACCT	SOURCE	FY13 Budget	Expenditures Sep-12	Deposits Sep-12	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<i>Depletion</i>								
1610001	Town - Salaries	\$375,059.00	\$27,973.10	\$0.00	\$84,091.96	22%	\$0.00	\$290,967.04
1610002	Town - Operating Exp.	\$140,270.00	\$25,580.48	\$0.00	\$43,421.54	31%	\$0.00	\$96,848.46
1610003	Town - Site Improvmts.	\$54,372.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$54,372.00
N/A	Friends - Books & Materials	\$28,000.00	\$4,121.79	\$0.00	\$19,383.82	69%	\$0.00	\$8,616.18
N/A	Friends - Museum Passes	\$3,000.00	\$0.00	\$0.00	\$175.00	6%	\$0.00	\$2,825.00
<i>SUBTOTALS</i>		\$600,701.00	\$57,675.37	\$0.00	\$147,072.32	24%	\$0.00	\$453,628.68
<i>Revolving</i>								
24-62610-540000	State Aid	\$12,317.73	\$1,036.92	\$0.00	\$1,689.48	14%	\$0.00	\$10,628.25
2463610-540000	Contributions/Gifts	\$16,356.91	\$0.00	\$94.43	\$0.00	0%	\$3,552.94	\$19,909.85
24CQ610	H&H Kline Foundation	\$7,727.02	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$7,727.02
24-EU610	Craine Gallery Acct.	\$2,655.62	\$0.00	\$0.00	\$0.00	0%	\$25.00	\$2,680.62
24-ET610	Cummings Spec. Coll. Acct.	\$2,595.29	\$0.00	\$0.00	\$0.00	0%	\$184.59	\$2,779.88
24-EO610	Brotherton Grant	\$10,400.00	\$0.00	\$0.00	\$10,400.00	100%	\$0.00	\$0.00
Misc.	Trust Funds	\$100,294.72	\$0.00	\$484.43	\$9,790.00	10%	\$708.49	\$91,213.21
<i>SUBTOTALS</i>		\$152,347.29	\$1,036.92	\$578.86	\$21,879.48		\$4,471.02	\$134,938.83

November 2012

Director's Report

Building

Front door replacement will be done on November 16th and 17th. Library will be closed to the public although some staff will be here in the building.

New flooring and paint will be done for lower level bathrooms in the next few months. Town funds were allocated for this work.

Finance

Budget is due on November 15th. Amount requested is \$522,000. This amount meets the state Municipal Appropriation Requirement (MAR) which is needed in order to be certified by the Board of Library Commissioners.

Director will meet with Town Administrator and Finance Officer sometime in December to review budget as submitted.

October at a glance

Circulation was 12,839 for a daily average of 514. People counter indicated 13,664 people entering the building for a daily average of 547.

See attached calendar.

Youth Report attached.

Programs

Rowena Myers concert schedule is completed for January 2013. Attached

Director will apply to the Brotherton Foundation for a 2013 Summer Series. Events will be held on 8 consecutive Tuesday evenings. Application deadline is 12/1 and notification should be made sometime in February.

Cape Codder archive

The Cape Codder Digital Archive is now on the library website under Special Collections. The contents digitized begin with 1946 and end in 2001. Further issues may be digitized as funds become available.

Director is planning an event for January 12th to introduce the Cape Codder Digital Archive here at the library.

Meetings and courses

Director attended the Massachusetts Library Trustee and Friends of Library conference in Worcester on 10/27.

Assistant Director attended the New England Library Association Conference in Sturbridge, 10/14-10/17.

Director and Assistant Director attend meetings of the CLAMS network. The Director is the Past President of the Board and the Assistant Director is on committees for Digital Resources and Public Service Issues.

Assistant Director Tavi Prugno is enrolled in an online course from Simmons College. The course is "Designing Effective Library Spaces" and runs for one month.

Collection

Director is planning to move the fiction collection to the first floor sometime in December or January. This change was suggested by the library consultant in 2009 and circulation figures indicate that patrons would be better served by having the fiction on the first floor rather than the lower level.

Action Plan for FY2014

Goals of the Annual Action Plan are based upon the Long-Range Plan for the years 2011-2016. Action Plan Attached. **Vote Requested**

Facilities Advisory Committee

Director hopes to schedule meeting sometime in early January to develop timeline for 2013-2015.

October 2012 Library Statistics (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 People Count 589 LL - Dickens - 66 LL - Graveyard - 41 Poetry Group - 12	2 People Count 615 LL - Hebrew Prophets - 37 LL - Great Inventions - 73 LL - Novels & Ideas - 31 Legos - 3	3 People Count 613 LL - Movies - 81 Girl Scouts Outreach - 10 Knitting - 3	4 People Count 474 First Thursday Book Group - 8 Story Hour - 4	5 People Count 455 LL - Gallery Hopping - 29 LL - Meditation & Creative Writing - 28	6 People Count 539 Friends' Book Sale - 25 Craine Gallery Reception - 85
	Circulation at Front Desk: 1,204 Items Processed from other libraries - 189	Circulation at Front Desk: 981 Items Processed from other libraries - 191	Circulation at Front Desk: 831 Items Processed from other libraries - 310	Circulation at Front Desk: 823 Items Processed from other libraries - 297	Circulation at Front Desk: 785 Items Processed from other libraries - 202	Circulation at Front Desk: 726 Items Processed from other libraries - 248
7 LIBRARY CLOSED	8 LIBRARY CLOSED	9 People Count 767 LL - Hebrew Prophets - 37 LL - Great Inventions - 73 LL - Novels & Ideas - 31 Legos - 4 Great Books Book Club - 12 Board of Trustees Meeting - 10	10 People Count 575 LL - Movies - 81 Sundays @ Snow - 7 Snow Library Book Group - 5 Knitting - 3	11 People Count 505 LL - Museum Tours - 19 Story Hour - 12 LL - Songbook - 101	12 People Count 419 LL - Gallery Hopping - 29 LL - Meditation & Creative Writing - 28	13 People Count 359 Friends' Book Sale - 25 Tween Scene - 3
	Circulation at Front Desk: 1,702 Items Processed from other libraries - 138	Circulation at Front Desk: 783 Items Processed from other libraries - 239	Circulation at Front Desk: 766 Items Processed from other libraries - 417	Circulation at Front Desk: 871 Items Processed from other libraries - 206	Circulation at Front Desk: 627 Items Processed from other libraries - 230	

October 2012 Library Statistics (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14 LIBRARY CLOSED	15 People Count 525 People Count 525	16 People Count 694 People Count 694	17 People Count 592 People Count 592	18 People Count 452 People Count 452	19 People Count 559 People Count 559	20 People Count 380 People Count 380
	LL - Dickens - 66 LL - Graveyard - 41 Poetry Group - 12 Nauset Newcomers Book Group - 12	Nauset Newcomers Book Group - 8 LL - Hebrew Prophets - 37 LL - Great Inventions - 73 LL - Novels & Ideas - 31 Legos - 3	LL - Movies - 81 LL - Geopolitics - 125 Craine Gallery Committee Meeting - 8 Knitting - 0	LL - Museum Tours - 19 Story Hour - 0 LL - Songbook - 101 Friends Board Meeting - 14	LL - Landscaping - 35 LL - Meditation & Creative Writing - 28 LL - Perils at Sea - 50	Friends' Book Sale - 20
	Circulation at Front Desk: 1,160 Items Processed from other libraries - 178	Circulation at Front Desk: 1,103 Items Processed from other libraries - 221	Circulation at Front Desk: 831 Items Processed from other libraries - 243	Circulation at Front Desk: 581 Items Processed from other libraries - 310	Circulation at Front Desk: 826 Items Processed from other libraries - 222	Circulation at Front Desk: 888 Items Processed from other libraries - 191
21 LIBRARY CLOSED	22 People Count 556 People Count 556	23 People Count 478 People Count 478	24 People Count 612 People Count 612	25 People Count 473 People Count 473	26 People Count 444 People Count 444	27 People Count 968 People Count 968
	LL - Dickens - 66 LL - Graveyard - 41 LL - Opera 101 - 27 Poetry Group - 12	LL - Hebrew Prophets - 37 Legos - 0	LL - Movies - 81 LL - Geopolitics - 125 Knitting - 0 Dept of Children & Families Workshop - 5	LL - Museum Tours - 19 Story Hour - 4 LL - Songbook - 101	LL - Landscaping - 35 LL - Meditation & Creative Writing - 28 LL - Perils at Sea - 50	Friends' Book Sale - 25 Big Ryan Storyteller - 85
	Circulation at Front Desk: 1,156 Items Processed from other libraries - 157	Circulation at Front Desk: 901 Items Processed from other libraries - 214	Circulation at Front Desk: 812 Items Processed from other libraries - 243	Circulation at Front Desk: 710 Items Processed from other libraries - 296	Circulation at Front Desk: 758 Items Processed from other libraries - 189	Circulation at Front Desk: 810 Items Processed from other libraries - 225

October 2012 Library Statistics (Page 3 of 3)

28	LIBRARY CLOSED	29	LIBRARY CLOSED	30	31			
				People Count 435	People Count 586			
				LL - Hebrew Prophets - 37	LL - Movies - 81			
				LL - Novels & Ideas - 31	LL - Geopolitics - 125			
				Legos - 0				
				Circulation at Front Desk: 1,205	Circulation at Front Desk: 990			
				Items Processed from other libraries - 204	Items Processed from other libraries - 240			

October 2012 Library Statistics

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

13,664
 22,830
 5,800
 76
 2,764

Total Computer Use

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

Wireless Computer Use

30 people per day (estimated)

September, October, November 2012

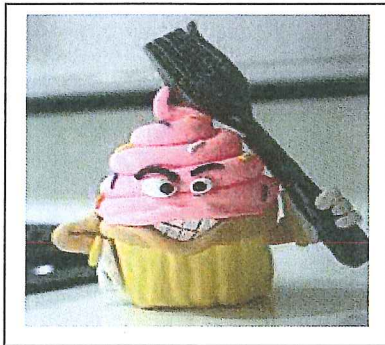
Snow Library Youth Services Report

Tween Scene

Sat. September 15th Hunger Games

Had a successful program based on the book The Hunger Games. We all had a lot of fun with a trivia contest, we played a role playing game and then we went outside and we shot a Nerf gun at a target. I handed out 2 sets of the 3 books in the series for prizes; we got the sets from donations to the book sale.

Sat. October 13th Zombie Survival We all learned what supplies we needed to survive a zombie attack. We had a scavenger hunt around the library and found clues on each floor. It was fun talking zombies and which books we all liked the best. I handed out goodie bags with chocolate zombie's fingers for prizes.



Sat. Nov. 10th CupCake Wars Back by popular demand the second annual Cupcake wars. I think we are going to have a full house for this program. We will be breaking into teams and decorating premade cupcakes. The cupcakes will be judged on looks, taste, creativity. The winners will get first choice on which cupcakes to eat.

Other Programs

Sat. September 29th Fairy Houses

We had lots of children dressed as fairies show up for this event. The ages ranged from 4 years old to 3rd grade. We read a fairy story, had a fairy snack and then we made houses out of natural materials. Jamie, our page helped me get set up and she also took lots of pictures, which I hope to put up on the website soon. The children helped by bringing in some natural building supplies and the moms and dads all stayed and helped with the building. There were big smiles all over the place.



Sat. October 27th Big Ryan's Tall Tales. Big Ryan a storyteller came and told us some tales on Sat. Oct. 27th. We had tons of costumed trick or treaters show up for this event. Big Ryan was awesome. He knew his audience perfectly and the children were giggling and dancing and singing and having a grand time. Then the kids went outside and started their parade of trick or treating along Main Street.

Schools

I finished and passed the course I was taking at Simmons College. I think it has helped me read book reviews more critically.

On **September 4th** I went to a teachers meeting at Orleans Elementary School. I introduced myself to the teachers and encouraged them to bring their classes in to the Library for a tour. I also asked them to give me input on what topics might need more books here at Snow. On **September 19th** I went to the O.E.S. open house. I passed out calendars, tried to drum up interest in the Lego and Knitting clubs and took down email address of those who wanted to receive the calendar via computer.

October 3rd was international walk to school day. Children, teachers, community members, parents all met at Snow Library Parking lot at 6:45 a.m., then we all walked to the Elementary school. Three teachers from the elementary school set up the event and asked me to attend. It was a beautiful fall day and I got a chance to chat with some of my kindergarten friends as we walked to school.

Nov. 7th 5th graders will be coming to Snow to work on a research project about a building in town. Betty and Cheryl are helping me get resources for this project.

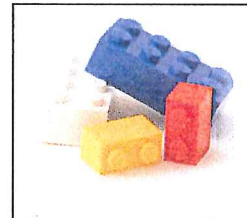
Nov. 13-19 8 sections of 6th graders will be coming to Snow to get a library tour and I will set up a small library scavenger hunt.

Nauset Community wide Read Celebration

I have attended some of the meetings of the Nauset Community-wide read committee. This 29 daylong event celebrating the "Gifts of Literacy" will start October 19th and end on November 16th. All public libraries and schools in the Nauset school district are participating in this event. Here at Snow we are going to have a Giving Rocks day. We will be painting and decorating rocks on November 10th. On October 24th there will be a special free performance by Bill Harley and Len Cabral at Nauset Middle School to celebrate the gift of reading. The Friends of Snow Library are one of the sponsors of this performance. This looks like it will be a fantastic show. I did volunteer at the Performance by Bill Harley and Len Cabral and the show was really good.

Every Week programs

Tuesdays at 3:00 grades k-6 Legos at Snow There are some regulars that show up almost every week and occasionally there are some new faces.



Wednesdays at 3:00 5-105 years old are welcome at Knitting club. There has been a mix of grownups and children coming to the knitting group. At one of the meetings I taught a 1st grader how to finger knit then at the next meeting the 1st grader and a middle school girl learned how to knit with needles. Very exciting

Thursdays at 10:30 0-5 year olds and their care givers Story Hour. At one of the first meeting and we read books about Courage and made paper birds. At another meeting we read books about spiders and made yarn webs. This next week we are going to read stories about fall and make pictures of trees.

2013 Myers Concert Schedule
Saturdays at 4:00

Confirmed groups:

January 5

“Weisman Klezmer Swing Group”

January 12

John Salerno, “Big Band Music”

January 19

“Toast and Jam”, Bluegrass

January 26

“Society by the Sea”, Swing and Jazz

Snow Library, Orleans, MA Mary Reuland, Director, mreuland@clamsnet.org	FY2014
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Goal 1: LIBRARY OPERATIONS: To analyze use of staff time, incorporating technology and patterns of use, in order to make the most efficient use of allocated funds.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Make most efficient use of funds and provide the best level of public service.	Review staff positions in light of current technology and patron expectations.	September-October 2013	Director and Assistant Director
Make most efficient use of funds and provide the best level of public service.	Review job descriptions and allocation of staff hours.	November 2013-January 2014	Director and Assistant Director

Goal 2: COLLECTIONS: To provide a rich and varied collection in both print and digital form for all patrons.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Implement improvements in location of collections.	Move print collections with high circulation to main floor.	November 2013-February 2014	Director and selected staff
Provide and encourage use of digital content.	Create publicity and events about digital resources (Cape Codder digital archive, digital reference and other digital resources.	July 2013 - ongoing	Director/ Assistant Director and reference staff

Goal 3: TECHNOLOGY: To provide the most current technology for use in the Library and prepare for future technology changes.

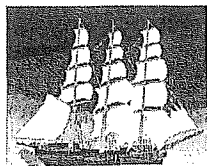
Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Provide service to introduce digital resources to patrons.	Continue to offer instruction sessions to patrons about digital resources (e.g. E-books).	July 2013 - ongoing	Director and selected staff

Goal 4: FACILITY ASSESSMENT AND IMPROVEMENT: To provide a comfortable and welcoming library to all patrons.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Initiate work on building systems/areas which have been prioritized in the Town Facilities Review Plan.	Get bids for selected projects and complete projects.	July 2013 - ongoing	Director and Town Administrator
Continue work with Facilities Advisory Committee to identify potential renovation/expansion possibilities within the next 5-7 years.	Research current trends in library expansion. Identify funds for initial design phase of the building program (e.g. state planning grant application).	July 2013 - ongoing	Director and Facilities Advisory Committee

Goal 5: PROGRAMS: To provide a broad range of intellectually stimulating programs for adults, teens and children.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Library will provide intellectually stimulating programs for adults throughout the year.	Programs will include courses, author talks, book clubs and lectures. (minimum of 30/year)	July 2013 - ongoing	Director and Trustees and Friends of Snow Library
Library will partner with local elementary school for programs.	Library will partner with Orleans Elementary School to support School Wide Read, class visits and outreach to parents and teachers.	July 2013 - ongoing	Director, Youth Librarian, School Administration
Library will provide stimulating programs for infants through teens.	Library will provide programs for infants through teens throughout the year. Programs will include story times, crafts, games, author visits and performances. (minimum of 30/year)	July 2013 - ongoing	Youth Librarian and Friends of Snow Library



SNOW
Library
Established 1877

Marion Craine Gallery Committee
VOLUNTEER APPLICATION

Date:

11/2/2012

GENERAL INFORMATION:

Name: Amy Heller
Address: 36 Freedom Trail
Orleans, MA 02653
Telephone: 508-255-6610
Email: amy_heller@hotmail.com
Mailing Address: _____
(if different) _____

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

As an artist, I've always contributed to my community,
and as a new resident of Orleans I want to
continue to do so.

Please describe any art activities:

I'm an exhibiting artist and my work is in many
collections around the country. I've also taught
art at the college level & at art centers.

Do you have any employment/volunteer experience?

Yes



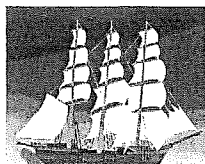
No

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

Professionally, I have been an exhibit specialist for
Smithsonian, National Gallery of Art, Library of
Congress & many others. I've also curated exhibitions.
Volunteer: Orleans Community Partnership & Orleans
Cultural Council. Provincetown Jazz Festival, Pilgrim
Bar Park.

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

I am also a photo editor/researcher consultant
& have photographed & inventoried art/artifact
collections for Barnstable County, the Town of
Provincetown & currently for the Town of
Orleans.



S N O W
Library
Established 1877

POLICY FOR EXHIBITS In the Marion Craine Room Gallery

GOALS of the EXHIBITS:

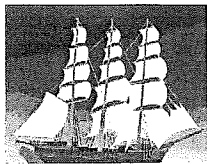
The primary purpose of the Marion Craine Room Gallery (MCRG) is to enrich the library experience and to broaden horizons by presenting a wide range of art, collections and displays and to support community cultural and artistic activities.

EXHIBIT SELECTION:

1. The MCRG will be available for one-month exhibitions by individuals or small groups. Applications are subject to review by the MCRG Exhibition Committee.
2. All artists will submit a completed, detailed application including representations of their work to the MCRG Exhibition Committee.
3. The following will be considered when approving applications:
 - **Subject, technique and style must be suitable for all ages;**
 - All work must be original;
 - Exhibits and displays must be educational, cultural or of a civic nature;
 - All exhibits and receptions must be free of charge and open to the public during regular library hours.
 - Preference will be given to artists living and/or working on Cape Cod and to programs sponsored by the library.
4. The MCRG Exhibition Committee has the right to cancel any exhibit should unforeseen conditions or situations arise.

The Snow Library Board of Trustees has the final authority for approving exhibits and reserves the right to prohibit any person or group from displaying artwork.

<i>Amended by the Snow Library Board of Trustees, 06/2008</i>

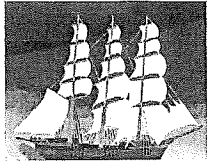


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GUIDELINES FOR EXHIBITORS In the Marion Craine Room Gallery

1. Exhibitors are responsible for installing and removing all objects displayed as defined in their application. There is no library assistance available for receiving, hanging or removal of artwork. All exhibits shall be prepared, hung, and dismantled under the supervision of the Exhibition Committee under the guidance of a Gallery Coordinator.
2. The gallery is equipped with the Walker Hanging System and the only tool necessary is a pair of pliers. NO holes may be put in the walls, and artwork may not be attached to any other surface in any way.
3. Exhibitors are encouraged to visit the Marion Craine Room Gallery prior to installation to determine how their exhibit will be arranged. A schematic drawing is available for determining how to hang/arrange the gallery to facilitate economy of time on the day of installation.
4. The exhibitor(s) shall be responsible for:
 - All insurance on the work
 - Appropriate framing and/or suitable displays for artwork
 - All publicity for the show and the reception
 - Set-up /take-down of room for reception
 - A comprehensive list of the artwork displayed with the pertinent information including name, telephone #, medium, size, and price. Labels for artwork must be taped to the frame or the wall. NO HOLES may be made in the walls. Tape for the walls will be provided by the Gallery Coordinator.
 - Exhibits must be of significant quantity to fill the space provided in the Marion Craine Room Gallery – approximately 40 pieces 16 x 20".
5. The Library is not responsible for any damage to, or the theft of, any artwork exhibited. All items placed in the Library are done so at the owner's risk.
6. The Library will not provide storage space for the property of the exhibitors. Artists/groups who fail to remove their property on specified date may not be allowed use the Marion Craine Room Gallery in the future.
7. The exhibitor will be responsible for any and all damage to the Library caused by the installation and/or removal of their artwork. The Library reserves the right to request a fee from exhibitors for cleaning the gallery, if necessary.
8. Any exceptions to the exhibit regulations may only be made by the Snow Library Board of Trustees.
9. The Marion Craine Room Gallery is partially funded by donations from exhibitors. As the gallery space is free, donations to the Snow Library from exhibitors are much appreciated. A donation would be made payable to "Snow Library" at the completion of the individual exhibit.
10. Sixty days notice must be given to the Craine Gallery Coordinator if a cancellation of the show is necessary. If the show is cancelled without the required notice, the artist may not be able to show in the future.

<i>Amended by the Snow Library Board of Trustees, 06/2010</i>



SNOW
Library
Established 1877

**APPLICATION FORM
FOR EXHIBIT SPACE
In the Marion Craine Room Gallery**

PLEASE RETURN COMPLETED APPLICATION TO CIRCULATION DESK AT SNOW LIBRARY, ATTENTION: MARION CRAINE ROOM GALLERY EXHIBITION COMMITTEE, ALONG WITH FOUR (4) SLIDES OR PHOTO PRINTS OF YOUR WORK.

PLEASE PRINT

Date: _____
Name of Exhibitor: _____
Street Address: _____
Mailing Address: _____
Telephone Number: _____ Email Address: _____

Description of Work: _____
Medium: _____ No. of pieces: _____

[NOTE: Maximum gallery capacity is approximately 40 pieces. – approximately 16" x 20" frame size.]

Month Preferred for Exhibit: _____

All installations are to be assisted by a Gallery Coordinator.

EXHIBITORS ARE REQUIRED TO COMPLETE THE FOLLOWING:

I have read and understood the Guidelines for Exhibitors including the Snow Library Policies for Exhibits and Receptions in the Marion Craine Room Gallery and hereby and forever discharge and release the Snow Library and the Town of Orleans; its employees, officers, agents, Board of Trustees, successors and assigns, from all claims, demands, damages, actions and/or causes of action which I may now have or may hereafter have arising out of my artwork (property of any kind) being exhibited at the Snow Library.

Signature of Exhibitor: _____ Date: _____
Signature of Witness: _____ Date: _____
Name and Address of Witness (please print): _____

FOR OFFICE USE ONLY: Date exhibit is to be installed: _____ Date exhibition is to be picked up: _____

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