

## MINUTES

### Snow Library Board of Trustees Meeting

January 8, 2013

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#### Call to Order:

A quorum was established and the meeting was called to order at 7:14 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, Tony Imler, 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 Representative, Susan Christie and Student Representative, Lara Bone and Friends of Snow Library Representative, Holly Trevisan.
- **Absent:** Trustee, Sue Lederhouse.

#### Approval of minutes:

- The minutes, of the Trustees Meeting held December 11, 2012, were reviewed, amended, and accepted as amended.

#### Trustee Chair Report

- The Trustees had a discussion regarding three Trust Funds that will be terminated with the proceeds being transferred into a Snow Library account. A special meeting will be held on January 16, 2013 at 10:00 a.m. to vote on the termination of these Trust Funds.

#### Student Representative Report

- Lara Bone discussed various resources that students used for research, such as Questia, a history database.

#### Financial Report:

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

- **Depletion Accounts:** Salaries included 5 weeks of payroll. Operating Expenses included payments of \$1k for electricity, \$1k for computer services and \$5k for books and materials. Site Improvements included \$17k in payments for the front door repair.
- **Revolving Accounts:** The State Aid account included the bi-annual deposit of \$4k and the annual renewal for periodicals of \$3k.
- 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 January 2013 report (copy attached) and the following were discussed:

- **Acting Director:** Tavi Prugno has been named Acting Director as of January 21, 2013. Mary Reuland is retiring and her last day as Director will be January 18, 2013. The Director position will be posted after the May 2013 Town Meeting.
- **Library Funding:** Snow Library is a municipal department using taxpayer funds. The operating budget is prepared by the Library Director, reviewed by Town Administrator, Financial Officer, Finance Committee, and Selectman with final approval granted at the May Town Meeting. Other funding sources for Snow Library include Contributions, State Aid, Trust Funds and the 'Friends of Snow Library', a separate entity which funds many programs and books and materials.
- **Fiction and Large Print Collections:** Fiction, mysteries and large print materials are remaining on the lower level. Fiction and mysteries will be interfiled into one section.
- **Municipal Appropriation Requirement (MAR) and Materials Requirement:** A discussion was held regarding State Aid, MAR and the Materials Requirement for the Libraries. The main benefits are local aid (State Aid bi-annual grants), reciprocal services (the ability to borrow materials from other libraries) and services of the MBLC (Massachusetts Board of Library Commissioners), which include federal, state and private grant opportunities, including state construction grants. The requirements for libraries include an hours open requirement, materials expenditure requirements and MAR. MAR is defined as the municipality's required appropriation to the library based on the municipal funding history (the average of the prior three years' municipal appropriation plus 2.5%).
- **Trust Funds:** A special meeting will be held on January 16, 2013 to vote on the termination of three trusts.
- Review of Trustee Roles, State Law, Legal Framework and Financial Framework will be discussed at a future 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, Holly Trevisan reported on the following matters:
  - Friends held a Staff Appreciation Luncheon in December.
  - They are developing 'Conflict of Interest', 'Distribution Requirement', and 'Record Retention' policies.
  - Friends are working with the COA (Council on Aging) to develop a program to get books to home-bound patrons. There will be a training program and the need for someone to chair this program.
  - There is a need for a publicity person.
  - Book sales are successful, but there are space constraints. This is the biggest revenue generator for Friends. Many times, they have had to decline donations of books, because of the lack of room to store them.

**Other Reports:**

***Craine Gallery Committee:***

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee.
- Signs for Craine Gallery have been received to announce New Exhibits and Art Receptions.
- Next meeting of the Craine Gallery Committee will be held on January 16, 2013.

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

A Copy of the 'Policy for Exhibits in the Marion Craine Room Gallery' was reviewed and changes were made as follows:

- Language was added to item 3.
  - "MCRG will not host juried shows."
  - "All exhibits and receptions are open to the public during regular library hours and must be free of charge."
  - "Artists who wish to exhibit in the MCRG will not be charged a fee for exhibiting."
- Language was added to item 5.
  - "Donations must be made out to Snow Library and noted as a Craine Gallery donation on the memo line."
- The 'Policy for Exhibits in the Marion Craine Room Gallery' will be reviewed at the next meeting prior to a vote being taken to approve the changes to the policy.

**Old Business:**

- None.

**New Business:**

- None.

**Public Comment:**

- None.

**Adjournment:**

- A Motion was made and seconded "*to adjourn the meeting*" at 8:40 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 FEBRUARY 12, 2012.**