

MINUTES

Marion Craine Gallery Exhibition Committee Meeting

January 16, 2013

Call to Order:

A quorum was established and the meeting called to order at 10:19 a.m. by Eileen Godin. The meeting was held in the Cape Cod Room of Snow Library.

Meeting Attendance:

- **Committee Members present:** Florence Adams, Margaret Furness, Eileen Godin, Amy Heller, Kathy Meyers, Betsy Wagner and Andree Yager.
- **Library Staff members present:** Assistant Director, Tavi Prugno and Principal Clerk, Anita Firmin.
- **Others present for regular Marion Craine Gallery Meeting:** Marcy Haffner.
- **Absent:** Board of Trustees Liaison, Megan Fates.

Public Comment:

- None.

Approval of minutes:

- The minutes, of the Marion Craine Gallery Exhibition Committee Meeting held December 19, 2012, were reviewed and accepted.

Regular Meeting

- Sign permits, to post the new exhibits, were obtained for the current year, January – December 2013.
- A discussion was held about obtaining new signs, which could be posted outside the Craine Gallery room to announce the exhibit schedule for the Craine Gallery. Publicity, updates to the library website, alerting the public to new exhibits and a possible logo for the Craine Gallery was discussed.
- Eileen Godin reviewed a document about the origins of the Craine Gallery and the history behind the gallery.
- The 'Policy for Receptions' was reviewed. The 2013 annual permit for the receptions held in the Craine Gallery has been obtained.

Library Director's Report:

- None.

Student Representative Report

- None.

Old Business:

- A Copy of the 'Policy for Exhibits in the Marion Craine Room Gallery' was reviewed by the Board of Trustees at their meeting on January 8, 2013. The Trustees were in favor of the changes that were requested by the Craine Gallery and a vote will be taken at the next Trustees meeting on February 12, 2013 to amend the policy.
- The Committee has not received a response from the Orleans Cultural Committee regarding a letter that was sent regarding the May Art Show.

Review Gallery Schedule:

- Amy Heller presented an artist group, consisting of Midge Battelle, Chip Brock, Jean Fogg-Brock, Gail Browne, Amy Heller and Jim Zimmerman, who is requesting to present a show known as "Deck the Walls" for exhibit in the Craine Gallery during December 2013. They are all Cape Cod artists who use a variety of media. **A motion was made and seconded "to approve the show by Midge Battelle, Chip Brock, Jean Fogg-Brock, Gail Browne, Amy Heller and Jim Zimmerman for the Craine Gallery". The motion carried with a vote 7-0-0.**
- An artist will attend the Craine Gallery meeting in February to show a sample of her work for a possible showing during 2013.
- Further decisions will be made at a future meeting regarding additional exhibits in 2013.

Items for Future Agendas:

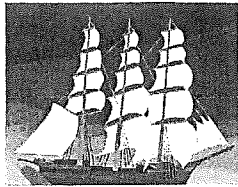
- 'Guidelines for Exhibitors' and 'Policy for Receptions' will be reviewed.
- A discussion regarding Gallery Representation will be held.

Adjournment:

- A Motion was made and seconded to *"adjourn the meeting"* at 11:32 a.m. The motion carried with a vote of 7-0-0.

Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library

<p>APPROVED BY THE MARION CRAINE GALLERY EXHIBITION COMMITTEE ON FEBRUARY 20, 2013.</p>
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S N O W
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Snow Library
MARION CRAINE GALLERY
EXHIBITION COMMITTEE MEETING
Wednesday, January 16, 2013
10:00 a.m.
Cape Cod Room, Snow Library

AGENDA

- CALL TO ORDER
- PUBLIC COMMENT
- APPROVAL OF MINUTES FROM THE DECEMBER 19, 2012, CRAINE GALLERY COMMITTEE MEETING
- REGULAR MEETING
- LIBRARY DIRECTOR'S REPORT
- OLD BUSINESS
 - REVIEW GUIDELINES FOR EXHIBITORS
 - REVIEW POLICY FOR EXHIBITS
- REVIEW GALLERY SCHEDULE
- ITEMS FOR FUTURE AGENDAS
 - DISCUSSION ON GALLERY REPRESENTATION
- ADJOURNMENT

Next Marion Craine Gallery Exhibition Committee Meeting:

Wednesday, February 20, 2013, 10:00 a.m.

PLEASE LET DIRECTOR REULAND KNOW IF YOU WILL BE AWAY

Points to review January 2013

Background of the Craine Gallery

Fact that the library is a municipal building and the Craine Gallery does not operate as a gallery run as a business. The taxpayers of Orleans fund the operation of the library and expect it to be open to them. Only fees charged here are overdue fines and by law, those go into town funds. Any **donation** made to Snow Library in appreciation of the Gallery and the opportunity to exhibit here goes to an account held by the town and used for improvements, etc. to the gallery space. When the committee identifies a need (e.g., rods used for hanging art), that is communicated to the Library Director who does the purchase within regular town channels. The Director re[ports the amount in the account at the monthly meeting.

The Marion Craine Gallery has received funds in the past from the Hess and Helyn Kline Foundation. Bobi Eldridge is the individual who has done this.

Basic Forms

How the committee operates is key: Guidelines for the Marion Craine Gallery Committee. Important to note that the Committee is a subcommittee operating under the authority of the Library Trustees and appointments to the Committee are made each June by the Trustees.

What exhibitors need: Application Form for Exhibit Space

Policy for Exhibits

Guidelines for Exhibitors

Policy for Receptions and Health Department info

Committee correspondence forms (Acceptance of application, rejection of application)

Role of individual coordinators-Check List attached.

The Marion Craine Gallery needs no introduction to the more than 160,000 visitors of Snow Library each year. They know it by the art brilliantly displayed, lecturers advanced by multiple visual devices, music aided by modern sound equipment. But it was not always like that, and, as the gallery enters its 18th season, we at Snow thought you might like to know how it all started and about the driving spirit behind it.

Even prior to Snow's 1991-1992 reconstruction, the room now known as the Craine Gallery served many purposes. Three walls were lined with novels, and tucked into one corner was a small room where the board of trustees met. The remaining space was rarely unused. Lifetime Learning offered academic classes, originally to people 55 and older but more recently to anyone with a thirst for knowledge. The 4-H Babysitting Course turned mostly 12- and 13-year-olds into capable caregivers for young children.

But there was a problem, one that went to the very mission of Snow Library: "To sustain and energize the intellectual, cultural, and social life of the community of Orleans."

Snow has always been committed to serve book lovers **AND** those who appreciate other forms of culture, not one **OR** the other, but it seemed that they collided in that one room, that patrons were intimidated from entering seeking books during classes or other activities.

"The trustees conducted a needs-assessment of the room," says Bobi Eldridge, who was a trustee at the time. "A questionnaire found that 98% of the people would not enter the room if a program was going on."

That was the first step in creating the library we have today. The novels were moved to the lower level, and a \$200,000 donation to the building fund from the estate of Marion Craine—a Snow regular who had died in 1983—helped create and execute a new design placing a trustee room on the third floor and freeing space for the new gallery bearing Ms. Craine name.

Key to that was clearing the walls of books, expanding Snow's mission to include Orleans' artistic life. The goal from the start was to exhibit the art of emerging artists. That started in July of 1995 with a show featuring the work of Provincetown artist Lois Griffel.

The mandate has broadened to emphasize Snow's bond to the community; recent shows have resulted from a partnership with the Orleans Elementary School, the Cape Cod Museum of

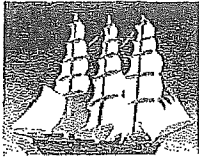
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Art and Nauset High School art classes. The work of individual artists and groups is judged for display by the Craine Gallery Committee, a process that begins with formal application. All manner of art is considered, including textiles, photography, small sculptures, painting and mixed media.

But exhibitions fill out only part of the Craine Gallery's schedule. There are the "Saturdays at Snow" and "Summer at Snow" lecturer series sponsored by the Friends of Snow Library, The Rowena Myers winter music series, all manner of children's events, the introduction of candidates for local elections sponsored by the League of Women Voters, and of course Lifetime Learning.

"The Marion Craine Gallery helps us fulfill our vision of what Snow Library is," says Mary Reuland, who helped define that vision for 14 years until she retired as director in January. "We're not simply a house of books but an organic enterprise that continually grows to meet the artistic, cultural and social needs of the community."



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GUIDELINES FOR The Marion Craine Room Gallery Exhibition Committee

OBJECTIVE:

The Marion Craine Room Gallery Exhibition Committee operates under the authority of the Snow Library Board of Trustees. The Committee's role is:

1. To review applications of those who want to exhibit in the Marion Craine Room Gallery.
2. Select and schedule the exhibits in accordance with the Policy for Exhibits.
3. Communicate with the artists, oversee installation of exhibits, and coordinate with the artists on matters related to the exhibit.
4. Review improvements suggested for the Marion Craine Room Gallery space.

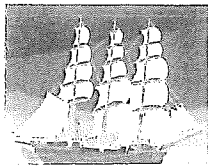
GUIDELINES:

1. Appointments to the Marion Craine Room Gallery Exhibition Committee shall be made by the Snow Library Board of Trustees in June of each year. The Board of Trustees of Snow Library will appoint a Library Trustee Liaison to be a non-voting member of the Exhibition Committee. The Exhibition Committee shall not be less than six (6) and not more than twelve (12) people.
2. The term of each member shall be three (3) years. An individual may serve for two (2) consecutive terms. After serving two (2) terms, an individual may reapply for appointment to the Committee after a one year absence from the Committee.

The initial appointment of terms shall be staggered as follows: one-third of the committee will be appointed for three (3) years, one-third of the committee will be appointed for two (2) years, and one-third of the committee will be appointed for one (1) year. Thereafter, the term of each member shall be three (3) years.

3. The Exhibition Committee shall hold an organizational meeting each June to elect officers for the coming year. Officers to be elected are Chair, Vice-Chair, and Secretary.
4. All major decisions must be passed by a quorum, a majority of the entire membership of the Exhibition Committee.
5. All major improvements will be reviewed with the Library Director before they are made.
6. The schedule of shows and receptions will be cleared with the Library Director. All dates (set-up, reception, and take-down) must be placed on the Library's master calendar by the Director.
7. Any donations made by artists will be made to "Snow Library" and noted as such in the contributions accounts. Expenditures for the Craine Gallery shall be made from this line in the library budget.
8. The Board of Trustees Liaison will attend Exhibition Committee meetings and will make a monthly report to the Snow Library Board of Trustees.

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



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Marion Craine Gallery Committee
VOLUNTEER APPLICATION

Date: _____

GENERAL INFORMATION:

Name: _____

Address: _____

Telephone: _____

Email: _____

Mailing Address: _____
(if different) _____

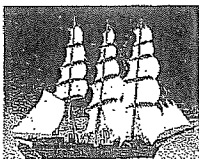
Why do you wish to volunteer for the Marion Craine Gallery Committee?

Please describe any art activities:

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)

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



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**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: _____

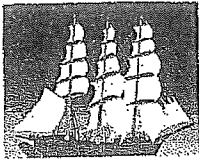
Signature of Witness: _____ Date: _____

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



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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.

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



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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.

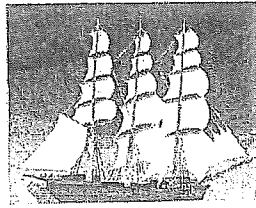
EXHIBIT SELECTION:

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;
 - **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.**
 - 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.
5. **Donations must be made out to Snow Library and noted as a Craine Gallery donation on the memo line.**

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, xxxxxxxx</i>

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POLICY FOR RECEPTIONS
In the Marion Craine Room Gallery

POLICY:

1. All dates (set-up, event and the take-down) must be cleared with the Library Director and must be placed on the Library's master calendar by the Director.
2. All receptions must be free and open to the public and must take place during regular Library hours. It is suggested receptions be held on the second Saturday of the month from 1:00 to 3:00 p.m.
3. **The serving of refreshments must be in compliance with the restrictions of the Orleans Board of Health**, and only with the approval of the Library Director. NO DARK liquids may be served.
4. Kitchen facilities are available on the Library lower level, including a sink, a microwave oven and a refrigerator. Foods that create maintenance problems should not be served. The kitchen and MCRG must be well cleaned after the event. Under no circumstances should any leftover food be stored in the Library.
5. All arrangements for the reception are the responsibility of the sponsoring organization, individual or group's reception committee.
6. The sponsoring organization, individual artist or group must designate a person responsible for setting up the reception in the MCRG and returning it to its original arrangement and condition as well as cleaning and storing any borrowed supplies.

Amended by the Snow Library Board of Trustees, 06/2007

TO: Erika Woods, Assistant Health Agent
Orleans Health Department

FROM: Mary Reuland, Director
Snow Library

DATE: February 2, 2012

RE: Receptions in Craine Gallery at Snow Library

Those who wish to host an art reception at Snow Library will abide by the following rules:

All menu items will be prepackaged goods purchased from licensed establishments (Shaw's, Stop & Shop, Trader Joe's, etc)

Any prepackaged tray containing cheese or fruit shall be purchased from licensed establishments and brought directly to library from such establishments . There will be no storage of any item in home refrigerators.

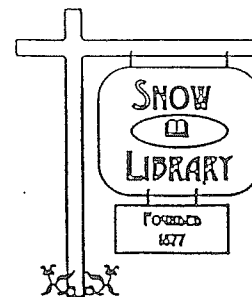
Receptions will not exceed 3 hours in length. Scheduled time is for two hours.

CHECK LIST FOR MCRG COORDINATOR

1. Each coordinator should write his/her name and phone number on Craine Gallery calendar.
2. Contact exhibitor:
 - Date and time for hanging show.
 - Reception – yes ____, no ____ Date _____
 - Establish date and time for dismantling show.
 - Remind exhibitors that they are responsible for framing, hanging and cleaning of exhibit.
 - Use only special tape provided by library.
3. Prepare brief statement (press release) for publicity and give to publicity person at least two weeks prior to hanging of show.

Marion Craine Gallery Committee
October 2004

Craine Room Gallery
Snow Library
Orleans, MA 02653
Date:

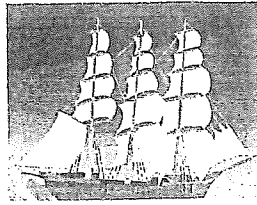


Dear:

Thank you for your interest in the Snow Library Marion Craine Room Gallery.
Upon review of your samples, which we return, the committee has determined that
your work does not meet the current Gallery criteria.

Cordially,

Enclosures: Samples _____



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Date: _____

Marion Craine Room Gallery Exhibition Committee
Snow Library
67 Main Street
Orleans, MA 02653

RE: Acceptance

Dear _____:

Thank you for your application to exhibit in the Marion Craine Room Gallery at Snow Library.

We can offer you a show during the month(s) of _____
or _____.

Following receipt of this notification, a member of our committee will be contacting you again, prior to your month, to confirm the final title, and to schedule installation, reception (if any), and other details.

It is assumed that you have read and fully understand the Information for Exhibitors and Policies for Exhibits and Receptions provided with the application to exhibit in the Marion Craine Room Gallery.

We hope these will answer any questions you have or may think of as you proceed. I am enclosing a 1/4" floor plan of the gallery exhibit space to assist in determining your space requirements.

We look forward, with pleasure, to your exhibit.

Your MCRG Committee Coordinator is _____ and their
telephone number is _____.

Encl. Floor Plan