

MINUTES
Snow Library Board of Trustees Meeting

K. Devlin, Ass.
ORLEANS TOWN CLERK
'11 NOV 7 10:21 AM
September 13, 2011

Call to Order:

A quorum was established and the meeting called to order at 7:00 p.m. by Tim Traub. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

- **Trustees present:** Helen Felton, Barbara Natale, Barbara O'Connor, Sandra Rhodes and Tim Traub.
- **Library Staff members present:** Director, Mary Reuland and Principal Clerk, Anita Firmin.
- **Others present for regular monthly Library Trustees Meeting:** Friends of Snow Library President, Pam Ritchie, Selectman Liaison, Sue Christie and Student Representative Alexandra Malloy.
- **Absent:** Trustees, Megan Fates and Sue Lederhouse.

Approval of minutes:

- The minutes, of the Trustees Meeting held August 9, 2011, were reviewed. A motion was made and seconded to "approve the minutes as presented". The motion carried with a vote 5(Y)-0(N)-0(A).

Trustee Chair Report

- None.

Student Representative Report

- Student Representative Malloy reported that NRHS students were excited about the start of the new school year.

Financial Report:

- Sandra Rhodes presented the July 2011 Month Report (*copy attached*).
 - **Depletion Accounts:** Salaries included 4 pay weeks. Operating Expenses included electricity only. July is a slower month for expense processing due to Town Hall closing out the 2011 fiscal year.
 - **Revolving Accounts:** Contributions and Gifts included expenses for children's programs, as well as a large patron gift of \$3,000. The Brotherton grant was used for the remainder of performers and programs for the Summer @ Snow Program and has been fully expended.

Library Director's Report:

- Director Mary Reuland reviewed the September 2011 report (*copy attached*). In addition, the following was discussed.
 - The columns will be replaced in front of the library. Specs are due from the architect. The alarm system needs a new panel. Director is working on this.
 - **Vote on Approval of Special Thanksgiving and December Holiday Hours:** Director Reuland asked Trustees to consider closing the Library at 3:00 p.m. on Wednesday, November 23, the day before Thanksgiving, as has been done in years past, and at 12:00 on Saturday, December 24, the day before Christmas. A motion was made and seconded "to approve closing the Library at 3:00 p.m. on Wednesday, November 23, the day before the Thanksgiving holiday and at 12:00 on Saturday, December 24, the day before the Christmas holiday". The motion carried with a vote 5-0-0.
- 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' President Ritchie reported on the following matters:
 - Friends of Snow Library will have a reception for major donors on September 30th 5-7 at the Orleans Historical Society.
 - The 3rd Annual Snow Ball will be held on Thursday, November 10th and tickets will cost \$100. Last year the event raised funds to support technology in the Library.
 - Friends will be working on revamping their website.

Other Reports:

- **Craine Gallery Committee:** Tim Traub updated the Trustees on the efforts of the Craine Gallery Committee. The 9/11 reception and exhibit were well attended. Discussion was held regarding the purchase of a banner to announce art openings at the Craine Gallery. Policy, regarding reimbursement for refreshments provided at receptions, was tabled for discussion at a future meeting.
- **A motion was made and seconded “to approve the purchase of a banner to announce art openings at the Craine Gallery”.** The motion carried with a vote 5-0-0.
- Next meeting of the Craine Gallery Committee will be Wednesday, October 19 at 10:00 a.m.

Old Business:

- None.

New Business:

- **Author Request:**
 - A Meeting Room Reservation Request for Authors has been received from Joshua Blair Delaney, author of *Pieces of Eight*, to offer a presentation of his work and provide his books for sale on September 14, 2011. **A motion was made and seconded “to approve the request by Joshua Blair Delaney for meeting room use September 14, 2011”.** The motion carried with a vote 5-0-0.
 - A Meeting Room Reservation Request for Authors has been received from The Friends of Snow Library for the following authors: Stauffer Miller, author of *Cape Cod and the Civil War: The Raised Right Arm*, Mario J. DiGregorio, author of *Cape Cod Wildflowers: a Vanishing Heritage*, and Andre Dubus III, author of *Townie*. **A motion was made and seconded “to approve the request by authors Miller, DiGregorio and Dubus III for meeting room use”.** The motion carried with a vote 5-0-0.
 - A Meeting Room Reservation Request for the Town of Orleans Energy Committee has been received from Mary Jane Curran to offer a presentation about various types of renewable energy on September 28, 2011. **A motion was made and seconded “to approve the request by Mary Jane Curran for meeting room use September 28, 2011.** The motion carried with a vote 5-0-0.
- Orleans Community Partnership
 - A request has been made by the Orleans Community Partnership, a group dedicated to improving and revitalizing Orleans Village Center and surrounding areas, to have a library trustee become involved on its Board of Directors. Barbara Natale volunteered to serve on the Orleans Community Partnership and Barbara O'Connor volunteered to serve as a backup.

Public Comment:

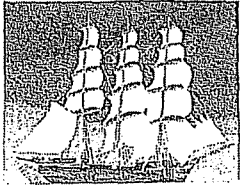
- None.

Adjournment:

- **A Motion was made and seconded to “adjourn the meeting” at 7:49 p.m.** The motion carried with a vote of 5-0-0.

Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library

APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON OCTOBER 11, 2011.



S N O W
Library
Established 1877

Snow Library BOARD OF TRUSTEES MEETING

Tuesday, September 13, 2011
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- CALL TO ORDER
 - APPROVAL OF MINUTES FROM THE AUGUST 9, 2011, TRUSTEES MEETING
 - TRUSTEE CHAIR'S REPORT
 - REPORT OF STUDENT REPRESENTATIVE
 - FINANCIAL REPORT
 - LIBRARY DIRECTOR'S REPORT
 - REPORT OF FRIENDS' REPRESENTATIVE
 - OTHER REPORTS
 - OLD BUSINESS
 - NEW BUSINESS
 - Approve Author Request for Reading: Pieces of Eight by Joshua Blair Delaney on September 14, 2011
 - VOTE: Approve Author Reading for September 14, 2011
 - PUBLIC COMMENT
 - ADJOURNMENT
-

Next Trustee Meeting: Tuesday, October 11, 2011, 7:00 p.m.

Upcoming Friends' Meetings: Thursday, September 15, 2011, 2:00 p.m. [Trustee Rep. – Timothy Traub]

Snow L. Library

FY 2012 MONTHLY BUDGET SUMMARY

July-11

ACCT	SOURCE	FY12 Budget	Expenditures Jul-11	Deposits Jul-11	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$373,407.00	\$21,297.46	\$0.00	\$21,297.46	6%	\$0.00	\$352,109.54
1610002	Town - Operating Exp.	\$136,674.00	\$1,722.96	\$0.00	\$1,722.96	1%	\$0.00	\$134,951.04
1610003	Town - Site Improvmts.	\$32,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$32,000.00
N/A	Friends - Books & Materials	\$15,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$15,000.00
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$3,000.00
N/A	Friends - Museum Passes	\$2,500.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$2,500.00
SUBTOTALS		\$562,581.00	\$23,020.42	\$0.00	\$23,020.42	4%	\$0.00	\$539,560.58
Revolving								
24-62610-540000	State Aid	\$19,859.19	\$0.00	\$0.00	\$0.00		\$0.00	\$19,859.19
2463610-540000	Contributions/Gifts	\$24,454.17	\$533.34	\$3,548.50	\$533.34		\$3,548.50	\$27,469.33
24-AE610-540000	Endowment Gift Fund	\$1,633.90	\$0.00	\$0.00	\$0.00		\$0.00	\$1,633.90
24CQ610	H&H Kline Foundation	\$7,448.36	\$0.00	\$0.00	\$0.00		\$0.00	\$7,448.36
24-EU610	Craine Gallery Acct.	\$2,207.71	\$0.00	\$0.00	\$0.00		\$0.00	\$2,207.71
24-ET610	Cummings Spec. Coll. Acct.	\$1,696.89	\$0.00	\$0.00	\$0.00		\$0.00	\$1,696.89
24-EO610	Brotherton Grant	\$3,400.00	\$3,400.00	\$0.00	\$3,400.00		\$0.00	\$0.00
Misc.	Trust Funds	\$105,435.67	\$0.00	\$598.27	\$0.00		\$598.27	\$106,033.94
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
SUBTOTALS		\$166,135.89	\$3,933.34	\$4,146.77	\$3,933.34		\$4,146.77	\$166,349.32

Director's Report

September 2011

Orleans Community Partnership

The Orleans Community Partnership is a group dedicated to improving and revitalizing Orleans Village Center and surrounding areas. The group hopes that a library trustee would be willing to serve on its Board.

See attached Vision Statement, request to have library representative on the committee and recent minutes of their meeting.

Building issues

Library alarm still needs replacement panel. Director has been working to get this completed.

Bid for front door replacement will be sent out as soon as Director gets specs from the architect.

Delays in these projects are related to vendor's responses and time frames rather than Director's inattention.

Library page

Lucy Miller has been hired to fill the 8 hrs per week page position.

August at a glance

19,470 items were circulated in August, for a daily average of 721. Monthly people count was 18,297 for a daily average of 678.

Youth Services Report

Holiday closings for 11/23, 12/24 and 12/31

Director would like to close the library at 3 p.m. on the Wednesday before Thanksgiving. Standard closing time on Wednesday is 8 p.m. but have closed at 3 p.m. on the day before Thanksgiving for several years.

Director would like to close the library at noon on 12/24 and 12/31. Standard closing time for those days would be 4 p.m.

Facilities Advisory Committee

Library Director will have initial meeting with Trustees on the Facility Advisory committee in the next month. Town will be having an architect/engineer review all town buildings to identify priorities on facilities. Priorities will be identified by mid-January '12.

Summer@Snow series

All eight of the programs were well attended. Director will send a summary letter to the Brotherton Foundation about the program. Deadline for application for grant review in February is December. Director is considering the application at this time.

Author request to read at Snow on Wednesday 9/14

Joshua Blair Delaney would like to read from his work *Pieces of Eight : Piracy, Witchcraft and the Great Spirit of Colonial Cape Cod* on Wednesday evening 9/14. Author would also like to sell copies of his book.

Request attached.

Snow Library Youth Services Report

SUMMER 2011

2011 SUMER READING PROGRAM REGISTRATION:

- 38 students enrolled
 - 36 children
 - 2 teens

JULY PROGRAMS:

<u>Program</u>	<u>Target Audience</u>	<u>Date</u>	<u>Attendance</u>
Bubbleology	all ages	07/07/11	127
Pajama Storytime	PreK-K	07/06/11	19
Pajama Storytime	PreK-K	07/13/11	3
"Nature of the Seashore" (bk. & author prog.)	PreK-Gr.6	07/12/11	41
"All the Great Books Abridged" (Penumbra Players)	tweens/families	07/13/11	18
Harry Potter Day	K-Gr.6	07/14/11	24
"Under One Sky" (Bates & Tinknell)	all ages	07/15/11	18
Make & Munch	K-Gr.5	07/19/11	*
Pajama Storytime	PreK-K	07/20/11	14
Teddy Bear Picnic	up to Gr.3	07/21/11	24
African Dance & Drums	all ages	07/23/11	82
"Terrific Turtles" (Audubon)	K-Gr.6	07/26/11	21
Pajama Storytime	PreK-K	07/27/11	8
"On Safari" (Annie & Nat. Wonder Band)	up to Gr.5	07/28/11	16

AUGUST PROGRAMS:

<u>Program</u>	<u>Target Audience</u>	<u>Date</u>	<u>Attendance</u>
"World Tales & Celtic Music" (Jennings & Ponder)	all ages	08/04/11	45
Make & Munch	K-Gr.5	08/09/11	*
Pajama Storytime	PreK-K	08/10/11	22
"Yo-Yo Workshop with Ooch"	tweens	08/10/11	*
Didgeridoo Down Under	all ages	08/11/11	23
"Gwendolyn" (bk. & author prog.)	ages 3 and up	08/13/11	160
Make & Munch	K-Gr.5	08/16/11	*
Pajama Storytime	PreK-K	08/17/11	17
"Do You Know..." (bk. & author prog.)	PreK-Gr.4	08/18/11	3
Summer Reading Prog. Celebration	all SRP partic.	08/19/11	24

**Program cancelled due to lack of registration*

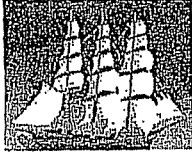
SUMMARY:

2011 was a busy summer for Youth Services. The Summer Reading Program got off to a late start due to personnel changes, but extra publicity was generated to keep the public informed. The Summer Reading Program registration and calendar of summer events was emailed to Orleans Elementary School students the week after school was dismissed in June through the cooperation of the school and their "School Reach" system. To keep the public informed the calendar of events was also distributed by the Friends during the July 4th parade, press releases were submitted to *The Cape Codder* and the online *Cape Cod Times* for all events, and an in-house newsletter was distributed to patrons.

As usual, the weather seems to have a significant effect on program attendance. Director Reuland and I have discussed the possibility of offering some early dinner time programs next summer to avoid competing with the beach and promote attendance at programs which cost quite a bit of money to sponsor. Two of the three book and author programs were quite successful, while two programs primarily planned for tweens didn't seem to generate interest. Plenty of ideas for "tweeking" next summer!

Respectfully submitted,

*Judi Wilson
Youth Services Librarian*



SNOW
Library
Established 1877

**MEETING ROOM
RESERVATION REQUEST FORM**

PLEASE PRINT

Date: August 4, 2011

Organization/Group Affiliation: JOSHUA BLAIR DELANEY
 Contact Person: (SAME) OR LYNNE DELANEY
 Position: LOCAL AUTHOR
 Telephone Number: 508-896-1492

Meeting Room Requested: *Please refer to Meeting Room Policy for scheduling requirements of each meeting room.*

- Craine Room
- Trustees Room
- Cape Cod Room

(any of the following...)

Date Requested: Sep 12, 14, 26 Oct 17,

Time Requested: 7 pm

Please State Purpose for Use of Library Meeting Room: *(i.e. description of program, speaker, etc.)*

I WOULD LIKE TO GIVE A TALK ABOUT MY NEW HISTORICAL FICTION BOOK "PIECES OF EIGHT", INCLUDING THE BACKGROUND HISTORY (IT IS BASED ON THE LEGEND OF THE PIRATE SHIP WHYRATH, SAM BELLAMY, MARGA HALLFETT, REVEREND TREAT & LOCAL NATIVE AMERICANS OF 1717 ORLEANS/EASTHAM), RESEARCH ?

The sponsoring organization understands and agrees to the Snow Library Meeting Room Policy.

Signature Joshua Blair Delaney

Date 8/4/11

FOR OFFICE USE ONLY: Approved Denied

Written on Master Calendar Contact Person Notified

authors and books

Mary Gulrich [marygulrich@gmail.com]

Sent: Friday, September 09, 2011 4:17 PM

To: Mary Reuland

Cc: Mary Gulrich [marygulrich@gmail.com]

Hi Mary,

I hope all is going well for you and that you are off to a good start with the Library and all its fall activities. I notice a new copier! Very nice.

You asked awhile back for a list of the authors who will be making their books available for sale after their presentation.

This fall we have:

Stauffer Miller ~ Cape Cod and the Civil War: The Raised Right Arm

Mario J. DiGregorio ~ President of Botanical Club of CC: 'Cape Cod Wildflowers: a Vanishing Heritage'

Winter:

Andre DuBus ~ Townie

Joshua Delaney ~ Pieces of Eight

TBA

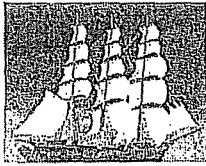
TBA

TBA

PoPossibilities are Martha Sherrill, Lisa Genova and Geraldine Brooks

Thank you,

Mary Gulrich



SNOW
Library
Established 1877

**MEETING ROOM
RESERVATION REQUEST FORM**

*Pit for 9/28/11
MK*

PLEASE PRINT

Date: 7/19/11

Organization/Group Affiliation: Town of Orleans Energy Comm. Htee
 Contact Person: Mary Jane Curran
 Position: Chair
 Telephone Number: 508-255-2902

Meeting Room Requested: Please refer to Meeting Room Policy for scheduling requirements of each meeting room.

- Craine Room
- Trustees Room
- Cape Cod Room

Sept 9/28

Date Requested: 9/29/11 Thursday preferred date or 10/6, 9/22
 Time Requested: 6:30pm @ closing

Please State Purpose for Use of Library Meeting Room: (i.e. description of program, speaker, etc.)

We would like to present a panel of renewable energy providers: photovoltaic, solar thermal, small wind, geothermal as well as energy efficiency measures in preparation for winter. There are rebates/tax incentives that our citizens should know about.

The sponsoring organization understands and agrees to the Snow Library Meeting Room Policy.

Mary Jane Curran
Signature

7/19/11
Date

FOR OFFICE USE ONLY: Approved Written on Master Calendar
 Denied Contact Person Notified

Orleans Community Partnership

Vision Statement

Orleans: "the cultural, recreational, and marketing hub of the lower Cape."

Mission Statement

The Orleans Community Partnership is a non-profit organization formed to vitalize Orleans Village Center and surrounding areas.

The OCP will support ongoing projects and organizations that aim for the betterment of Orleans; it will initiate development of resources and programs; and it will collaboratively coordinate existing and new efforts for maximum benefit.

The OCP will preserve and promote the rich historical and maritime heritage of the region and its unparalleled natural beauty, undertaking year-round outreach through education, enterprises, and communications, including development of way-finding technologies.

The OCP will be composed of a broad membership of citizens, businesses, organizations, and other stakeholders.

The OCP will be faithful to the Orleans Comprehensive Plan and the Village Center Vision Statement contained in it.

The OCP will be financed by private income streams arising from contributions, grants, and special project revenues.

7-25-11

From: Steve Bornemeier

To: David Lyttle, Jim Junkins, Todd Thayer, Jeff Karlson, Elaine Baird, Mary Reuland, Ken Taber, Josh Wile, Mike Donovan, Lynn Comandich, John Fallender

Date: Thursday, September 01, 2011 1:53:22 PM

Subject: Clarification: Suggested Meeting date is Wed, 9-14-11

Clarification: meant to suggest meeting on Wednesday, 9-14-11 @ 4:00. Please let know if that won't work for you, or if you would like to suggest an alternative.

Please excuse!

Steve

On Thu, Sep 1, 2011 at 1:03 PM, Steve Bornemeier <steve.bornemeier@gmail.com> wrote:

Dear Colleagues,

It is an honor to join you on the founding Board of Directors for the Orleans Community Partnership!

Thanks for "stepping up" to help "vitalize" Orleans. We should have lots of fun and satisfaction doing it!

Would like to suggest we hold an initial meeting on Wednesday, 9-12-11, at 4:00 PM. Please let me know if that will work for you and, if not, please suggest an alternate time during that week. Would like to establish a standard meeting time; e.g., the second Wednesday of each month, so please keep that in mind in your suggestions. Will firm up time and location in a follow-on message. I promise an exciting agenda, and will do my best in general to keep meetings to one hour, recognizing that we have lots to do at the outset and that first meetings may run a little longer.

Realize one or two of you may have joined the Board as "placeholders" while another member from your organization is selected.

MINUTES of the OCP Organizational Meeting held last Friday, 8-26-11, will go out momentarily.

Thanks again. Looking forward to our enterprise with great enthusiasm!

Steve

steve.bornemeier@gmail.com
816.812.0820 (M)

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steve.bornemeier@gmail.com
816.812.0820 (M)

MINUTES—Orleans Community Partnership (OCP) Organizational Meeting: 8-26-11, 7:30 – 8:30 AM, at the Chamber of Commerce.

Attending: Chet Crabtree, John Fallender, Andrea Reed, Andree Yaeger, Herb Montgomery, Sid Snow, Ken Taber, Chip Bechtold, Jeff Karlson, Peter Coneen, Lynn Comandich, David Lyttle, Mike Donovan, Elaine Baird, Pat Fallender, and Steve Bornemeier

- Chet opened the meeting, welcoming previous participants and new attendees.
- Chet asked the Temporary Nominating Committee (comprised of Sid, Herb, and Andrea) for the slate of candidates for Officers and Directors of the Orleans Community Partnership. Chet then oversaw election of these positions, asking for nominations from the floor as each office was decided (but receiving none). Elected as President was Steve Bornemeier, elected as Vice President was David Lyttle, Elected as Treasurer was Jim Junkins, and elected as Secretary was Todd Thayer. These Officers and Directors will comprise the Executive Committee of the OCP.
- Chet then turned the leadership of the meeting over to Steve, who asked the Temporary Nominating Committee for candidates to serve as initial Directors of the Orleans Community Partnership. These candidates were augmented by nominations from the floor, resulting in the following slate of duly elected Directors who will serve with the members of the Executive Committee as the Board of Directors: Jeff Karlson, Elaine Baird, Mary Reuland, Ken Taber, Josh Wile, Mike Donovan, Lynn Comandich, and John Fallender.
- Sid and Andrea then commented on additional work being done by the Temporary Nominating Committee to draft "Guidelines," started but not yet complete, to govern composition of the Board of Directors to assure that important constituencies are represented and vitality will be maintained on the Board going forward (including staggered terms and term limits). Andrea commented that these "Guidelines" would also include provisions for a Council of Advisors (who would provide the OCP and its Executive Committee with professional skills), and a Council of Town Organizations (who would assure representative participation by these bodies).
- It was agreed to create a Permanent Nominating Committee (initially comprised of Sid, Andrea, Herb, and Steve as ex officio member, with a goal of five regular members, with volunteers welcome and additional members to be recruited by the Committee if necessary). It was agreed that a report on the "Guidelines" would be made at the first Board Meeting for acceptance by the Board as a whole.
- Ken reported on the progress of the Governance Committee, commending the assistance of Melanie who completed By-Laws, and Conflict of Interest Policy, incorporating recommended changes. Steve commented that he was working on drafts of articles of incorporation and non-profit registration documents for review by the Governance Committee during the week of 9-5-11, so that formal incorporation could go forward and that a report could be made at the first Board Meeting.
- There was discussion of the ongoing work by the Planning Board for its presentation to the Board of Selectmen scheduled for 9-21-11. Chet will be the main presenter. Sid volunteered to participate in the presentation as a voice of local business. It was agreed to report on short-term project progress by the OCP; e.g., Cove Road design collaboration provided by David Lyttle, work to integrate access to town walking tours, etc.
- Steve agreed to canvass Directors on preferences for Board Meetings, to make them easy to attend for Directors and for others who may wish to participate, with a first Board Meeting targeted for the week of September 12 (with First Executive Committee Meeting targeted for the prior week).
- The VC Subcommittee was dissolved and the meeting was adjourned at 8:35.