

Snow Library
67 Main St.
Orleans, Massachusetts 02653

Snow Library Board of Trustees Meeting

Minutes

Wednesday, January 4, 2023

Call to Order:

Trustee Joan Francolini called the meeting to order at 4:30pm

Trustees Present: Jamie Balliett, Vice-Chair; Joan Francolini, Chair; Steve Gass; Sue Lynch; Pamela Ritchie; Deirdre White, Mark Ziomek

Others Present: Kevin Galligan, Selectboard Liaison; Tavi Prugno, Snow Library Director; Carole Michaels, Friends Representative

Absent: None.

Public Comment: None. No public comment.

Approval of the Minutes from the December 7th, 2022 Meeting:

Sue Lynch made a **MOTION** to approve the December minutes, which was seconded by Steve Gass, and with all in favor.

Trustees Report:

Joan Francolini reported that she wished to thank Trustee Deirdre White for volunteering to attend an upcoming meeting on behalf of the Trustees. The Finance Committee is able to meet on January 19th or the 26th, at 7pm. Mr. Prugno, Mr. Gass and Ms. White commented that the 26th would work for them. The annual report is in the process of being reviewed, and will be sent out.

Ms. Francolini clarified the process of extending one's term as trustee, and expiring term dates. She added that email may be sent out to inquire about candidates for filling Mr. Gass' position, if needed.

A meeting between Ms. Francolini, Mr. Gass, Mr. Prugno and Tracey Salley will be held in early January to discuss how to initiate a fundraising campaign for the library building project.

At the staff meeting on February 9th Steve Gass will be presenting, and there will be brief introductions. Steve Gass is still waiting to hear from the Citizen's Forum, regarding his participation on a panel to discuss capital campaign concerns.

Financial Report:

Deirdre White reported that the library is where they should be at the sixth month point. Expenditures are not at the 50% utilization rate. Staff expenditures are expected to go up, due to hiring a new custodian.

The trust funds had no unusual activities, and the net increase for the month was at 1%. The state aid grant will be reflected in the monthly budget summary.

Library Director's Report:

Custodian Position

Richard Alward is the new library custodian who will begin his first day on Tuesday, January 3rd. He comes to Snow Library after completing a thirty-three year career in various municipal jobs including building maintenance and custodial service. Mr. Alward worked for the Dennis-Yarmouth Regional School District as a shift-leader custodian for 10 years, he was a heavy equipment operator for the Town of Harwich DPW department for 14 years and he was a custodian for the Town of Dennis DPW department for 9 years, working at many town buildings including the library.

State Aid Grant

On December 12th Snow Library received the first half of the State Aid Grant Award for FY23. The amount received was \$7,241.70 and the library will be receiving the same amount again sometime in April for the second half of the State Aid Grant Award.

Youth Services Report

The two children's programming events during the month of December were very successful. On December 17th, there were seventy participants under the skillful direction of Youth Services Librarian, Ann Foster when they built forty-five gingerbread houses in the Marion Craine Gallery. Mr. Vinny presented his shadow puppet show to a room of sixty-three excited attendees. Mr. Vinny is in a duo who comprises the Toe Jam Puppet Band - another successful and well-attended event which Ms. Foster books. At Story Time Thursdays during the month of December, participants read stories about cookies, monkeys, sleep and stars. Attendees then enjoyed crafts including coloring pictures of their pajamas, making shadow puppets from foam and popsicle sticks, making air clay cookies, and depicting nighttime scenes on black paper using glow-in-the-dark stars. Ms. Foster is planning to host a drop-in beading craft program in the Snow Studio on Wednesday, January 18th. Due to an unexpected donation of a large quantity of colored beads, Ms. Foster will be leading this activity and making stretchy bracelets which she anticipates will be appealing to both adults and children. Ms. Foster has begun planning the 2023 Summer Reading Program. In preparation, she applied for a Cultural Council grant to cover the cost of a "learn how to play the ukulele" program by Julie Stepanek. Ms. Stepanek offered her popular program at Snow Library this past summer to the satisfaction of all the attendees.

Friends Report:

Carole Michaels reported that as of November, 2022 the Friends' contribution expenses were about \$26,000 - which was \$6,000 more than last year. Operating expenses came in at \$17,412 and net income from July to November was about \$21,000.

The Lifetime Learning Winter/Spring session will run from February 27th through April 27th and registration information for Friends' members will arrive by the end of January.

The Friends have been meeting with the Orleans Firebird Committee to promote Snow Library through Firebird's summer programs. They are planning a one-class course about the history of the Cape Cod Baseball League and Eldridge Park.

Tracey Salley will be meeting with members of the tech team regarding replacing Tom Miller, who has moved. A member joined the committee in December, who has expertise in computer repair.

Mr. Prugno added that a meeting is scheduled at the end of January to discuss progress on the One Book, One Community event. Books are scheduled to be ordered, and there are speakers and a musical group scheduled for the kickoff event in early March.

Other Reports:

Facility Advisory Committee Update

Steve Gass reported that Cheryl Bryant, in conjunction with the Facilities Advisory Committee, is working to revise the program. She is writing the revised program and the FAC will meet with her again in a month or two. She may then present the draft, and then meet with the trustees to present the work for their review.

Old Business:

A library subgroup has formed to work on the public relations campaign in conjunction with the Rose Sandburg Associates, and the items that have been developed were ready to be presented to the trustees, for the purpose of the final round of feedback. The current draft of the powerpoint was presented, consisting of 12 slides. Mr. Gass presented, beginning with the theme, "Honoring our Past, Building our Future". It outlined plans for a new building, the vision and mission, programming, the need for physical improvements, a timeline for funds applications, testimonials, the timeline and costs for the new library, facts and statistics regarding the current library, helpful social media and website information for the library, and a sample brochure. He also outlined that a bookmark has been developed, and would be available throughout the library, and a "Building our Future" webpage, as well. Finally, he outlined that a case statement is still in the process of being developed. Mr. Gass has met with a variety of people to gain feedback for the purpose of making changes to these items. He invited trustees to submit feedback over the next few days. The brochures are scheduled to be mailed out in March or April. They will also be displayed for the public. Mr. Gass expressed appreciation for the PR firm's contributions.

New Business:

Pamela Ritchie expressed interest in looking into a program to facilitate children reading to dogs. Mr. Prugno added that the library had done this in the past, and it was well-received.

Adjournment:

Ms. Francolini made a **MOTION** to adjourn and all were in favor. The meeting was adjourned at 5:30pm and members were encouraged to join the next meeting on Wednesday, February 1st.

Respectfully submitted by Darcy Herrington, Board Secretary.

Approved by the Snow Library Board of Trustees on February 1, 2023