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Snow Library
67 Main St.
Orleans, Massachusetts 02653

Snow Library Board of Trustees Meeting

Minutes

Wednesday, February 1, 2023

Call to Order:

Trustee Joan Francolini called the meeting to order at 4:29pm

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

Others Present: Tavi Prugno, Snow Library Director; Betty Suraci, Friends Representative

Absent: None.

Public Comment: None. No public comment.

Approval of the Minutes from the January 4th, 2023 Meeting:

Sue Lynch made a **MOTION** to approve the minutes of the January Board of Trustees Meeting. This was seconded by Steve Gass. All were in favor.

Trustees Chair Report:

Joan Francolini reported that the MBLC announced a new round of grant funding for libraries. Steve Gass will make a presentation to the Select Board on February 1st to thank them for their support and to talk about progress toward funding a new library. The strategic plan is in place, so that the library is eligible to submit a grant application to the MBLC. The Finance Committee meeting went well, and a lot of support was expressed as Mr. Gass, Ms. Francolini, Mr. Prugno and Ms. Salley discussed fundraising.

On Thursday, February 9th there is a Staff Meeting which includes the Library Trustees who are attending.

The CPC's applicants were asked to come back with quotes for planning and design.

Financial Report:

Deirdre White reported that the library is running at or below utilization rates through the end of January, as far as salaries and town operating expenses. The trust funds have \$1,750 dispensed for facilities planning to Cheryl Bryant. She was also paid \$5,000 out of a state aid, and to date the total paid to her is \$6,750. The strategic communication consulting firm that has been hired funded \$6,000 out of an \$8,000 encumbrance. The restricted amount of the trust is \$36,000 as of the end of December. There is \$9,000 in income.

Library Director's Report:

CLAMS Migration

On Monday, February 27th, the CLAMS library network will migrate from the Innovative Interfaces Sierra system to Koha which is an open source integrated library system hosted and supported by Bywater Solutions. The CLAMS consortia contract with Innovative Interfaces was set to expire this year so CLAMS Membership thought the time was ideal to select a new system for the thirty-six libraries comprising the CLAMS network. Mr. Prugno selected Technical Services Librarian Galen Malicoat to join him to be the migration team from Snow Library, and they are responsible for implementing the new system and training all the staff. They will be spending the next few weeks preparing for the switchover and alerting patrons to any changes as soon as the information becomes available.

Lower Level Snow Studio Floor

Last Friday, one of the floor tiles in the lower level Snow Studio came loose. Before reinstalling custodian Rick Alward noticed that there was a floor underneath the tiles. Because of the floor's proximity to the 1954 section of the building, Mr. Prugno reported this to Facilities Manager Ron Collins so the subfloor could be tested for asbestos. Since other tiles on the floor could potentially come loose, Mr. Collins will assess, based on the materials test report, what options are available for replacing the floor in that area.

Youth Services Report

During the month of January, Youth Services Librarian Ann Foster and the Thursday morning storytime participants read stories about the moon, foxes, and snowy days. They enjoyed craft programs where they made laced, cardboard mittens with yarn and beads, Popsicle stick gnomes, and paper plate foxes. Ms. Foster has exciting programs lined up in the month of February: A drop-in Valentine's Day card-making workshop on Wednesday, February 8th; a registration-required "escape-the-room" event called "Escape from the Rogue Planet" on Tuesday, February 21st, a craft program making tabletop castles from cardboard boxes and a musical storytime and puppet show featuring Big Ryan and his "Tall Tales". In preparation for the community-wide read One Town, One Book event during the months of March and April, Ms. Foster will distribute copies of Escape from Mr. Limoncello's Library to the Orleans Elementary School's 4th and 5th graders. Ms. Foster has already booked three events in anticipation of the 2023 Summer Reading Program: Amazing Animal Ambassadors, Jungle Jim, and Talewise science tellers. All three programs have been at Snow Library in the past. They were very well attended and received positive comments from attendees.

Report of the Friend's Representative:

Betty Suraci reported that the YTD profit was about \$76,700 which was \$14,00 above last year, and due to generous donations, increased book sales and increased interest in investments. Contribution expenses increased to \$8,500 over last year due to children's programs, and timing of the periodicals and subscriptions. The YTD operating expenses are down due to Lifetime Learning expenses which came down. The YTD income was \$29,136 and a \$1,400 increase from last year. The Investment Team met with Cape Cod 5 to review the investment portfolio from 2022, January through December. Both the traditional and socially responsible portfolios took a downturn but the traditional portfolio surpassed last

year's numbers by 2%. The Investment Team agreed to move \$25,000 in cash to a 3-month treasury bond since the rates are good.

There is an increase in registrations for Lifetime Learning classes.

Other Reports:

Facilities Advisory Committee Update

Steve Gass reported that the Facilities Advisory Committee is scheduled to meet in mid-February and at that time they will deliver a draft for a revision to the program that Cheryl Bryan has been working on. After reviewing the draft Cheryl Bryan will bring the document to the Trustees Meeting for a review.

Old Business:

Mr. Gass, Mr. Balliett and Ms. Lum have been working on publicity and the power point presentation is now available on the library web site. They are still finalizing the mailing which will be similar to the power point. The power point could be revised again, based on feedback received from the Select Board.

Work with the Rose Sandburg Company has been productive.

New Business:

Mr. Gass and Ms. Sally have been working with a current trustee as well as a former trustee who had been involved in the fundraising campaign for a new library when Eastham was undergoing the process. They have had helpful ideas.

Mr. Gass is giving a one-session class through Lifetime Learning about needing a new library and the two Eastham trustees have agreed to help with the class, which will be useful. The class will take place in the last week of April.

Adjournment:

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

Respectfully submitted
Darcy Herrington,
Board Secretary

APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON MARCH 1, 2023