

Snow Library  
67 Main St.  
Orleans, Massachusetts 02653

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Snow Library Board of Trustees Meeting

Minutes

Wednesday, April 5, 2023

**Call to Order:** Chair Joan Francolini called the meeting to order at 4:30 p.m., by Zoom.

**Trustees Present:** Jamie Balliett; Joan Francolini, Chair; Kevin Galligan; Steven Gass; Sue Lynch; Pamela Ritchie; Deirdre White; Mark Ziomek

**Others Present:** Tavi Prugno, Snow Library Director; Linda Wander, Friends Treasurer

**Public Comment:** None. No Public

**Approval of the Minutes from the February 11, 2022 Meeting:**

A **MOTION** was made by Mr. Gass, to approve the minutes of the March 8, 2022 Board of Trustees meeting, which included a minor edit to the FAC update portion. Sue Lynch seconded the **MOTION**. All were in favor, with none opposed.

**Trustee Chair Report:**

Ms. Francolini reported that there was a meeting regarding the new Comprehensive Plan. It was decided that there would be a draft of responses to questions, and Ms. Francolini will bring an update to the library board in May, when it will be discussed and voted on.

There is mandatory compliance training for board members.

United for Libraries has training and information available for the roles of trustees.

**Supplemental Report:**

Mary Reuland, former library director, passed away on March 13. She served in many capacities, for many years at Snow Library. Her contributions were vast, and her legacy is continual.

**Financial Report:**

Deirdre White reported that there is an additional \$22,800 in funds in the Susan Tompkins Trust and the total is now at about \$50,000. YTD expenditures are below optimal utilization rates, due to staff vacancies. Operations expenses are at 65%.

**Library Director's Report for April 5, 2023:**

**Additional Report**

The Library Page position is unfilled - and still available. There have been new applicants.

### **Programming Assistant position**

Daniel Knapp is the new part-time library programming assistant. Mr. Knapp is a graduate of the University of Colorado at Colorado Springs with a bachelor's degree in English Rhetoric and Writing. He has proficiency in legal writing, literary analysis and Anglo-Irish literature. He has also been involved, while attending college, in editing, proofreading, and writing for the University's literary and arts journal.

### **One Town, One Book Program**

The One Town, One Book community-wide reading kickoff was a success. The bluegrass band Crabgrass drew over forty people into the event. There were one hundred copies of the Book Woman of Troublesome Creek and seventy-five copies of the Book Woman's Daughter at the outset and by the end of the two-hour program, only thirty copies of the Book Woman of Troublesome Creek and eight copies of the Book Woman's Daughter remained. Within the next week, the remaining copies of both titles were given away.

### **Additional Deposit to the Susanne Tompkins Trust**

In September 2019, Snow Library received \$26,496 in additional funds from the Susanne Tompkins Trust. Due to remaining assets that were awaiting liquidation, none of the beneficiaries received their entire bequest at that time. The remaining assets were finally liquidated and the estate closed in early March and Snow Library received an additional \$22,800.

### **Youth Services Report**

During the month of March, Youth Services Librarian Ann Foster and the Thursday Morning Storytime participants read stories about owls, St. Patrick's Day, flowers and bugs. Afterwards, they enjoyed some craft programs where they made paper plate watercolor owls, egg carton rainbows, air clay flowers, and colorful bugs.

### **Report of the Friends' Representative:**

Linda Wander reported that the major donor's party is Thursday June 1st, and it is a way to show appreciation to major donors.

Spring Lifetime Learning is in full swing, with over 400 registrants. Other libraries are now offering these classes, which creates competition.

Friends is looking into memberships for Philanthropy Partners of Cape Cod and the Islands, and will vote on this in April.

Friends ratified the vote to approve the payment for brochure mailings, which cost about \$600. The FY of 2021/2022 was the highest ever, at about \$125,000. This year, at 8 months, they are already ahead by about \$5,000 due to one large donation of about \$3,000 and a second \$2,000 donation. Friends are fully supportive of the new library plans.

**Other Reports:** None

## Old Business:

### Building Project Update

Steve Gass reported on the Revised Library Building Program approval, which incorporated feedback from the last trustees meeting, which is a fluid document, and in which the library articulates new library needs. The document is a requirement for asking for grant money from the state and for any building project to determine needs. The document outlines the cost of the proposed building per square foot, which will be a little more than 40% larger than the current building. Ms. Francolini reported that once approved by vote, the document will be available to read on the library web site. Ms. Francolini proposed a vote on accepting the Revised Library Building Program, and she made a **MOTION** to approve it, which was seconded by Mr. Ziomek, and all were in favor.

## New Business:

Ms. Francolini reported on The Orleans Comprehensive Plan and gave an update. People have signed up to attend presentations which are designed to raise awareness, given by trustees to facilitate learning about the feasibility study, and an opportunity to ask questions about the new library. Ms. Francolini went to the Recreation Advisory Committee, having sent out the document in advance, and answered questions. Mr. Gass will present to Nauset Regional School Committee, Ms. Ritchie went to the Council on Aging, the Historical Society and other groups will also receive a visit from a trustee. Ms. Francolini stated that since the last trustee meeting she and Ms. Salley Mr. Gass, Mr. Prugno and Mr. Balliett and have developed a list of items that need to be addressed.

Mr. Galligan suggested 5 people for the team. It has been approved to look at contractors. There is a draft of the charge to the Feasibility Task Force, if it passes at the town meeting. It would be a shared responsibility between the Select Board and the trustees. The trustees will see the draft in May. The letter of Intent, which is required to apply for the grant, is due on April 28th, and it is an electronic submission. There is a letter of support from the trustees and town administration, which is uploaded onto the form. Mr. Prugno will share a link to it with the trustees for their review. There will be 3 sessions that will be in place for the grant writing process, at the end of May.

Ms. Francolini reported on the Fundraising and Capital Campaign, which is not yet ready to go, due to necessary legal work needs.

Mr. Balliett reported on communications and stated that newspapers will receive a 600-word article about the library project, so that people are informed. Ms. Francolini added that there will be training in giving short speeches, with key points, so that everyone can articulate clearly the financial needs to fund the new library to anyone who may ask.

The library will be part of the July 4th parade, and will advertise the new library at that time.

The current library facility assessment will take place by Mr. Prugno.

**Adjournment:** A **MOTION** to adjourn was made by Ms. Francolini, and seconded by Pamela Ritchie with all in favor. The meeting was adjourned at 6:07 p.m. and members were encouraged to join the next Zoom Meeting.

**Next Board of Trustees Meeting:**

May 3, 202, at 4:30 p.m. in the town offices, by Zoom and in person.

Respectfully submitted,  
Darcy Herrington  
Board Secretary

**Approved by the Snow Library Board of Trustees on May 3, 2023**