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Snow Library
67 Main St.
Orleans, Massachusetts 02653

Snow Library Board of Trustees Meeting

Minutes

Wednesday, May 3, 2023

Call to Order: Vice-Chair Jamie Balliett called the meeting to order at 4:30 p.m., by Zoom.

Trustees Present: Jamie Balliett; Kevin Galligan; Steven Gass; Sue Lynch; Pamela Ritchie; Deirdre White; Mark Ziomek

Absent: Joan Francolini, Chair

Others Present: Tavi Prugno, Snow Library Director; Friends Member, Tracey Salley

Public Comment: None. No comment.

Approval of the Minutes from the April 5, 2023 Meeting:

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

Trustee Chair Report:

Mr. Balliett reported that Joan Francolini wished to thank member Steve Gass for his years of service and his contributions.

The town comprehensive plan is early in the process, and the document draft is not yet ready to view.

Financial Report:

Deirdre White reported that The budget is at 83% due to lack of spending on salaries. The Friends are 99.2% with \$354.00 in available funds. Finally, the \$3,900 from the Jameson Trust has been spent.

Library Director's Report:

Mr. Prugno wished to express his appreciation for Steve Gass and his contributions over the years.

One Town, One Book was successful and went well.

Library Page Position

Patrick DePratti is the new library page and began his duties on Tuesday, April 18th. He has filled the position vacated by Rosemary Lenihan who resigned to relocate to upstate New York.

Second Half of State Aid Grant Award

On April 18th, Snow Library received the second deposit of State Aid funds from the Massachusetts Board of Library Commissioners. The sum of \$7,255.71 was deposited into the State Aid

Grant account and combined with the \$7,241.70 received in December. The total amount received for this year is \$14,497.41.

Sewer Pump Station Update

On Thursday, April 13th, Snow Library was connected to the new town sewer system instead of the library's own septic system. Robert B. Our Company worked the entire week to do this with relatively minor disruption of traffic flow to and from the library. The new sewer system is working fine and, so far, there have been no issues. The repaving of the parking lot is slated for Fall of this year.

Koha Migration

Staff and patrons are becoming used to the change from Innovative Interfaces Sierra to Koha. On the staff side, there are still occasional glitches and some patrons are unable to validate their account using the Libby App. The CLAMS network goal is to have most of these malfunctions resolved before the busy summer season.

Youth Services Report

In preparation for Mother's Day, Ms. Foster will have a Paint-a-Bag program in the Snow Studio on Wednesday, May 10th at 3 pm. Registration is required for this event as it will involve participants painting a tote bag and Ms. Foster needs to know how many tote bags to provide. The number of attendees will be limited to twelve. Thursday Story Time participants read stories about May Day, eggs, and using your imagination. The accompanying crafts involved making maracas from plastic eggs, beans, and washi tape. Participants made May Day baskets from paper plates and tissue paper flowers and enjoyed assembling and painting a watercolor dragon. On Saturday, May 20th at 10:30 am, the Hearts and Paws Companion Dog group will present their very popular Read-to-a-Dog program which will most likely have a large turnout.

Report of the Friends' Representative:

In March the gross profit was \$10,300 dollars, which is higher than last year due to large memorial donations. Contributions came in at \$13,700 which was \$12,000 higher than last year due to periodical and subscription expenses, as well as children's program expenses and the cost of the One Town, One Book program. Operating expenses are up due to Lifetime Learning honoraria expenses, investment fee for Cape Cod 5 for the endowment, and the rental costs for the major donor party. The YTD income is \$32,100. The Lifetime Learning wrapped up, and there were complaints regarding technology glitches in the hybrid model. Plans are in place to deal with this over the summer. The Full Moon Open Mic event took place in April, which was well attended. They raised \$225 for the Rise and Shine Program at the Cultural Center. The singer, David Roth, is interested in helping the library with additional fundraising. Tracey Salley joined the Philanthropy Partners of Cape Cod and the Islands, and one to three people can go to its networking gatherings, which includes trustees. The information will be sent to Ms. Francolini. Ms. Salley is working on gathering information regarding the Endowment Fund. The major donor party is coming up on June 1st, and a Trustee speaker/presenter is welcome.

Building Program Update:

Letter of Intent for Construction Grant

Mr. Prugo has sent a letter of intent, which was submitted on April 10th. Trustees reviewed it. The Select Board and town administration sent a support letter along with the letter.

Feasibility Study Next Steps and Task Force:

Steve Gass, along with input from others, created a draft of the Feasibility Study and Jamie Balliett, Joan Francolini and he will meet with Kevin Galligan to discuss the draft for the purpose of approval from the Select Board. From there, the next step is to seek an RFQ from the town that would result in hiring a consultant for a task force for the Feasibility Study. Steve welcomed the trustees to send edits for the draft to him.

Fundraising

Joan Francolini requested that in her absence she would like to hold off on updates. She did ask that Mr. Balliett state that she is in favor of all trustees seeking and keeping track of names of potential donors, in order to keep this information organized.

Communications

In order to raise awareness of the new library project information was distributed between The Chronicle, The Cape Codder, Lower Cape TV, and Exit 89 which all got good feedback. Trustee presentations have included Nauset Regional School Committee, by Steve Gass. They were happy to have heard, and be included in, new library plans. They requested that middle school age students are considered in the new library plans design. Trustees can keep in touch with them on updates, moving forward. The mailings received positive feedback, and brought in potential donation offers. Trustees discussed keeping communication positive, and helping people understand the importance and purpose of a new library, by developing a response to FAQ to go on the library website.

Old Business:

The library faces parking issues due to school property overflow parking.

New Business:

Mark Ziomek reported that, in dealing with book censorship, the library needs to look at its policy, if any censoring is at hand in the future. Mr. Ziomek and Mr. Prugno agreed to thoughtfully review the policy, and would discuss a timeline for revisions, after also working with Joan Francolini.

The fine policy that the library has in place may also need to be reviewed in the near future. Since the suspension of fines during the pandemic, there have been no overdue fines in place. There are currently automated renewals in place.

Adjournment: A MOTION to adjourn was made by Sue Lynch at 6:30 p.m., and seconded by Steve Gass, with all in favor.

Next Board of Trustees Meeting:

June 7, 2023, at 4:30 p.m. in the town offices, by Zoom and in person.

Minutes respectfully submitted by Snow Library Board Secretary, Darcy Herrington.

Approved by the Snow Library Board of Trustees on June 7, 2023