

67 Main St.  
Orleans, Massachusetts 02653

Snow Library Board of Trustees Meeting  
Minutes  
Wednesday, June 7, 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, Lindsey Goodman; Sue Lynch; Pamela Ritchie; Deirdre White; Mark Ziomek, via telephone

**Absent:** none

**Others Present:** Tavi Prugno, Snow Library Director; Friends Member, Tracey Salley, Kevin Galligan, Select Board Liaison to the Trustees.

**Public Comment:** None. No comment.

**Approval of the Minutes from the May, 2023 Meeting:**

Mr. Balliett made a **MOTION** to approve the May minutes, which was seconded by Deirdre White and with all in favor.

**Annual Organizational Meeting of the Trustees - Election of Officers:**

Chair - Joan Francolini volunteered, and Jamie Balliett made a **MOTION** to approve her as chair for the next year, which was seconded by Deirdre White, and with all in favor.

Vice-Chair - Joan Francolini nominated Jamie Balliett, which was seconded by Sue Lynch and with all in favor.

Treasurer - Joan Francolini nominated Deirdre White, which was seconded by Jamie Balliet and with all in favor.

Corresponding Secretary - Pamela Ritchie volunteered, and Sue Lynch seconded this, and with all in favor.

**Trustee Chair Report:**

The Major Donor Meeting went well with good attendance for the presentation, and there was a follow up email with invitations for questions.

MBLC Grant Application Workshop was a presentation and is available to watch online. Mr. Prugno, Jamie Balliett and Ms. Francolini will meet to determine next steps. A grant writer consultant is being sought to assist the library director with writing and submitting 11 documents. The Feasibility Study Task

Force is posted on the town website. The Energy Committee and a member of the Major Donors have inquired about being part of it. The RFP has been sent.  
The July meeting will be attended by the new Town Manager.

On Wednesday, August 16th there will be a music event at the library followed by a gathering on the village green.

### **Financial Report:**

Deirdre White reported that the budget is at 91% and on track for the year's end. The YTD deposits for trust funds are at \$57, 678 which exceeded expenditures by \$40,105, in advance of Feasibility Study payment.

### **Library Director's Report:**

#### **Additional Information**

The upcoming books for Story Walks will be installed and these change seasonally.

#### **Library Assistant Position**

Library assistant Laura Ferri resigned on May 22nd to accept a position at Sandwich Public Library. Mr. Prugno worked with Assistant Town Administrator Liana Surdut to advertise the position and there were many applicants.

#### **Wednesday Afternoon Music Concert Series**

Library Programming Assistant Daniel Knapp has been hard at work booking music programs since he was hired in late March. The music series began on May 3rd and since that time we have had a music program from 4-5 pm every Wednesday.

#### **Koha Migration**

Patrons and staff continue to deal with issues related to the migration. Hundreds of records migrated incorrectly from Sierra to Koha requiring manually editing each record. In addition, there have been extensive failures with automatic electronic notifications sent to patrons who request items. Staff have reported these issues to CLAMS and we are hoping for a resolution before the busy summer season.

#### **Youth Services Report**

Wonder Walkers by Micha Archer is the new book Ann Foster will install for the summer Storybook Trail. She will do this at the beginning of the week of June 13th or June 20th. Ms. Foster's upcoming books for Story Walks, approved by the Orleans Conservation Trust are Oh No George! by Chris Haughton and Star in the Jar by Sam Hay. On Tuesday, May 23rd, Ms. Foster led a Story Walk for students on Orleans Conservation property behind the Elementary School on a new trail out to Boland Pond. The Storybook selected was There Was an Old Woman Who Swallowed a Shell, by Lucille Colandro. Ms. Foster will lead a craft program called "Decorate a Ceramic Mug for Dad", on Wednesday, June 7th at 3 pm in the lower-level Snow Studio. The Annual Summer Reading Program for

Massachusetts Public Libraries begins on Tuesday, June 27th. Ms. Foster wrote a separate Summer Reading Report, which I have included in your packet, which lists some of the exciting upcoming events. Snow Library Reading Awards are given out every year by the Orleans Elementary and Nauset Middle Schools to students in the fifth and eighth grades. The recipients of these awards are selected based on the recommendation of their teachers. This year, two awards will be given to fifth grade students and one to an eighth grade student.

**Report of the Friends Representative:**

Tracey Salley reported that in April the YTD gross profit was approximately \$119,500 and \$5,500 higher than last year. Contribution expenses are up in subscriptions and children's programs. Operating expenses are down due to fewer Lifetime Learning technology expenses as compared to last year. The YTD net income is \$35,200 which is \$2,400 lower than last year due to higher contribution expenses offset higher revenues. Donations have been good this year, membership is up and investment income has done well this year. She thanked Mr. Balliett for his presentation to the Friends on the Feasibility Task Force, and Gerry Grenier is the new technology chair and will look at integrating Friends' website with the library website as his first task. The Major Donor's reception had 56 people in attendance. The Friends are working on Fourth of July parade ideas.

**Building Program Update:**

**Feasibility Task Force Update**

Jamie Balliett stated that the Scope of Service document had small revisions and is now in town staff hands. The team is looking for an appointee from the Nauset School System to participate on this committee. The RFQ is ready to go out and is on the town website, but has not gone out yet. Its committee is looking for people. The group is small, with 5 voting members. Steve Gass is running for chair. The selectboard will set up interviews.

**Old Business:**

Tom Daley and Mr. Balliett met and the latest update is that there is \$35,000 for an engineer to assess the walkway project. The hope is to find a local engineer who will work more on the design and then seek prices for the project, to then be given to the CPC for construction money this coming winter.

**Orleans Comprehensive Plan Update**

Several people met as a subteam for a first draft, and it has not been submitted yet. When it is done Joan Francolini will send it out. It is a 2-year endeavor to get it done.

**Orleans Fourth of July Parade**

The library has a 4x6 trailer for the parade, and 12 people can ride. Trustee participants for planning are welcome. Mr. Balliett made a suggestion for the trailer to stay with the theme of "Building our Future" in the parade, to promote the new library.

**New Business:**

**Collection Development Policy Revision**

Mark Ziomek will use his skills to work on writing the revision.

**Friends Meeting Rotating Attendees**

Joan Francolini would like to propose that Trustees attend Friends meetings on a rotating schedule in order to talk about individual projects. Tracey Salley said that meetings are on the third Thursday of the month, usually. Ms. Francolini proposed having a schedule set up for this.

**Other Trustee Assignments**

Ms. Francolini stated that there are other assignments for interested trustees.

**Adjournment:** A MOTION to adjourn was made by Deirdre White at 5:30 p.m., and seconded by Pamela Ritchie, with all in favor.

**Next Board of Trustees Meeting:**

July 5, 2023, 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 July 5, 2023**