

Snow Library
67 Main St.
Orleans, Massachusetts 02653

Snow Library Board of Trustees Meeting

Minutes

Wednesday, July 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; Kevin Galligan; Lindsey Goodman; Sue Lynch; Deirdre White; Mark Ziomek

Absent: Pamela Ritchie

Others Present: Town Manager, Kimberly Newman; Tavi Prugno, Snow Library Director; Friends Member, Tracey Salley

Public Comment: None. No comment.

Introduction to New Town Manager and Projects Overview:

Joan Francolini introduced herself as the re-elected chair and provided her project overview. She reported about the status of The Massachusetts Library Building project and its status of the application. The Building Program Document is completed, as well as the Strategic Plan. The application process is competitive, with 25 like-sized libraries applying, and only 4 that will be chosen. Snow Library will go forward with the application, regardless of receiving the grant. There is an online application process that the library director is managing, and, thanks to the Friends, a consultant was hired. The application is due in May, 2024. The trustees - Jamie Balliett, Deirdre White, etc. as well as the library director, each presented their current projects overviews.

Financial Report:

Deirdre White explained that the library has 4 sources of funding, and the town calculates the municipal appropriation requirement. She reported that the operating budget was increased by 3% for 2024, and salaries were increased by 4.8%. The Trust Funds balance is at \$668,807 due to offering half to the cost of the feasibility study.

Library Director's Report:

Library Assistant Position

Thirty-five applicants applied for the library assistant position vacated by Laura Ferri. Assistant Director Kaimi Lum and Tavi Prugno have completed interviews and selected Kimberly Auclair to fill the position. Ms. Auclair, an internal candidate, currently works as a substitute library assistant. Since there is now a vacancy for a substitute, they are actively searching for candidates to fill that position.

Preservation Assessment from NEDCC

Preservation Specialist Alison Fulmer spent Monday, June 12th with Trustee Pam Ritchie and

Tavi Prugno assessing the Archive Room and Reference Desk Vertical File as part of her preservation assessment. Her detailed report will provide recommendations for improving storage and preservation of all the library's archival materials. This report will provide short, medium, and long-term preservation priorities in the context of Snow Library's mission. The report will most likely be available sometime in August.

Youth Services Report

The Orleans Cultural Council provided full funding for two performers who are part of the Summer Reading Program: Julie Stepanek who will present her "Learn the Ukulele" class on Thursday, July 13th at 2 pm; and "Paul and Mary Puppets" on Tuesday, August 1st at 4:00 pm.

Youth Services Librarian Ann Foster is busy ordering titles listed on the reading lists for the Orleans Elementary and Nauset Regional Middle Schools so students can check out the books to complete their summer reading assignments. The Summer Reading Program kickoff event will begin with an ice cream party on Thursday, July 6th at 4 pm. Children can register to participate in the six-week Summer Reading Program at this event or at any time up to the final week.

There is a Lego building program on Wednesday, July 12th from 1-2:30 pm where participants can build their own Lego creations. Registration is required and limited to up to twelve participants.

There will be a combined educational lecture and craft program about bats presented by a ranger from the Cape Cod National Seashore on Tuesday, July 18th at 10:30 am. Registration is not required for this program.

The Friends of Snow Library are sponsoring a program on Thursday, July 20th at 10:30 am called "Science Heroes Saving the Earth Together". This is an educational program about conducting experiments about laws of motion, air pressure, and chemical reactions.

Amazing Animal Ambassadors will present a live animal program on Thursday, July 27th at 10:30 am where participants will get a chance to see unique wildlife up close and learn about their habitats.

Report of the Friends Representative:

Tracey Salley reported that the YTD gross profit is at \$123,820 and \$6,500 higher than last year, due to higher membership numbers and memorial donations. The YTD net income is at about \$37,400. There is currently higher investment income and book sales are up. There is a membership drive in July. Mr. Grenier is the new technology hire. Friends, along with several trustees, was part of the July 4th parade.

Approval of the Minutes from the June 7th, 2023 Meeting:

Jamie Balliett made a **MOTION** to approve the June 7th minutes, which was seconded by Sue Lynch. All were in favor, with recommended updates.

Old Business:

Policies Updates

Ms. Francolini clarified that Mr. Ziomek had volunteered to take charge of the Collection Development Policy, and he is looking into addressing the current library policy, which hasn't been addressed in five years. Mr. Prugno suggested a subcommittee that reviews each library policy, such as the ones they've had in the past, to support Mr. Ziomek.

Trustees Attendance at Friends Meetings

The next meeting is on the third Thursday, July 20th at 3:30p.m. Joan Francolini stated that she could attend the meeting, and Tracey Salley made note of it.

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

Next Board of Trustees Meeting:

August 2, 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 September 6, 2023