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Snow Library  
67 Main St.  
Orleans, Massachusetts 02653

Snow Library Board of Trustees Meeting

Minutes

Wednesday, September 6, 2023

**Call to Order:** Chair, Joan Francolini, called the meeting to order at 5:00 p.m., by Zoom.

**Trustees Present:** Jamie Balliett; Joan Francolini; Lindsey Goodman; Sue Lynch; Pamela Ritchie; Deirdre White; Mark Ziomek

**Absent:** none.

**Others Present:** David Jacobson, Roger McDaniels of the Climate Action Committee; Tavi Prugno, Snow Library Director; Kevin Galligan, Select Board Liaison; Tracey Salley, Friends President.

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

**Approval of the July 5th Meeting Minutes:** Sue Lynch made a **MOTION** to approve the July meeting minutes, which was seconded by Lindsey Goodman, and with none opposed.

**Financial Report:**

Deirdre White reported that the allotted \$90,000 for the Feasibility Study is set aside, so the number for total trust funds of \$723,886 is \$90,000 over, unless someone steps up to pay for it. Everything else is on schedule.

**Library Director's Report:**

**Additional Information**

The meeting for new technology took place, and Mr. Prugno attended, in order to understand the equipment and projects. The project proposed dates are tentatively October 10th, 11th and 12th. It is not as extensive a project as originally thought. The equipment could be taken and set up in the new library. Once it is up and running board meetings can go back to the Marion Craine Gallery, since members can then Zoom on their own.

**Programming Assistant Position**

Falon Williams is the new Library Programming Assistant. She was also hired as a substitute library assistant in July and can easily fulfill both roles within the 19.5 hours per week limit.

**Staff Library-Technical Services Position**

Galen Malicoat resigned her position as Staff Librarian-Technical Services to accept a position at the Truro Public Library. Her last day was Monday, August 21st. The position has been

advertised will hopefully be filled by early October. Substitute librarian Jane Ames is assisting with coverage until the position is filled. Applications are still coming in and there are interviews for candidates weekly.

#### **Part-time Reference Librarian Position**

Betty Steele-Jeffers resigned her position as part-time reference librarian. Her last day will be September 30. Mr. Prugno is working with Assistant Town Manager Liana Surdut to advertise the position and they hope to have it filled by mid-October.

#### **MBLC Construction Grant**

Mr. Prugno had a phone conference and one in-person meeting with Patricia Basler who was hired as a consultant to assist with the MBLC grant application. Ms. Basler is a retired public library director from Stoughton who has extensive experience not only as an MBLC construction grant applicant but also as a reviewer. Mr. Prugno expressed thanks to the Friends for their financial support to hire the consultant.

#### **Lifetime Learning Technology Project**

At the August 17th meeting, the Friends Board approved the cost for technological improvements to the Marion Craine Gallery, to improve the hybrid classes offered by Lifetime Learning. Because Snow Library is a municipal building, the Town must be involved in this improvement project. Mr. Prugno is working with IT Director Peter Van Dyck, Media Operations Coordinator Mia Baumgarten, and Facilities Manager Ron Collins to determine what that involvement will be. Ideally, everyone involved would like all the technology improvements made by the start of the Fall semester of Lifetime Learning on September 27th.

#### **Youth Services Report**

Thirty-nine children registered for the very successful Summer Reading Challenge which finished on August 11th. Snow Library and the Cape Cod Children's Place are continuing their partnership for programming beginning in September and October. Baby's First Year and Peaceful Baby Yoga, two of their most popular programs, will be held in the Marion Craine Gallery on Mondays. Snow Library's Children's Storytime, which always goes on hiatus during the summer due to the Summer Reading Challenge, will return on Thursdays at 10:30 am beginning on September 21st. During the week of September 18th, Youth Services Librarian Ann Foster will replace the book Wonder Walkers by Micha Archer, the current selection at the Ice House Storybook Trail, with Oh No, George! By Chris Haughton.

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

Tracey Salley reported on the end of Fiscal Year 2022/23 as reported at the July 20th Board Meeting. She stated that as of June 2023, the Friends Net Income reached an all-time high of a little over \$38,000, exceeding last year's income by almost \$4,400. They made almost \$18,000 in Book Sale Revenue, Investment Income was about \$41,700, Membership totaled almost \$38,000, LTL revenue was about \$30,500, and Library Contribution Expenses were about \$56,000.

She gave the July 1 st - Aug. 17 th , 2023 Report, stating that Investment Income continues to grow, but our Gross Profit is running behind last year due to lower Book Sale revenue and Membership revenue. Our Membership Drive began in early July. Contribution expenses and Operating Expenses were down, so our Net Income was almost \$9,900, which is up over last year by about \$5,700. In Technology Gerry Grenier and Tim Counihan worked on the problem of sending out bulk emails to our members using Mail Chimp. They looked into another company, BREVO, which they liked better, and will cost about \$300 a year. The Annual Meeting will be held on October 20, 2023. It will be a luncheon this year in the Craine Room from 12-2pm.

### **Old Business:**

**Application** Mr. Prugno met with Pat Fazler, consultant, to strategize about the parts of the grant that can be easily completed and parts that need to be done after the Feasibility Study application for the MBLC grant.

### **Walkway Update**

The CPC gave the library a grant for \$35,000 for the green, and the goals are to figure out plans for part II of the walkway and costs for the walkway and costs for plantings. The library trustees can sit with the engineer in charge to lay out the plans in October.

### **Feasibility Study Task Team**

There were 10 qualified consultant applicants, and Kim Newman, of the Town of Orleans, will do the hiring. Steve Gass was nominated as the chair. The program document may change as progress is made.

### **New Business:**

#### **Climate Action Committee Presentation**

Roger McDaniels and David Jacobson presented and stated that the task force for the new library was the topic at hand. He stated that the building code has energy proficiency (commercial and municipal) provisions that are the existing law. The Climate Action Committee has gone to the planning board and Affordable Housing Committee who had concerns regarding the standards. The Finance Committee has concerns regarding costs. Tom Everest, Building Commissioner was consulted. Presentations have been made, and more are planned through the Lifetime Learning classes. The projected effective date for changes is July 1, 2024. The Climate Action Committee had asked that at Town Meeting the Trustees show support for the specialized building code. Solar panels - renewable energy- are also on the table, as opposed to fossil fuel alone, and a goal for the new building.

#### **Discussion of Selectboard Goals**

Feedback was given to Joan Francolini and the outcome was that the library needs to be mentioned in the goals, so Kevin Galligan will bring it up at meetings.

#### **Trustees Approval for Sign of Plaza Garden**

There is a sign to put up along the pathway that it is a pollinator pathway Sue Lynch made a **MOTION** to approve the sign, which was seconded by Pamela Ritchie, and with all in favor.

**Review the Reciprocal Borrowing Privileges Document:**

Mark Ziomek reported that the existing policy, the Policy for Non-Resident User Fee, states that out of state residents are charged a library card fee. It was decided to change the name to the Reciprocal Borrowing Privileges Policy, which would not include a fee, and this would reflect the practices of other local libraries. Joan Francolini suggested a **MOTION** to pass the new policy, and Pamela Ritchie made **MOTION**, which was seconded by Lindsey Goodman, and with all in favor. Mark Ziomek would continue to work on more policies, ongoing.

**Approval of Chris Shand to Marion Craine Gallery Committee**

Mr. Prugo reported that the Marion Craine Gallery Committee had selected by unanimous vote to approve Chris Shand as a new member. The committee sought approval of the vote from the library trustees, and they unanimously approved the vote.

**Adjournment:** A **MOTION** to adjourn was made by Lindsey Goodman at 5:30 p.m., and seconded by Sue Lynch, and with all in favor.

**Next Board of Trustees Meeting:**

October 4, 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 October 4, 2023.**