

M.N. Trustee Meeting
May 14, 2013

Members present – Kate Cell, Michele Regan-Ladd, Dale Houle, Michele Sedor
Mary Anne Antonellis, Library Director

Members absent – Karen Traub – was present but arrived late

Guests – Judy & Bill Wells, Mike Vinskey, Gail Fleischaker (Trustee Elect)

Minutes from March were approved as amended.

1. Review of Town Meeting. New Trustee was elected and one was re-elected. Discussion about saving for a library for the future. Comments about the Trustee's Summary Report – Kate heard a few positive comments. Concern about minutes – discussion about filing – we do post our minutes with the Town Clerk, which is what is required by law. Kate Cell will look into training for how to load the minutes on the library website. Discussion about the Friends of the Library chose not to sell food at Town Meeting this year. Discussion about why the Friends did not have the food sale; it does not tend to raise much money and the primary person who organizes it was not available.
2. Director Goals – Town Personnel process. Mary Anne reviewed her goals for the next year, especially goal #4 – Increase awareness about the Massachusetts Public Library Construction Program and Shutesbury past/future participation. Discussion about possibility of Trustees volunteering to assist the library director with a specific goal; it could make sense since some of the goals will require the assistance of others. Or as Mary Anne added, a Trustee or a Friend could be present at various events. Trustees decided to re-discuss this idea and goals in two months; Mary Anne will submit her goals and we will revisit in July, with goals being slightly amended if needed.
3. Co-Meeting with the Friends – Suggestion that it be a social meeting.
 - Goal – Enhance relationship between Friends and Trustees, clarifying the roles of each, and responsibilities of each.
 - Suggestion to talk with Friends about Mary Anne's goal #3 – Facilitate Ongoing Community Outreach; Mary Anne did discuss her goals with the Friends and they are developing documents, which we could ask them to brief them on.
 - Perhaps discuss programming with the Friends. Like to hear more about how the Friends and Mary Anne determine the programs.
 - How to reach the larger group of friends and how to connect with other Friends groups.
 - Email meeting minutes to Dale for next Tuesday, as Trustees Rep to the Friends.
 - Potluck easy hand food to bring for the social with the Friends.

4. Perpetual Calendar – Karen reviewed May and June.
 - State aid for libraries and evaluate materials budget – Mary Anne has completed both. Reviewed state certification – towns of less than 10,000 – library director has to have a Bachelor’s degree and attend a state library certified program, which she has, appropriated budget has to go up by 2.5%, required to be open 10 hours per week, and 20% of appropriated budget has to be spent on materials, items that circulate. Materials budget comes from a variety of sources; town does not fully fund the materials budget.
 - Financial Report – Spear Expendable Trust Account Summary reviewed. Expenditures have included the CWMARS assessment. Mary Anne explained how CWMARS works, the benefits, etc. Trustees reviewed that we are within the guidelines for the expenditures of the Trust voted on and approved by the Trustees.
5. Screen door still needs to be repaired and replaced. Motion – if the existing screen door will not be able to be functional or repaired, then we will appropriate up to \$350.00 from the Expendable Trust to replace it with a new door.
6. Sandbox – Friends of the Library would like to install a sandbox. Select Board is discussing this item as well tonight. Update next month.
7. David Wheeler’s term as a Trustee was acknowledged by the Trustees and they would like to thank David for his participation.
8. Kate Cell – Trivia Night at the AC, Saturday, June 8, 6:30 Dinner, 8:00 – Trivia – to benefit the Friends of the Library Materials fund. \$5/per trivia team member.

Respectfully submitted,
Michele Regan-Ladd
Secretary, M.N. Spear Trustees