

M.N. Spear Memorial Library Minutes

9/26/17

Attending: Mary Anne Antonellis – Director, Cate Cell–Co-Chair, Michele Regan-Ladd-Co-Chair, Michele Cunningham–Secretary, Brad Foster, Savanna Ouellette, Jaime Donta

Minutes and Director’s Report from 8/28/17 approved as written unanimously.

Friends Meeting will most likely be on Sunday, Nov. 12, 6:00, at Shutesbury Athletic Club as an annual business meeting with elections of new officers and presentation of financial report.

Keys – Trustees should have keys in case of an emergency – Michele C. and Michele R-L now have a key.

Savanna - Record Storage Advisory Committee update - Committee has conducted one meeting another tomorrow 9/27 – tour of the Old Town Hall planned. Lots of conversation about who has to keep track, and amount of paper, space - not much room in Old Town Hall or Town Hall, type of boxes and folders needed, where to get the money, the necessity of paper documentation, purging old documents, confidentiality, etc.

Mary Anne/Michele C. - MPWG update – Recommendation to Select Board completed by MPWG at last meeting that recommends Lot O-32 be investigated by a committee comprised of town board members and townspeople as a way to further the vision and invite more community conversations, and that the Conway School of Landscape Design or other firm be hired to come up with a plan. The recommendation will be available on the MPWG webpage. Next discussion – “Low Hanging Fruit” idea which will include discussion of no or low-cost ideas that could begin now or soon. Last topic of the group - Shutesbury financial status/impacts/needs.

Trustee Discussion – Library Visioning Process

Kate opened the discussion on the Library Trustees beginning the Campaign for a new library. We will be using the Message Box and a Mind Mapping tool to assist this process. Kate began using the mind mapping tool.

We will focus on strategies for getting people to understand the issues and the facts behind them, and ways to garner support for a new library.

1. **Our positive message** – We can build a new library that Shutesbury can afford and support. Clarity about our message among all Trustees, includes our thinking about allies and resources, media, Friends, those who may have changed their minds in support of a new library, new residents, understanding the opposition and the views they hold. etc. We will continue to craft our message.

2. **Campaign plan.**

Timeline

- We will decide on the timeline that supports our plan for garnering support, debunking myths, and providing the information necessary for the Townspeople to make an informed “yes” decision
- Consider the grant process attending to deadlines, etc. We will qualify to apply for the next Planning and Design Grant around 2019 with application due in 2020.
- Mary Anne will research what needs to be in place before Planning and Design Grant and will contact (BLC) Board of Library Commissioners.
- Keep Broadband and their goals in mind as we go through the process

Strategy

- Build community as we go through our process that includes MPWG visioning process, ramping up private fund raising, how we might build up for Valley Gives –i.e. work toward 5,000 in matches, stretching our goals. - We have raised 10% of the cost for the building - ¼ of the Town’s burden.
- Continue in our support of library programs that give people the opportunity to connect and belong at and through the library
- Come up with a good acronym that accurately describes the group and our process
- We will spend ½ hour at each Trustee meeting on one piece of our process and timeline

Next Trustee Meeting –

Monday, October 16th 7:30 at library

Agenda:

- Approvals
- Review Annual Report and Director’s Goals (if available)
- Continue planning and design process discussion with information from BLC – Solidify message

At November Trustee Meeting we will discuss the budget.

Minutes respectfully submitted by Michele Cunningham

Director's Report

M.N. Spear Memorial Library
10 Cooleyville Road
Shutesbury, MA 01072
Mary Anne Antonellis, Director
Monthly report to the Trustees

September 24, 2017

I am pleased to report that I will be serving on the Union 28 Community Network for Children Council. One of the public library directors from each of the five towns served serves on the council and I have not had the opportunity before now.

Tim Spindler, director of C/W MARS is concerned about the volatility of State funding and how that might affect the Small Library in Networks grant. The SLIN grant is paid to C/W MARS in two installments in late December and April. There was one occasion when the second payment was less than C/W MARS had reasonably expected and they were forced to invoice SLIN libraries for the shortfall in the spring. Tim's concerns about managing a possible future shortfall in this grant payment has caused him to explore creative invoicing. He has proposed that C/W MARS invoice SLIN libraries for more than their assessment and if all the SLIN funds come through then reimbursing them in the spring. I think this would be complicated and would prefer to be invoiced for any shortfall in the spring. I have communicated with Tim and the Chairperson of the C/W MARS finance committee.

We have a new short-term volunteer, Alex, who is accompanied by a trainer. Alex is learning how to use our circulation system. He has a lot of shelving experience and is very helpful.

Friends of the Library fundraisers coming up this fall.

Friday, October 13th, Turkey Dinner at the SAC

Tuesday, November 28th, Giving Tuesday. The Friends will be participating in Giving Tuesday, a National online giving day in place of their annual year-end membership drive.

Friday, December 8th, Soups and Stews dinner at the SAC

The Friends are still planning their annual meeting with November 5th and 12th as possible dates. I will confirm soon. They are not planning a dinner or party-like meeting this year, just a business meeting and elections at the library at 6 pm on one of those dates.

The Council on Aging has generously agreed to contribute \$200 towards yoga this fall and \$75 towards the senior fitness lecture and classes.