

# Trustees of the M.N. Spear Memorial Library

## Minutes 4/9/18

Attending: (Chair), Michele Regan-Ladd, Mary Anne Antonellis, Brad Foster, Savanna Ouellette, Michele Cunningham, Jaime Donta    Absent: Kate Cell.

Approvals: March Minutes and Director's Report approved unanimously.

Match for Valley Gives, Tuesday, May 1, 2018 is now \$5000. Mary Anne will send a letter to patrons who have donated to the library fund in the past, as well as FB post, Nextdoor Shutesbury post, lawn signs, town website announce. Encouraging donors to give a donation of \$20.18, but all amounts are gratefully accepted.

Community Dinner 4/13/18 Friends and Trustees.

Vision Statement for Town Meeting: Discussion about the message we want to bring. Decided best to use the information in the Message Box – Mary Anne will send us all the most recent Message box.

Thinking about our vision statement for down the road. Discussed the idea of having a tree where people come in and add a leaf to the tree with their gratitudes, feelings, positive messages about what the library means to them.

Continue crafting the vision and how it might look in different contexts. Discussed the ideas of stories and how those might play in our vision to inspire people, and elicit positive emotion.

Mary Anne will send us key library statistics just for our own information so we have that to share in conversations.

Mary Anne read us the Mission Statement written for the previous grant application. Mission Statement is designed to follow grant protocol/expectations. Our vision statement is a different approach that will inspire our community.

Room for programs, comfortable space, accessible for all a place to display all our materials, running water, access to emerging technology, an active community gathering space,

Brad will send out the overview of the vision we created tonight. People can add their own edits to bring to our next meeting.

Next Meeting May 21, 2018 Town Hall 7:30.

Agenda:

- Approvals
- Continuing Visioning
- Sharing re: Rosemary Waltos Meeting
- Town meeting reflection

M.N. Spear Memorial Library  
10 Cooleyville Road  
Shutesbury, MA 01072  
Mary Anne Antonellis, Director

Director report, April 6, 2018

**Library Dinner** – April 13<sup>th</sup> – Celebration of our Library and National Library week

Thanks in advance for any help you can offer.

**State Aid to Public Libraries award**

March 2018

FY 2018 Library Incentive Grant (LIG) \$840.09

FY 2018 Municipal Equalization Grant (MEG) \$ 427.63

FY 2018 Nonresident Circulation Offset Award \$226.79

Total \$1,494.51

The December award was \$1,447.85

Total for FY 2018, \$2,942.36

FY 2017 award - \$2,882.33

**Spring Spruce-Ups**

Nineteen jobs booked! This is two more than last year and the Friends are calling it “sold out” at this point. Nineteen jobs equals 76 volunteer hours plus the coordination work, mostly done by Susie Mosher. Twenty-eight volunteers are signed up to help already this year; twelve are new to spruce-ups!

**Valley Gives Day is Tuesday, May 1<sup>st</sup>.**

Thanks to two very generous supporters, we have a \$5,000 matching gift challenge. If we raise \$5,000 in online donations on Valley Gives Day, they will match it. We are still putting the finishing touches on our page, but here is a link,

<https://www.valley-gives.org/organizations/friends-of-the-mn-spear-memorial-library-inc>

**Circulation – end of third quarter.**

Total circulation July 1, 2017 – March 31, 2018: 25,372

Circulation same period last year: 25,591.

Circulation decreased by 219 items, less than one percent decrease.

Digital Books circulation

Overdrive July 1, 2017 – March 31, 2018: 2,022

Same period last year, 1,629

Increase of 393 items, a 24 percent increase.

### **Evergreen changes**

Evergreen, the software used by CW MARS for the online catalog and circulation is undergoing a major upgrade. The target date is Memorial Day weekend.

The software will migrate from a server based system to a web browser based system.

I am doing some the work to be ready for the upgrade and participating in a series of trainings on circulation, cataloging, and the tech side of things.

The circulation functions are essentially the same but once my trainings are complete, I will schedule a staff training.

### **Security**

Citizen security will install a security button On Friday, April 13<sup>th</sup>. The Finance Committee voted to fund this security measure for the library.