

**Minutes**  
**Trustees of the M.N. Spear Memorial Library**  
**October 21, 2019**

Attending: Director - Mary Anne Antonellis, Chairs - Michele Regan-Ladd, Michele Cunningham, Savanna Ouellette, Brad Foster Absent: Kate Cell, Jaime Donta

Brad Foster has agreed to serve as treasurer for the Library Trustees.

Minutes and Director Report from July approved as amended.

Report on property at 229 Leverett Road. The property has been sold.

Finance Committee has requested we attend their meeting on Tuesday, November 19, 2019 to present our budget. Mary Anne will bring budget for trustee review at our next meeting 11/18/19 and Trustees, Friends, and interested community members are invited to attend The Finance Committee meeting on 11/19/19.

Job Description Review -

Michele Regan-Ladd will talk to Becky Torres and get the information we need regarding salaries and raises in town. Mary Anne will do her best to get the job description completed by next meeting.

Friends of the Library business meeting will take place on Sunday 11/3/19 at 10:00 a.m. at the library. Massachusetts State Senator Jo Comerford will be coming to the library from 2:00 – 3:00 that day as part of her district wide library tour in appreciation of libraries and to be introduced to constituents.

M. N. Spear Library Survey Discussion –

The last community survey was conducted in 2016. Using that survey as a guide we made some adjustments. Mary Anne will make the changes and will announce its distribution using all the usual communication avenues. Community members can complete the survey online or get paper copies at the library.

Review Annual Report – Discussion was tabled to be included on the agenda at our next meeting.

Next Meeting: November 18, 2019 at 7:30 at the Library.

Agenda:

Budget  
Jobs description review  
Review Annual report  
Update on Record Storage Committee Report from Savanna.

## October Director Report

M.N. Spear Memorial Library  
10 Cooleyville Road  
Shutesbury, MA 01072  
Mary Anne Antonellis, Director  
October 18, 2019

### **Circulation July 1 – September 30, 2019**

Physical items – 10,691

Overdrive – 1,114

Kanopy – 24

Hoopla – 33

Total – 11,862

Same period last year (total physical items and overdrive) – 9,423

We circulated 1,268 more items this year than last – a 13.45% increase. The increase can probably be explained by the activation of auto-renewal in July.

### **Senator Comerford's Library Tour**

Senator Comerford is hosting public meetings at each of the public libraries in her district over the next several months. She will visit the M.N. Spear on Sunday, November 3<sup>rd</sup> from 2-3 pm.

### **MBLC visit**

Celeste Bruno, Communications specialist from the MBLC will visit us on Tuesday, October 29<sup>th</sup> to learn more about our fitness programming.

### **Community Connections**

I met with the Council on Aging who will contribute \$750 towards fall programming.

Steve Sullivan of the Highway department helped pick up 100 pumpkins from Trader Joes this morning. He used the one-ton dump truck. The pumpkins can remain on the truck in the highway garage until next weekend when we will do the carving.

On Tuesday, October 22<sup>nd</sup>, I will be attending a non-profit fair at Umass. The event is designed to introduce Umass employees to area non-profits. I will be talking about our efforts to raise money for a new library.

### **Programs**

Fall fitness programs funded by the LSTA grant are off to a good start. Strength Foundations with Jay McWilliams had 10 participants this week. Zumba Gold had eight participants today –

the first class. The chair yoga class remains small but is much appreciated by those who do attend.

### **Friends of the Library**

The turkey dinner was well attended and a good time was had by all!

Annual Meeting – Sunday, November 3rd, 10 am, at the Library

Giving Tuesday – Tuesday, December 3<sup>rd</sup>

2020 Calendar – The Friends are creating a 2020 calendar with photos submitted by Shutesbury residents.