

Minutes
Trustees of the M.N. Spear Memorial Library
April 13, 2020

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

Trustees and Director participated remotely via Zoom from home because of Covid 19 shutdown.

Minutes and Director Report from 1/27/20 and Director Report from February approved unanimously. No meeting in February.

Library Closing - Mary Anne made the decision to close the library at the end of the day on Monday 3/16/19 due to the Covid-19 virus outbreak. Mary Anne and Cynthia will work in the library on a set schedule and conduct business, although no patrons will be allowed into the library. The library will be opened for Mary Anne and Cynthia to conduct their tasks, Monday Wednesday, Friday 11 am – 1 pm, 3 -6 pm and Tuesday, Thursday, 1-6 pm. The library will be closed on weekends until further notice.

If quarantined, Mary Anne will be able to conduct many of the tasks from home and will train Cynthia on how to conduct specific tasks at the library so that things can continue to run smoothly and safely.

COVID-19 Plan for Services - Mary Anne created a document that outlines a COVID-19 plan for services that will be available to patrons. The trustees reviewed the document and provided input. Mary Anne will make the necessary adjustments to the document and post it on library websites and social media platforms so that the public is aware. Since it is unknown at this time how long the epidemic will last, we will continue with this plan until things change and will follow the Governor's lead on this. At this time the date for the reopening of schools is April 7, 2020.

Upcoming Scheduled Fund Raisers – The annual Spring Library Giving Day, will take place on Thursday, April 23, 2020. An anonymous supporter has offered a \$5,000 matching gift and we fully understand that it may be challenging for individuals and families to donate given the present state of affairs. We will post the event but will not send out flyers. Because of the complications of COVID-1 the trustees expressed concern about the safety of conducting Spring Spruce Ups. We may decide to conduct it in the Fall.

Motion to authorize decision making was made as written here.

We the Trustees of the M.N. Spear Memorial Library authorize our Director, Mary Anne Antonellis, to make decisions in relation to COVID-19 at her discretion, consulting with Trustees and town officials as she sees fit.

The motion was seconded, discussed and approved unanimously.

Melanie DeSilva will be running for Library Trustee to replace Jaime Donta. We thank Jaime for her service and input throughout her term! Town Meeting is scheduled for Saturday April 25, 2020. Melanie will be on the ballot.

Next Trustee Meeting Monday, April 13, 2020 at 7:30 location TBA based on COVID-19 updates.

Agenda:

- Approvals
- Policy check on COVID-19
- Library Director Salary Increase

Minutes respectfully submitted by Michele Cunningham, Secretary

Director Report March 2020

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

March 13, 2020

Friends of the Library

Florence Bank Customer's Choice Community Grants!

Thanks to your votes, the Friends of the M.N. Spear Memorial Library were awarded a grant of \$1,202.00!

Library Giving Day is April 23rd.

The Friends are planning Spring Spruce-Ups.

Capital Planning – Town Meeting

Capital Planning approved the request for the \$25,000 appropriation to the Library Building Fund.

New Streaming Service in the works

I am working on adding another video streaming service - Acorn Media – a collection of lots of BBC television.

New Public Computers

New Computers public computers have been installed.

COVID-19

I've cancelled programs temporarily. We can continue to monitor and assess appropriate actions to decrease risk of exposure to the virus in our community.

Many libraries across the state announced that they are cancelling programs. Some have announced that they are closing.

There is discussion of cancelling the statewide delivery of inter-library loans. There is conflicting information about how long the virus remains contagious on surfaces.

There is discussion among librarians about how decisions are being made. I will make the best decisions I can in emergency situations. One librarian shared a good strategy decided upon by her board. They decided the director could consult with the chair or vice chair to make important decisions.

I am looking into online meeting platforms.

I am working on installing the Evergreen circulation software on my personal computer so I can help people from home if that becomes necessary.

I have sent out online notices alerting folks of downloadable and streaming options.