

Minutes
Trustees of the M.N. Spear Memorial Library
May 18, 2020
7:30 PM

Attending: Director: Mary Anne Antonellis. Co-Chairs: Michele Regan-Ladd & Kate Cell, Brad Foster, Michele Cunningham, Jaime Donta

Visitor: Melanie DeSilva - Melanie is running for Library Trustee to replace Jaime Donta. She is an enthusiastic library supporter and we are delighted to have her come aboard pending the election. She shared a wonderful introduction to the group about her enthusiasm and experience with libraries and other areas.

Absent: Savanna Ouellette

Because of COVID-19 trustees and visitor participated remotely from home and Mary Anne from library.

A Disclaimer was read at the beginning of the meeting regarding meetings being recorded on Zoom. Anyone can contact the Town Clerk, Susie Mosher for the recording. Trustees used the Chat feature to aid conversation during the meeting.

Approved May Director Report unanimously.

Mary Anne will process minutes from April for review and approval at June Meeting.

Elizabeth, the library aid, got a new job and is leaving her post. Mary Anne is not replacing her at this time because of the difficulty in training someone during this pandemic. She will get through phases 1 – 3 and readjust during phase 4 of Governor Baker's re-opening plan. Cynthia is doing a lot of behind the scenes work she and Mary Anne are experimenting with schedule and protocols that work to keep them within the guidelines set by the Governor. Kate will send Elizabeth a note on behalf of the Trustees.

Town Meeting Prep – Finance committee is continuing to recommend the \$25,000 for the library. They plan on taking money from free cash in anticipation of reduction of state aid. This will be on the town meeting warrant. 95% of households have paid their taxes this year by May 1 even though date has been moved to June 1st by the state. Operating budgets are staying put. There are people who have been going to finance committee meetings asking for reduction to town budget, but select board and finance committee have stood firm that they will not be asking for budget reductions for fiscal 2021. They are confident that The Town can weather fiscal year 2021 and will revisit this in 2022.

Michael DeChiara applied for a grant to study the impact of Shutesbury on climate change. Kate was invited to attend and share her expertise and shared with us some of the ideas discussed by that committee that are of possible relevance to the library.

We discussed our message box and Kate added additional suggestions regarding our message for Town Meeting. Kate will review these, add additional ideas, and we will continue this discussion at our June meeting.

We have raised some funds this year but because we cancelled our spring fund raiser and spring Giving Day, our intake so far is not as much as in previous years. We will discuss fall fund raising options at a later date.

Mary Anne has done an exceptional job keeping the library going despite closure. There have been expanded digital offerings, book clubs, and programs continue to be offered including three fitness programs with 18, 20, and 22 people participating using Zoom App. Few libraries in the state are offering curbside pickup and ours is one of them. People are so grateful to be able to get books and other materials. Mary Anne has been supplying books to teachers who live in town to share with students during their digital classes. Teachers do not have access to their classroom libraries, and are very grateful for this service.

The Amherst Survival center contacted Mary Anne about travelling food programs. Up until now she has been working with various local senior centers to deliver boxes of food for those in need of food supplies. Our council on aging is collaborating with Mary Anne to provide a once a month donation of food to seniors in Shutesbury and leave it on their doorstep.

We are so grateful for the extraordinary work and creativity that Mary Anne has been offering to serve our community during this challenging time.

Governor Baker announced a proposed Phase One opening for May 25, 2020. At that time libraries can do curbside pickup and delivery and Mary Anne will adjust present program by moving pickup outside. Libraries will not be open for public use. There is concern among libraries regarding contact tracing. When we re-open it will be important to keep records of who and when patrons come in. We are waiting for guidance on that from the State. Mary Anne has been keeping up with supplies for cleaning and dealing with all the important details that will need to be attended to will be for re-opening.

Mary Anne will come up with a reopening plan over the next month once and we will discuss at our next meeting.

Town Elections will happen on June 27th. Town residents who are registered can request early voting ballot now.

Next Meeting: June 15th 7:30 Zoom

Agenda

Approvals

Town Meeting Prep

Budget Check-in

Covid19 Re-opening

Director Report May 2020

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

May, 15, 2020

Budget

The Finance Committee and Selectboard met on May 12th. The Town can expect a reduction in State Aid but does not know what that means yet. The Town does not expect other revenue loss. The Finance Committee chose to tag some line items in the FY 21 budget and plan to fund them with Free Cash instead of tax revenues. The \$25,000 New Library Building Fund is one of these budget lines.

The Finance Committee does not anticipate departmental budget reductions for FY21.

Summer Reading

I am not planning any in-person summer reading programs this summer. Instead, I am designing take home “kits” that families can pick up at the Library.

The first kit is a blank notebook and some crayons or colored pencils so children can keep a journal of the summer of 2020.

Online Programs

I am now offering a weekly ukulele program, a weekly yoga program, and two weekly strength training programs. Both Library books clubs have met online too.

Digital Circulation

Overdrive Checkouts

March 2019: 345, March 2020: 375

April 2019: 347, April 2020: 462

I enrolled the Library in Overdrive Advantage which allows me to purchase Overdrive content based on our community’s preferences.

Staffing

Elizabeth Witham has started full time employment elsewhere and has resigned her position with the Library.

There is \$665 remaining in the budget line that I use to pay the salary for her position. I have asked the Finance Committee if I can do a line to line transfer so I can use those funds for materials.

Senior Nutrition Program

I have been approached by the Amherst Survival Center about their food distribution programs. I'm planning to meet with the Council on Aging to discuss working together to help the Survival Center get food to seniors in need in Shutesbury.

Preparation for Reopening

I consulted a company in Springfield called Sign-a-Rama and Amherst Glass about the installation of a Plexiglas barrier between the circulation desk/staff work area and the public area of the library.

Amherst Glass has created and delivered Plexiglas panels that can hang from the ceiling. Local carpenter, David Holmes will install the Plexiglas.

I have been looking for sources of disinfectant wipes, hand sanitizer, gloves and masks.

On Friday, May 15th, at 2 pm, I'm participating in a webinar organized by the ALA called **Working Together on Planning, Policy and Legal Issues for Reopening a Public Library: The Board, the Attorney and the Librarian**

Libraries are in the beginning stages of making plans for reopening. Topics discussed included the following:

- Legality of requiring staff/patrons to wear masks
- Who is required to provide masks for employees
- Workman's compensation for staff who contract the virus at work
- Mitigation if it is discovered a staff person has come down with the virus
- Are employees required to come to work
- Can persons who appear to be sick be refused entry or asked to leave
- Can we reduce capacity of the building
- Should we consider closed stacks
- Can we close bathrooms
- Traffic patterns in buildings, etc.

A whimsical video created by some creative librarians about the challenges libraries face when considering opening.

https://www.youtube.com/watch?v=HY2PkpIcbQo&fbclid=IwAR1rY5O5qq6qSZ_I0RFiGBJe59b2cPYpi0jpFlmbwj_E2EK7fOndPBBhEsE

Curbside pickup thank you message from a four year old.

"Oh thank you, thank you. The books are happy. Can I keep them? Do you have other books at the library? I love super heroes the best. I love fire trucks the best also. Tell her I broke the fire truck book (it was already ripped a little) but it is older than Baba. I also remember the sidewalk chalk at the library"

Here is the meeting info for Monday.

Meeting ID: 82561056690

Password: 855985