

**Minutes**  
**Trustees of the M.N. Spear Memorial Library**  
**June 22, 2020**  
**7:30 PM**

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

Visitor: Melanie DeSilva - Melanie is running unopposed for Library Trustee to replace Jaime Donta.

Because of COVID-19 Director, trustees and visitor participated remotely from home.

Mary Anne read a Disclaimer at the beginning of the meeting regarding meetings being recorded on Zoom. Anyone can contact the Town Clerk, Susie Mosher for the recording.

Mary Anne will send the Disclaimer to Michele C. so she can have it at the ready for each meeting.

**Approvals:** Minutes from May approved unanimously.

Director report for June approved unanimously.

Mary Anne will send Michele the recording for the April Trustee Meeting and Michele, who was not present at that meeting, will compile the minutes for approval at our July Meeting.

**Covid19 Re-Opening**

At this time the Governor Baker has not yet approved allowing patrons into public libraries. Trustees gave some feedback to Mary Anne on specific points regarding re-opening and Mary Anne will take those suggestions as she continues to consider the intricacies involved. We will continue with curbside pickup at this time. Once libraries are granted permission to open to the public, Mary Anne will watch what other libraries do and make thoughtful decisions based on that information and the particulars of our small structure. For now she plans to work on the infrastructure, watch infection rates, and continue with the programming that is being provided at this time.

Tech issue arose - recording started now.

We discussed visitors and the importance of creating boundaries on that including time between visitors, using both entrances, purchasing a new rug, computer use, and possibly purchasing chrome books that could be used outside. Mary Anne is only one person and has a lot on her plate and while assistance is appreciated, it is difficult for people to assist in the library at this time. In addition to the Covid19 crisis, there is the Black Lives Matter challenge that is also upon us as a nation. Libraries have an important contribution to make in terms of resources and Mary

Anne has already created a list of resources that we have for both children and adults on the topic of racism. Those resources are included in the Director Report here. The trustees want to support Mary Anne in her creation of guidelines for re-opening and any other decision making. As we work collaboratively, we are willing to take on the brunt of any challenges that may arise and assist Mary Anne in any way possible.

Melanie commented on the effectiveness and clarity of the Director Report and expressed gratitude for that. Having had experience with the Panasonic Whisper Green exhaust fan that has been recommended to Mary Anne as an option for ventilation, Melanie highly recommends that solution.

### **Town Meeting Prep**

There is a chance that the yearly \$25,000 contribution of the town for the library may be challenged at Town Meeting this year because of fiscal concerns. The Finance Committee has balanced the budget using the Free Cash account. The Trustees and Library Director are cognizant of the unprecedented challenges of Covid19. We will respond accordingly, and remind our townspeople of the reasons why is this in the budget and that we have continued raising money through public and private donations and fund raising. We decided to skip our spring fund raiser because of Covid19 and pushed it back to December to ease pressure on our townspeople. We have a tiny library that doesn't have running water and our collection doesn't meet the needs of the community. We still need a new library and it continues to be a part of our plan for the town's future. Given this challenge, we will support the will of the people during this unprecedented situation.

Next meeting

July 27, 2020 - 7:30 Zoom.

### **Agenda**

- Approvals
- Town Meeting Reflection
- Budget Check-in
- Covid19 Re-opening plans

## Director Report

**June 2020**

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

June 20, 2020

### **Circulation**

Curbside pickup is going well, with five to ten pickups per day, Monday through Friday.

Physical circulation via curbside pickup

FY 19 numbers listed for comparison.

FY 20 March - 2,223 April - 317 May - 601	FY 19 March - 2,781 April - 2,599 May - 2,642
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Despite the decrease in physical circulations, there is high demand for new items.

### **Overdrive – Digital Books**

April and May, 2020 – 878

April and May, 2019 – 697

An increase of 181 over the two-month period, a 26% increase.

Limited delivery of inter-library loan items will begin next week. We don't know which day to expect a delivery.

Library Card Holders – **1,303**

### **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. We distributed 35 kits on Monday, Tuesday and Wednesday.

Kits for this week are a simple animal craft for 3-7 years olds that includes cotton balls, pompons, google eyes and glue and for kids 8 and up, a blank map of the United States and a random selection of postcards from the 50 states. Children are invited to find and label the states on the map and to send the postcards to friends and family near and far. Instructions for how to address a postcard will be included.

## **Grants**

The MBLC has received some CARES Act funding which they are making available to libraries through grants. I have applied for a Virtual Programming for Distance Learning grant to fund online fitness classes, an online stress reduction workshop facilitated by a local social worker and Storywalks. This funding from this grant will be awarded by the end of July and must be expended by September 30<sup>th</sup>.

## **Reopening notes**

One of the concerns libraries have had about reopening was some language from the Governor about contract tracing and how keeping track of who visits the library contradicts library philosophy about patron privacy. The MBLC has been researching the issue and has been in communication with the Governor's office and the following statement was released by Maura Deedy, Library Advisory Specialist.

June 17, 2020: "The Governor's specific guidance for libraries that was released on June 8 does not include keeping a log of visitors. MBLC does not recommend keeping such a log. We do not see a role for keeping this kind of information according to the state's current contact tracing strategy."

## **Restroom**

The Board of Health has received mixed guidance about the use of the composting toilet. The safest course of action seems to keep it closed to the public. Town Hall has authorized the installation of a lock. I will call a locksmith this week.

## **Plexiglas barrier**

The Plexiglas barrier around the circulation desk has been installed, creating a sneeze guard.

## **Ventilation**

The Library lacks any ventilation. The windows do not open and keeping the doors open is not an adequate strategy. I've investigated UV-C air purification systems without finding a satisfactory solution to our needs.

Really what we need is to move potentially contaminated air out of the library.

Another idea I had is an exhaust fan – like a bathroom fan. Michael Broad said the following.

Panasonic makes a variety of high-quality, fairly quiet fans in their "Whisper Green" series. They do have a wall version that might be easier and cheaper to install. I'm not used to thinking of

ventilation in an old leaky building like the library but I suppose an exhaust only system should be pretty effective. There are probably lots of places for the make-up air to get into the building. It will make the heating and cooling a bit less efficient, but in a low-performance building the difference is probably minimal. The fan should be located on the other side of the building from the mini-split to avoid short-circuiting the conditioned air. The panasonic fans are designed for continuous operation and can generally move 110 cubic feet of air per minute. That ought to change the air in the library about once an hour. You can get adjustable fans that would move less air if needed. The fans themselves are around \$200 or less. You'll need an electrician to install it.

I'll communicate with Town Hall about this approach this week.

### **Other considerations**

Number of staff in the building – realistically this is probably one person most of the time.

Number of patrons at a time – I will consult the Board of Health about this.

System for managing visits – walk-ins vs. appointments

Traffic flow – in one door and out the other. The front door is inaccessible to some due the stairs.

Sanitation, who does it and how often?

### **Black Lives Matter**

The heightened social unrest in response to the violent death of George Floyd is on my mind and the minds of Shutesbury residents. I've received inquiries about resources that address issues of race and racism. I have compiled two lists of books currently in our collection.

The first is for young children.

<https://padlet.com/librarydirector1/9tfvu47te6jxngmj>

The second is a list of non-fiction for adults. I'll attach it to this email.

I'm working on a list of DVDs and then will work on lists for upper elementary aged kids, teens, and adult fiction.

Two families have offered donations for collection development in this subject area and I'll begun a list of new titles.

Together with the Selectboard and some volunteers, in solidarity with the BLM movement and in commemoration of Juneteenth, I organized the installation of a Black Lives Matter banner across the front of Town Hall.



Photo credit: Cara Brostrom

Here is the link to Monday's meeting which is posted. ☺

Join Zoom Meeting

<https://us02web.zoom.us/j/82164930992?pwd=M0IxTTlIVGZRV1N4cG5LVWFZRmoyZz09>

Meeting ID: 821 6493 0992  
Password: 7WFF2h

1-646-558-8656  
Meeting ID: 821 6493 0992  
Password: 471300