

Minutes
Trustees of the M.N. Spear Memorial Library
September 14, 2020

Attending: Director: Mary Anne Antonellis, Co-Chairs: Michele Regan-Ladd, Brad Foster, Savanna Ouellette, Melanie DeSilva

Absent: Michele Cunningham, Kate Cell

Meeting commenced at 7:35.

Because of COVID-19 director and Trustees participated remotely. Meeting conducted virtually via Zoom.

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

Minutes and Director Report from August approved unanimously as amended.

Cynthia, the library assistant has adjusted her hours in order to be with her father, who is elderly, lives in Boston and is requiring assistance at this time. Mary Anne supports Cynthia's decision to take whatever time off that is necessary.

Brief discussion of September Director Report.

Mary Anne shared details and answered questions regarding the ERV system decision. The cost was much cheaper and the system better than the others who presented estimates.

Mary Anne will be hosting a Zoom Webinar with 4 "Mystery Authors" in a panel discussion that can include up to 300 participants. Unlike the Zoom meetings that many of us are accustomed to, the webinar will not include the attendees on the Zoom board, but they can listen to the discussion and post questions in the chat. Mary Anne will invite people from the 25 local libraries who meet weekly to discuss programming, re-opening plans, and other relevant topics via Zoom.

In order to continue the discussion on racism, Elaine Puleo volunteered to facilitate a study group in October using the book, *White Fragility* by Robin DeAngelo. Elaine purchased 10 copies of the book for 10 participants as well as the Study Guide.

Update on Re-opening Plan

We can re-open when ready. Plans include reduced capacity, plans for deep cleaning, ventilation, signage, and educating staff on mask wearing, hand sanitation, cleaning surfaces, and risk factors. Mary Anne purchased hospital grade sanitizing wipes to ensure all surfaces are frequently cleaned and visitors will have access to hand sanitizer upon entering and leaving the library and anytime in between.

Friends Liaison

Mary Anne briefly described the duties for Melanie in her role as Liaison to the Friends of the Library. Although they include assisting with the fund raisers, those have been temporarily suspended due to Covid19. Melanie will attend the Annual Meeting which will likely be a Zoom meeting and is usually held in early November. Once the date is set, the Friends will receive an e-mail announcing the time and date for the meeting along with the link.

Melanie, who comes from a family of writers, shared that her brother, Jeremy DeSilva, would be willing to do a reading and/or fund raiser in celebration of his new book entitled, *First Steps - How Upright Walking Made Us Human*. The book is a science book written to be accessible to the general public. Jeremy is congenial and an excellent presenter and would also be willing to do programs for kids with his “bag of bones”! Melanie’s father, Bruce DeSilva, writes crime novels and her step-mother Patricia Smith is a well-known poet who was a National Book Award finalist, as well as a Pulitzer Prize finalist! They may also be available.

Mary Anne will call Michele R-L to have her come sign the two reports Mary Anne mentioned in the Director Report.

Next Meeting: Monday, 10/19/20 at 7:30 on Zoom. Mary Anne will send link.

Agenda:

- Approvals
- Date for Friends annual meeting
- Hybrid Library schedule
- Director Salary (Carry Over from previous agenda)

Minutes respectfully submitted by Michele Cunningham, Secretary

September 2020 Director Report

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

September 14, 2020

Reopening and service plans

Ventilation

I solicited three quotes for the installation of a ventilation system. I selected Drew Powers of Powers Air to install an ERV system (Energy Recovery Ventilation) System with a Hepa Filter. The ERV ventilation system will be paid for with CARSE Act funds. Drew has visited the Library twice to take measurements and make plans for installation. The unit has been ordered. Once it has arrived, we will schedule the installation.

The Library will need to be closed for two to three days while he does the installation.

Once the installation is complete, the library will need to be closed for one extra day to allow for cleaning, and installation of signage/arrows, etc.

I'll let you all know the schedule once it's set.

State Reporting

I have completed the Annual Report Information Survey (ARIS) and have begun entering data on the State Aid report. Both reports are due October 2, 2020. Once the second form is complete, I will need a signature from either Kate or Michele.

Mystery Author Event

On September 29th, 7 pm, I am hosting a Zoom Webinar with four mystery authors, Archer Mayor, Julia Spencer-Fleming, Paula Munier & Sarah Stewart Taylor. To gather a good crowd, I've invited the 24 Franklin County Libraries I work closely with to share this event.

White Fragility Study Group

Elaine Puleo has volunteered to help facilitate a study group that will read and discuss *White Fragility: Why It's So Hard for White People to Talk About Racism* by Robin DiAngelo. This will begin in October, date TBD.