

**Minutes**  
**Trustees of the M.N. Spear Memorial Library**  
**October 19, 2020**

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

Absent: Melanie DeSilva

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.

**Approvals:**

September Minutes and October Director Report approved unanimously as amended.

**Friends Annual Meeting**

Meeting scheduled for November 7, 2020 at 10:30 AM via Zoom. Trustees are cordially invited to attend. Mary Anne will provide link.

**Re-opening update:**

Mary Anne provided information details for the hybrid library schedule that includes browsing appointments and curbside pickup. Schedule is detailed in the Director Report below.

In addition to the new ventilation system that has been installed, Mary Anne is also including an Allergy filtration system using a system previously purchased.

**Capital Planning Request**

Mary Anne recommends that we propose our standard request of \$25,000 and let the town decide. Covid19 has magnified the problematic issues that exist in our tiny little library and has demonstrated a glaring necessity to address this is in this

time of great change. The library has continued to be the primary driver for social cohesion in our town. The future suggests that the library will also be central to providing our community with resilience in the face of climate change. The high probability of future pandemics, a need to respond to economic shock, and addressing issues like race relations and other systemic challenges that have come to the fore since the advent of the Covid19 Pandemic are but some of the ways the library is instrumental and central to our community. Mary Anne has done a phenomenal job in addressing the Covid19 pandemic already, and will continue to respond as challenges arise. She has kept services alive and well throughout this crisis and the trustees and the town have greatly appreciated and enjoyed the fruits of her labors in providing programming and services that have not been available in other communities, many much larger and wealthier, both locally and beyond.

Motion made to approve the Capital Planning Request approved unanimously.

### **Library Director Salary**

Trustees engaged in a lively discussion regarding the Director salary and will continue to discuss in depth at our next meeting. We will discuss categories for the job description, qualities desired in a director, a general work plan and appropriate salary, honor the contributions and adaptations Mary Anne has provided in service to our town, and provide the necessary documentation so that the transition upon her future retirement can be as seamless as possible. We reiterated the importance of the library as hub of our community and place to provide community cohesion. Books, programs and other resources and services that the library provides for our town are not only needed, but clamored for. The amount of work and creativity necessary to make this happen is quite substantial and while Mary Anne's work is greatly appreciated, we agree that compensation has not kept up with the demands of the job.

Next Meeting: November 16, 2020, 7:30 PM - Zoom – Mary Anne will provide link.

#### **Agenda:**

- Approvals

- Budget

- Job Description

Minutes respectfully submitted by Michele Cunningham, Secretary.

## **Director Report**

**October, 2020**

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

October 19, 2020

### **Reopening and service plans**

#### **Ventilation**

The ventilation system has been installed. Allergy air filters are also being used for additional air ventilation and cleansing.

#### **Signage**

Some signage has been ordered to clearly mark entrance/exit and traffic flow. social distancing. Additional signage coming to clearly mark expectations for social distancing and mask requirements.

#### **Schedule**

Beginning the week of October 25<sup>th</sup> the public service hours will change to Tuesday through Saturday instead of Monday through Friday. Detailed schedule below:

Tuesday – Curbside service from 1-5

Wednesday – Open to browsing by appointment from 11-1 and 3-6

Thursday – Curbside service from 1-5

Friday – Curbside service from 2-6

Saturday – Open to browsing by appointment from 10: 30 – 2: 20 pm

Sundays and Mondays will be reserved for administrative work.

Patrons may call or email for appointments. At times there may be space for walk-ins, but that will depend upon space availability. More directions will be posted online, on the Town Announce, Facebook, Nextdoor, and Library website. Daily signage will be displayed outside the library. Signage for social distancing and masks will be posted and Mary Anne has extra masks, hand sanitizer, wipes available.

### **Capital Planning and FY22 Budget**

The Finance Committee has requested that budget requests be submitted by the end of October. I will submit a draft request that can be approved by Trustees at the November meeting. Capital Planning budget requests are due November 20, 2020. The Library is expected to present a budget to Fin Com at 7:45 on December 15<sup>th</sup>.

### **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.

The first meeting is Thursday, October 22<sup>nd</sup> at 6 pm.

### **Community outreach**

The Library is working with the SES PTO, the Fire Department, and Police Department to create a safe, fun alternative to traditional trick-or-treat.

The Council on Aging is providing \$1,855 to help fund online fitness classes through February. This funding will help cover the cost of weekly strength training and yoga and will provide for an 8-week Qigong class.

### **Friends Annual Meeting**

Saturday, November 7<sup>th</sup>, 10:15 am on Zoom