

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

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

Meeting commenced at 7:33. Michele Cunningham read the following COVID-19 disclaimer as recommended by the Town Clerk

"Following the Governor's restrictions on public meetings, this meeting is being held virtually, using Zoom.com for remote participation. The public may access it following the instructions on this meeting's agenda posted on the town calendar here: <https://www.mytowngovernment.org/01072>

November Minutes approved unanimously as amended.

Director's report discussed numbers clarified.

Library Director's Job Description

- Kate will contact Becky regarding town positions and grades and salaries
- Trustee pairs will gather sometime over the next month to create a job description document for the Library Director position. Pairs will meet with Mary Anne to create the document using tools provided that include Erving job description and job description template for guidance. Mary Anne will also bring the town requirements documentation she has on file. Melanie and Michele R-L will do first round. Kate and Michele C. will do second round.
- Mary Anne will send out Doodle Poll to those who volunteered to sign up and work together.

Finance Committee Meeting to be held on 12/15 at 7:45. Mary Anne, Kate & Melanie will attend. Capital Planning meeting will be held on 12/21 at 5:45. Mary Anne, Melanie and Savanna will attend. Mary Anne will send out meeting links.

Meeting adjourned 8:33. Next Meeting 1/25/21 - 7:30. Mary Anne will send out link.

Agenda: Approvals, Job description, Fincom update

Minutes respectfully submitted by Michele Cunningham

M.N. Spear Memorial Library
10 Cooleyville Road
Shutesbury, MA 01072
Mary Anne Antonellis, Director
Director Report: December 12, 2020

Open by appointment

Covid positivity has increased exponentially since we first began offering in-person visits. While cases in Franklin County continue to be lower than other parts of the state, overall cases are very alarming. It is also very challenging to meet the demands for programming, curbside service, and sanitation requirements under the current circumstances. I have suspended in-person visits and will closely watch positivity rates with sincere hope that infections rates are brought under control.

Many other Franklin County libraries have suspended in-person browsing in response to the surge.

Digital Circulation

July 1, 2020 – November 30, 2020

Overdrive – Digital ebooks and eaudiobooks 2,024 (Same period last year – 1,789)

RLA Overdrive 350 (Same period last year – 80)
(This is a statewide Overdrive resource sharing platform, that allows CWMARS members to access Overdrive collections in other regions.)

Video Streaming Platforms -

Kanopy	255
Hoopla	149
Acorn	595

Online Fitness Programming

The online fitness programming is well attended.

Strength Training meets twice a week on Tuesdays and Saturdays. In November there were eight classes with a total of 218 participants. Daily totals ranged from 25 – 31. In-person programming ranged from eight to sixteen participants.

Gentle Yoga with Kathy (Thursdays) met three times in November with 44 participants.

Qigong with Michele (Tuesday afternoons) began on November 10th, had three meetings with 76 participants

In December we added Gentle Yoga with Jeannette on Wednesdays. It has met twice with 16 and 18 participants. I expect attendance at this class will grow.

A new, beginner section of Strength Training with Jay will begin in January. It will meet Thursdays at 4:30 pm.

Library Space Planning Tool

On December 10th I attended a the MBLC presentation about the new library space planning tool that was created by the MBLC. I participated in reviewing this plan as it was developed. The MBLC construction specialists have added a new, four-page section to the tool to address pandemics. The three key takeaways about the tool are future library space planning should include flexible spaces that can be reconfigured to meet changing needs of communities, access to electric outlets for devices should be plentiful and pandemics are likely to be part of the future. Furnishing should be flexible (tables that seat two and can be moved around, surfaces that can be sanitized) and buildings must have ventilation. Here is a link to the resource <https://mblc.state.ma.us/programs-and-support/construction/librarianspace.php>

Friends of the Library

The Friends Giving Tuesday year-end fund drive is underway. To date, they have received 60 plus donations, totaling over \$6,750. Three donations arrived with requests that they be dedicated to the new library fund. The rest will be shared 50/50 between the new library fund the general fund.

Challenge Gift!

On December 10th a supporter called to offer a challenge gift. If the Friends receive an additional \$2,000 in donations between December 11th and December 31st, the supporter will donate an additional \$1,000. As of Saturday morning, we have received \$450 towards this challenge.