

Minutes

Trustees of the M.N. Spear Memorial Library

July 26, 2021

Attendance: Director: Mary Anne Antonellis, Co-Chairs: Michele Regan-Ladd & Kate Cell, Brad Foster, Melanie DeSilva, Tim Logan, and Savanna Ouellette joined the meeting late, after the elections had already taken place,.

Mary Anne shared the meeting disclaimer and availability of recording.

Approvals:

June Minutes were reviewed but tabled until the next meeting.

Director's July Report – read and approve next meeting.

Elections:

Kate Cell and Michele Regan-Ladd were unanimously re-elected as Co-Chairs.

Secretary – Melanie DaSilva was unanimously elected as Secretary.

Treasurer – Brad Foster was unanimously elected as Treasurer.

Not an official position, however, the Trustees have had a Liaison to the Friends of the Library and Tim Logan has been designated to the role. He already had been a member at large with the Friends.

Agenda

1. Email address for the Library Trustees has been set up with the town. It is LibraryTrustees@Shutesbury.org (to receive and respond to public comments)
 - Discussion about the need for this in order to be more accessible to the community. The email will be accessible only to the co-chairs who will bring issues of concern to a meeting of the Board of Trustees. In the Trustees By-Laws, there is a protocol that allows the chair(s) to respond to or provide communication on behalf of the Trustees. Due to Open Meeting Law, Trustees always have to be mindful that we are not discussing things about the library outside of a posted meeting.
 - Kate and Michele shared that there were only three emails, one from a person who had concerns/questions about the Pilot Project that we are not able to answer yet, since we have not submitted an application at this time. The other two were “thank yous” to Kate and Michele who submitted an Open Letter to Our Community via Nextdoor regarding the Small Library Pilot Project and the information that we have at this time.
 - Discussion about how to respond to emails, who will – one of the co-chairs, and the same will apply to the media if and when we may be approached for information, should Shutesbury be awarded the Small Library Pilot Project.

2. Message Box regarding communication – we need to establish another “talking point” so that all of the Trustees are on the “same page” during this process over the next few months and potentially longer. Discuss at a future date.
3. **Pilot Project Grant** – key points to remember:
 - a. This is a pilot, so MBLC will not have all the answers, because this is a pilot project. We will know more when we have a Building and Design Bid. This is a competitive grant and we have not been chosen yet. We have only submitted a Letter of Intent.
 - b. Discussion about co-chairs speaking to or answering questions from the media, social media, Letters to Editor, etc. Trustees support this and suggestion came up that there be one spokesperson. Trustees would like to be informed what was said, so that if they are approached, they will know what was said on behalf of the Trustees.
 - c. Potential sites – Mary Anne and a small group of people (volunteers) looked at three sites – behind Town Hall, Lot 032, and a privately owned parcel on Cooleyville Road. The Selectboard agree to Phase 1 Environmental Screening, water and soil testing on Lot 032, after the demolition of the garage and the clean-up of the site.
 - d. Meetings with MBLC:
 - i. August 3 at 1:00 p.m – with Trustees, Library Director, members of Selectboard and Finance Committee – at Town Hall in person, must wear a mask. General public may observe via Zoom.
 - ii. August 17 at 6:30 p.m. – Athletic Club Pavilion. It will be posted a number of ways to ensure that we have a large showing for input and for the community to have questions answered by MBLC representatives.
4. **Long Range Plan** – Notes from meetings have been shared, will need to have it ready for approval at our September meeting. Survey is being tabulated by a volunteer. Common themes that showed up included – community conversations are important and desired (could be a goal), more space for our library and a newer facility. Melanie and Brad volunteered to be on the Sub – Committee for the Long Range Plan. There is a tab posted on the library webpage called Long Range Planning where the previous one is located and where the notes from the recent Community Conversations are located.
5. **Mediated Community Sessions** - the desire for this was expressed on social media, which the Trustees agreed is a good idea. Preferably someone who is professionally trained and is not a Shutesbury resident. Trustees agreed.

Next Meeting – Monday, August 9 at 7:30 p.m.

Agenda:

July Director’s report

June and July Minutes

Preparation for August 17 Community Meeting with MBLC

Respectfully submitted by Michele Regan-Ladd, Co-Chair, Board of Trustees

