

Trustees of the M.N. Spear Memorial Library
August 9th, 7:30 pm, on Zoom
Minutes

Members present: Michele Regan-Ladd, Kate Cell, Tim Logan, Brad Foster and Savanna Ouellette
Mary Anne Antonellis: Library Director

Mary Anne made an announcement that the meeting is being held via Zoom due to the pandemic.

1. Approve June and July Minutes

June minutes, Michele clarified a section of the minutes in regards to site selection. Brad made a motion to accept the minutes as amended, Kate seconded the motion which passed unanimously.

July minutes.

The Trustees email address is intended as a way to receive and respond to public comment. Savana moved to approve the minutes as amended, Kate seconded the motion which passed unanimously.

2. Director's report

Volunteers are needed to set up for the community meeting at 5:30 pm.
We will cancel the bake sale portion of the evening. Kate will make a donation to the club instead.
Discussion about asking people to wear masks. Masks will be strongly encouraged and available.
Discussions about mediated sessions – to encourage community dialog about the library.
Discussion about site selection. A Perc test, Phase One Environmental Site Assessment and a test on the water from the monitoring well will be done behind Town Hall. The water from monitoring well at Lot O-32 will be tested. Mary Anne will talk to licensed site professionals about targeted soil sampling at Lot O-32.
Discussion about building program which is due September 30th.

Brad made a motion to accept the Director's report, Kate seconded the motion which passed unanimously.

3. Debrief MBLC Meeting & Prep for August 17th Community Meeting with MBLC

Discussion about meeting with town officials and MBLC Construction specialists on August 3rd. It was a positive and helpful meeting, The MBLC is committed to helping a town build an efficient and economical building.

Discussion about how the MBLC expects the town to vote to approve the project without a cost estimate. Kate suggests we include a not to exceed number as part of the building program.

It seems reasonable that we will have an informed rough estimate by next spring.

MBLC is trying to streamline this as much as possible.

We will ask the MBLC if the Town can set a not to exceed figure for the vote.

The Town is responsible for demolition of the garage and clean up of the debris at lot O-32.

The Library is paying for the Phase 1 Site Assessment at Town Hall, the water tests at the Lot O-32 and behind Town Hall, the Perc tests at Town Hall, and the targeted soil testing at Lot O-32.
Discussion about the importance of having a large turnout at the community meeting.
We should each reach out to a few people, letting them know about the meeting and asking them to attend.

Mary Anne will plan the mediated sessions and meetings and activities to gather feedback for the building program.

4. Next meetings

Meeting Monday, August 23rd 7:30 pm

Monday, September 13th, 7:30 pm

Monday, September 27th, 7:30 pm

Meeting adjourned at 8:56 pm.

Respectfully submitted,

Mary Anne Antonellis, Library Director

M.N. Spear Memorial Library
10 Cooleyville Road
Shutesbury, MA 01072
Mary Anne Antonellis, Director
July 16, 2021

Notes from meeting about Small Library Pilot Project Lauren Stara and Andrea Bunker, August 3rd

- Lauren and Andrea will visit each of the four towns for a community meeting in August. They will answer questions about the pilot and gather input for the building program.
- We are expected to choose a site and write a building program by September 30th. We will then take the square footage determined by the building program, and make a cost estimate based on cost per square foot for municipal construction.
- The goal of the pilot is to build an economical building that is energy efficient and is an efficient work space.
- The MBLC expects us to gather feedback through a survey and user experience sessions. This feedback will help to inform the building program.
- The MBLC requires that Mary Anne and a group of people who will be involved in the process, visit the Erving Library late August – early September.
- After the application is submitted, (due December 3rd), the MBLC, with an architect and review team, will do a second site visit/interview.
- Dec/Jan -They will conduct a second community meeting to gage community support.
- Jan/Feb -They will choose a project and make a preliminary award.
- Town meeting approves funding (Shutesbury Town Meeting currently scheduled for April 30, 2022).
Rough timeline for the project that moves forward.
- July 2022 – bidding for Owner’s Project Manager and designer
- October 2022 – Schematic design process begins
- January 2023 – Design approval and design development begins
- July 2023 – Break ground.

Community Meeting about Small Library Pilot

The Community Meeting with Lauren and Andrea is scheduled for August 17th, 6:30 pm, under the pavilion at the SAC. I have arranged to have the meeting videoed and will need help setting up and breaking down.

Site Selection

For the SLPP we need to have selected site by September 30th. Lot O-32 on Leverett Road is the site proposed in 2011. There were some hazardous substance concerns at that time. The town is working on demolition of the garage and clean-up of the debris.

Last week, some volunteers and I walked around Lot O-32 and it would be a lovely spot for a new library if the environmental concerns can be satisfied. We also walked around behind Town Hall. We could envision a library at the back of the field, creating a new community center, with community gardens and parking and access to the trails in back. We have staked out a potential site. I recommend doing a perc test and an environmental screening soon and will ask the Selectboard for permission.

Friends of the Library News

Clothing and Accessories Drive!

The Friends of the Library are planning a clothing and accessories drive in September.

They will be collecting gently used clothing, shoes, accessories, and household linens. We will plan collection days throughout the month. The goal is to collect 150 bags!

Dates, times and locations of the collections will be posted when we get a little closer to September. Please keep the Friends and the **new Shutesbury Library Fund** in mind as you organize your closets.

Router Failure

In mid-June I noticed that I could not connect to the WiFi guest network with my android phone. I contacted Crocker who suggested doing a reset on the router. I contacted Graeme Sephton, a member of the broadband committee who has offered to help with broadband issues. He was away but asked Craig Martin to help. Craig came by and did the factory reset, which didn't work.

I contacted Fred Steinberg, who also has an android phone. Fred confirmed that the problem wasn't my phone. He also discovered that others were having trouble with the guest network in the Linksys router – it is a router security failure. The router is an older model and Linksys is not planning to fix it.

We have a temporary fix in place for now and I will order a new router when I return from vacation.

Computer Failure

Shortly before the pandemic, I purchased new public computers. In an effort to be environmentally friendly, I chose to get refurbished computers. They have failed and I have sent

them back and expect a refund soon. I have gotten a quote for new computers and will arrange delivery and installation as soon as I return from vacation.

Vacation

I will be away from July 19th until August 3rd. Hours while I am away

Tuesday, July 20th: 1:30 – 5 pm, Outdoor pickup only

Wednesday, July 21st: 3-5 pm, In-person browsing by appointment and outdoor pickup

Thursday, July 22nd: 1:30 – 5 pm, Outdoor pickup only

Friday, July 23rd: 3-6 pm, In-person browsing by appointment and outdoor pickup

Saturday, July 24th: 10 am – 1:30 pm, In-person browsing by appointment and outdoor pickup

Sunday, July 25th: 2-4 pm, Limited outdoor pickup, items on the hold shelf only, must be scheduled online.

Tuesday, July 27th: 1:30 – 5 pm, Outdoor pickup only

Wednesday, July 28th: 3-6 pm, In-person browsing by appointment and outdoor pickup

Thursday, July 29th: 1:30 – 5 pm, Outdoor pickup only

Friday, July 30th: 3-6 pm, In-person browsing by appointment and outdoor pickup

Saturday, July 31st: 10 am – 1:30 pm, In-person browsing by appointment and outdoor pickup

Sunday, August 1st: 2-4 pm, Limited outdoor pickup, items on the hold shelf only, must be scheduled online.

Next meeting

The next Trustee Meeting is July 26th. The Zoom link is not yet posted, but it will be posted on the meeting calendar on Shutesbury.org, [here](#)

Updates – August 7, 2021

At their meeting on July 20th, the Selectboard granted the Library permission to do some site assessment work behind Town Hall and at Lot O-32.

I have solicited quotes from three companies that do environmental assessments, for the Phase One ESA behind Town Hall. As of today, I have received responses from two and am awaiting a third.

The MBLC has invited libraries interested in the pilot project to visit the Erving Library. I emailed you the dates on Friday. Let me know if you are available.

Zoom link for August 9th meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81164467010?pwd=bGdvSEFtT1F6NjJqZ1hRK3FZNnZnUT09>