

Trustees of the M.N. Spear Memorial Library  
September 13, 2021, 7:30 pm, on Zoom  
Minutes

- Members present: Michele Regan-Ladd, Kate Cell, Tim Logan, Savanna Ouellette, and Melanie DeSilva, Brad Foster (Joined at 8:43pm)
- Mary Anne Antonellis: Library Director
- Guests: Catherine Hilton, Susie Mosher, Mary Lou Conca

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

1. Approve August 23<sup>th</sup> Minutes

Melanie made a motion to accept the minutes as amended. Michele seconded the motion which passed unanimously.

A community member who joined for the meeting was asked if she would like to add something to the agenda, but she did not answer.

2. Guests- Messaging about new library pilot project

Catherine Hilton, Susie Mosher and Rita Farrell have created a community member group of people concerned about library messaging. As part of this group they have created an estimated breakdown of total project cost for a new library which was shared with the Trustees. What is the goal of this document? To provide the public with the information we know at this time about the finances related to the project- transparency is key. The 12% number came from the MBLC and is a conservative estimate of the ineligible costs. We removed the estimated value of the land since we haven't selected a site yet. The board discussed who the audience will be and how it will help them since there are people for whom this infographic would make sense and there are others who are worried about how much this will cost them who might read this and be confused. This document has been designed to provide people with the information we have at this moment in time and we will update it as we know more information. For the target audience will this be a help or will they need additional information/explanation? At a prior board of trustees meeting, we decided that it was important we get the message across that the board of trustees is aware that we need a library sized for the town of Shutesbury that meet the needs and resources of the community; there's an amount we shouldn't exceed on the new library, but we don't have a not to exceed amount yet- the MBLC will help us with this. Two pieces are crucial – 1) when we know something we say something. We envisioned this as a first piece. This is a picture of what the offer looks like from the state. People are always asking what's it going to cost without knowing the details. You can't know at the beginning of the project. At the bottom of the schematic it says how we raise the rest- and we don't know the details of this yet. We don't know the possible tax impact yet. Two suggestions- Since we haven't been awarded the grant yet and an explanation of the math to help make this clearer. There was concern about calling it "what they're offering" since we don't have an offer yet. We need multiple messages and channels- on the library website and on social media; we need a webinar or recording explaining it. A draft PowerPoint of this was shared. We can send the one-pager in Town Announce. Note- we need to confirm that site test costs are eligible or ineligible costs. Maybe instead of putting the 12% as a solid number we should include a range and move towards a more solid number as we know more. Process from this point forward is this is being delegated to the working group and the messaging will go out before the next board of trustee meeting.

3. Grant Feedback

Questions are being worked on. The Trustees have feedback on question one. Is this an accurate description of the story? There was agreement that it was. Question writing and editing were delegated.

4. Library Self-Reflection, sent by Mary Anne

The MBLC requested that the library staff and trustees to conduct a self-reflection as part of the application. Mary Anne sent us a googledoc for us to respond. Add your responses to the googledoc by

3pm tomorrow. The material will be organized by end of day tomorrow and they will be turned into a narrative.

#### 5. Other matters

It was decided we need a project management document. A sub-group will create a draft project management document. Reminder that sub-group meetings need to be posted. The MBLC said it's ok for the Building Program to come in mid-October. At the mediated session the other night, a resident asked many questions which have been responded to in writing which we reviewed. The answers to the questions will be posted in Town Announce and on NextDoor, and will post on the small library website. We intend to have a not to exceed cost for town meeting. We are planning to ask for a robust cost estimate based on recent building figures from the MBLC and we hope to have a not to exceed figure for the warrant article. The MBLC has committed to provide us this information. Mary Anne and the Trustees worked hard to make sure people knew what they were voting on at Town Meeting.

How is the town building committee connected to this? Becky will be asked what their charge is.

We're going to aim to meet weekly until mid-October. Brad has agreed to add the answers to the Building Program form.

The open house is at 6pm tomorrow night.

Next meetings: Every Monday night at 7:30pm through October 11.

Meeting adjourned at 9:11 pm.