

Trustees of the M.N. Spear Memorial Library  
October 11, 2021, 7:30 pm, on Zoom  
Minutes

- Members present: Michele Regan-Ladd, Kate Cell, Tim Logan, Melanie DeSilva, Savannah Ouellette, and Brad Foster (arrived at 7:45pm)
- Mary Anne Antonellis: Library Director
- Guests: Leslie Luchonok, Diane Jacoby, Meryl Mandell, Rita Farrell, and Emily Bayard, Michael Vinsky, Gail Fleischaker, and Penelope Kim.

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

- Welcome Guests – We will take questions at the end of the meeting
- Approve October 4 Minutes. Minutes were approved unanimously.
  - The following statement was added as a footnote to the October 4 meeting minutes. From the Small Library Pilot Program Notice: “Environmental sustainability and resilience will be part of the planning process, including the building’s energy and carbon use and the potential for the library to serve as a heating/cooling/powering center in the event of an emergency.”
- Review Documents for Building Program (see [Building Program draft](#) on the Small Building Project website).
  - For guests- one of the functions of the trustees is to review the draft components of the building program that we’re required to submit and so we’re going through those documents one by one.
  - Diane Jacoby- Can she get a copy of the draft building program- yes. We will post the draft in its entirety soon. Also, Mary Anne asked Diane to email her and she’ll send her the draft.
  - Note we’ve already reviewed many program areas and had two public meetings to review and get public feedback on those. The program areas being reviewed in this meeting are those we haven’t reviewed publicly yet.
  - We’ll be taking questions by section.
  - Exterior entrance
    - Suggestion from Meryl Mandell- outside water faucet for a hose for gardens.
  - Periodicals display
    - Question- how useful is a periodical area now? We have received substantial public feedback from community members asking for spaces to sit and be at the library which this periodicals area will provide. We currently have 28-30 magazine subscriptions that still circulate. Magazines are quite popular in the community. This periodical display will provide us with enough space to hold onto the collection we currently have and to be able to hold onto a year’s worth of each issue.
    - This is a critical area for elderly members of the community and low-income members of the community who do not have access to members.
  - Adult computer area
    - Adult computer areas are critical for low-income members of the community.
  - Kitchenette
    - Currently food is purchased and prepared on the circulation desk. Also currently, any food preparation and serving supplies (paper cups and plates, etc. are stored in Mary Anne’s garage because the current library lacks storage for basics.
    - Do we need to add that we need outlets near sinks to be GFI’s? No. that will be handled by the builders.

- Are there instructions about where the bathrooms are in relation to where children play? Each area describes our wishes for what it should be near and what it doesn't need to be near. And when we're in the design phase it will be an ongoing conversation. This isn't going to be a very big building so everything will be near everything else so that one staff member (same as we currently have) can oversee the entire library, but with good planning and well-articulated goals you can make it clear that this is where the adult section is and where the children will be.
  - Mike Vinskey- If someone disagrees with something being proposed as part of the building program, such as the kitchenette, how will his input get considered? Will he say he disagrees with the kitchenette, and then others will say we need it, and then nothing changes and we will move on? Is that how the process works? Answer- Now is one of the times we're having this conversation. We've been gathering input from the community. We're hearing the different ways people want to be able to use the library. We have information about how other communities use libraries and the facilities that they have. There might be some things that many people in the community are asking for or are best practices in small municipal buildings right now that may not seem important to someone. So, there might be trade-offs. A couple of weeks ago at a public meeting, someone said they didn't think there should be a teen area, and several people in the meeting expressed the importance of having an area for teens. We're not going to not include an area for teens because one person is against it. Just like we're not going to include a hot dog stand because one person asked for it. We're using the prevailing data, best practices, and community input.
  - Mike Vinskey- In order to keep the process at a reasonable time frame, he's not going to object to the particular things that he objects to because it sounds like Mary Anne is just going to respond by stating best practices. Just because he's not saying a lot about this doesn't mean he's in agreement with what this is going to look like. Response- A suggestion- keep notes throughout and send your feedback to the library trustees- [librarytrustees@shutesbury.org](mailto:librarytrustees@shutesbury.org).
- Restrooms
  - ADA compliance will include grab bars- Mary Anne adding that in.
  - Toilets that are ADA accessible is important.
  - Why do we want a paper towel dispenser instead of a dryer fan? Good for children, but there's plenty of time to debate this.
- Community meeting room storage closet
  - Diane Jacoby- Why do we need an outlet in the closet? Answer: They're putting electrical throughout the whole building so you want to add an outlet wherever you think you might need one. There may be things we need to plug in in this storage area- laptops bring used for presentations; vacuum. Putting in outlets during the building process is easy, putting it in later is harder. We didn't put in electrical in the new vestibule when it was built, and now we need it and we don't have it.
- Adult Book Area
  - Mary Anne collected data on adult book collections of nearby towns about our population size. We currently have 3600 books in our adult collection and circulation last year was over 6,321 adult books. Leverett has about 5921 adult books. Their circulation was 8500 last year. Erving has 5000 adult books and their circulation last year was less than 3000. We're watch Erving's collection grow over the next ten years. Buckland has 4500 adult books and they circulated about 3700. Westhampton has just over 7000 adult books and circulated a little more than 6000. The ratio she's going for is one for one- to have a collection of 6,000 adult

books to circulate 6,000 books. If we have more adult books we'll circulate more. Looking at the data- community members are asking for more books. We currently lack non-fiction books because we have no space. We add about 300 adult books per year, but we are forced to remove the same number each year because we're over-capacity. 6,000 books is a reasonable size collection for a library in a town our size. The Leverett Library has the adult stacks on either wall with seating in the middle- those who toured the library liked that. We don't have any large print books now, which is an accessibility issue, because there's no room, but there's a growing demand that we will be able to respond to with a new library.

- Adult non-print materials
  - We've seen a decrease in usage due to the implementation of broadband. However, DVDs are still circulating. It's not anticipated that the DVD collection will grow. The current collection will be maintained for low-income residents who cannot afford broadband, streaming platforms, or computers. There's a decrease in audio CD collection circulation due to COVID and new cars don't have CD players. So, the collection will remain the same size. Not an area for growth.
  - Leslie Luchonok- How will this area be kept distant from the quiet areas? Answer: It's meant to be near the front, and quiet areas will be at the back. It will be up to the architects to figure out. The adult stacks will hug the entire adult area. The talkative areas will be at the front with quieter areas in the back. This library isn't going to be very big so the only completely quiet space will be the quiet reading nook.
- Quiet reading nook
  - Leslie Luchonok – Part of the difficulty of assimilating this and critiquing it and giving comments is not having an overall picture. He's a very visual person. The screens are going by quickly and it's hard for him to see the whole picture. He's frustrated not being able to review the entire document. Answer- We hear you. It's a lot and it's hard to track. We'll be talking about this more tonight. We intend to get the entire draft building program to the community to review as soon as possible.
- Existing Building
  - Note- we currently lack ADA compliant aisles and people who use wheelchairs are unable to browse with dignity.
  - We lack patron privacy which is a basic best practice and expectation in libraries.
- Trustees voted unanimously to extend the meeting until 9:30pm.
- General Needs Assessment
  - In summer, 2021 we had 3 public focus groups about the long-range plan. During these meetings, many people expressed their wishes for the library which included an expanded Library of Things.
  - A new library will enable our amazing programming.
  - A new library will allow us to improve our children's program and create teen programming which we're currently lacking.
  - This is a small library and it needs to be flexible to accommodate different needs over the years.
  - The library will be designed so one staff person can see all and oversee all areas of the library from the circulation desk.
  - Currently it's difficult to get out from behind the circulation desk if there's an emergency or a medical emergency.
  - Currently it's a dangerous situation to get to the ventilation system which is located in the basement to clean the filters.
  - Currently there's no lockable space in the event of a security lock-down.

- Sanitation is hindered by lack of running water and indoor plumbing, no storage for a vacuum and broom, no out of the way space for trash and recyclables.
    - Our dream is to build a welcoming, comfortable, new building that facilitates community gatherings, fosters connections, inspires ideas, and builds community. Shutesbury residents of all ages will find materials and programs to meet their education, entertainment, and information needs in an environment that fosters inclusivity.
  - Mary Anne has mapped out everything except the telecom closet, the mechanical room, janitor's closet, staff workspace/director's office (all tiny spaces), plus the outdoor program space, parking area, outdoor storage area.
  - This is a building that will not require additional staff. It's being built to be staffed by the current number of staff; Mary Anne has been working on the building program in consultation with the MBLC Small Library Pilot Project staff who are experts on library design and building.
- Next steps
  - We're two weeks away from needing to submit the draft building program. It remains a draft until the application is due on December 3.
  - Trustees will have a draft version for the trustees to review on Thursday. We have a meeting scheduled for next Monday, October 18 at 5:15pm. Please send edits to Brad before Monday night's meeting. Then we will post it to the Small Library Project website and through other means the morning of Tuesday October 19 and people can provide feedback until the end of the week. Mary Anne will host a zoom session on Thursday, October 21 at 6pm (or maybe more at the discretion of Mary Anne). So, people could submit feedback via email or attend one of the sessions. We can submit it and it will still be a draft and the community can continue to submit feedback until the grant application is due on December 3.
  - There's concern that we're getting down to the wire here and how will we get public input and then incorporate the input by the deadline?
  - Public input is critical to this process.
  - Can we explore the possibility of a grant extension? No because we already received an extension of 4 weeks.
  - Do we need to meet on October 25? Mary Anne will find out when the deadline is on the 25<sup>th</sup>- end of business hours or midnight. We'll decide at the October 18<sup>th</sup> meeting if we need to have a meeting on October 25 or earlier.
  - FAQ- Send feedback to the co-chairs.
  - Penelope Kim- Thank you. She appreciates the sentiment of welcoming feedback, but she's concerned that the type of input we will get at this point will not be broad-based and it will not further influence how the application is put together. She has seen the process moving along with all the outreach we've done and the information we've provided, and she's at the point as a member of the public where she just wants to say that it is the responsibility and the privilege of the librarian and the trustees to take responsibility and to have the opportunity to send it off. She thanked the trustees for being open to input. We're doing a great job and she trusts us implicitly and explicitly to move this forward.
  - Leslie Luchonok: MBLC understands this is a pilot project and they want to make it work. Is it possible push back the October 25 deadline to give us a little more time to work on this and a little more time for public comment?

Next meeting date, Monday, October 18, 2021 5:15pm