

Trustees of the M.N. Spear Memorial Library
October 18, 2021, 5:15pm, on Zoom
Minutes

- Members present: Michele Regan-Ladd, Kate Cell (in and out- had off and on internet issues), Tim Logan, Melanie DeSilva, Savannah Ouellette, and Brad Foster
- Mary Anne Antonellis: Library Director
- Guests: Leslie Luchonok (left meeting at about 6:23pm), Mike Vinskey (left meeting before the end of the meeting), and Rita Farrell

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

- The edited version of the Building Program has been posted to the [Small Library Project website](#). A previous version of the Building Program was posted on October 15 with Mary Anne announcing that it had been posted to the Small Library Project website in Town Announce and on NextDoor Shutesbury.
- The Trustees have done a great job of reviewing and editing this document. Brad has done an incredible job of incorporating these edits.
- Welcome Guests
- Approve October 11 Minutes. Minutes were approved unanimously.
- Building Program documents for review
 - Demographics compared to library usage
 - Is en-route one word or two words? We removed the word altogether.
 - How should technology/equipment be integrated into each space?
 - How does a charging station for electric cars fit into the building plan and the MBLC's expectations? The MBLC doesn't know if they will fund it, but they are encouraging it to be included. The MBLC supports the inclusion of a charging station. The state has EVC charging station incentives through various programs that we may be eligible for. The Building Program is a set of instructions for the architect. When we're reviewing eligible and ineligible costs, we can review and discuss this with the community. This is something that could be included in an FAQ about eligible and ineligible costs.
 - What space do staff need to do their role?
 - Will there be enough space to assemble library of things items and kits, etc? Yes. The circulation desk is being designed to be the place where kits, program materials, library of things materials, etc. can be assembled.
- Next Steps
 - Mary Anne will upload this latest version of the Building Program to the Small Library Project website.
 - Building Program feedback sessions
 - In addition to the Building Program feedback sessions that have already been held (September 28, September 30, October 14), additional sessions for the community to give feedback on the entire draft Building Program will be held on Thursday, October 21 at 7pm

and Friday, October 22 at noon. Mary Anne added the sessions to Next Door Shutesbury and Town Announce.

- We will continue to offer more public input sessions between October 25 and December 3. Comments can also be emailed to librarytrustees@shutesbury.org.
- Small Library Building Project FAQ review
 - This is an excellent, clear, transparent document.
 - We updated/corrected the list of building program community feedback dates in the document.
 - Added to the FAQ: "Broadly speaking, eligible costs include almost all elements of the physical building, along with the circulation desk and mobile shelving; ineligible costs include furniture, fixtures and equipment ("FEE") as well as any landscaping and roads/ groundwork; please see the linked report for more details." There's no linked report yet, but Kate will add it.
 - Added to the FAQ: "We are also relying on expertise, including that of the Library Director and the MBLC Building Specialists, and of townspeople including a local architect, contractor, an early childhood education specialist, and a librarian from another library."
 - A date correction was made on the part talking about when the upcoming Building Program feedback sessions will be: October 21 and October 22.
 - Mary Anne added two sessions at different times of day to be as inclusive as possible. There may be some people who can't come Thursday who could come Friday. She wants to give people opportunities via public meetings to give feedback on the whole document before the draft must be submitted by the deadline of October 25. Mary Anne posted the meeting dates in town announce and NextDoor Shutesbury, and she, as usual in her communications, invited people to either email her or library trustees. To date, she's received one email. A handful of people have signed up for the sessions so far.
 - Stressed again: We released the Building Program and posted it to the Small Library Project website on October 15.
 - Addition of the answer to this question: "Once the Draft Building Program is submitted on October 25, can it be changed?"
 - "Answer: Once this draft is submitted, MBLC staff will work with our Library Director to review the draft and suggest changes or bring up questions. Residents of Shutesbury can continue to review the draft and submit input for several weeks. The final draft will be submitted with the grant application on December 3rd. If our grant application succeeds and we accept the funds, a project manager will be hired and another round of review and change will take place as the architects weave our building program goals into the actual design."
 - Add: "We will continue to offer public meetings for comment. Comments can also be emailed to librarytrustees@shutesbury.org. All substantive comments will be reviewed in Trustee meetings." Note-minor comments can be addressed at the discretion of the co-chairs.
 - Reiterate where people can send their suggestions, and how they know we've heard their suggestions. We don't want anyone to think that if they email the library director or the trustees they won't be responded to or heard. Just to

be clear, everyone who's emailed us has been responded to and had their email acknowledged. Mary Anne responds as soon as she can. The current protocol is: when people email the Trustees or Mary Anne, the sender receives a response acknowledging receipt. Those who email the trustees: we thank them for their suggestion and let them know it will be taken under consideration. We added to the FAQ that we will discuss substantive feedback at Trustee meetings.

- Comment from Trustee- Our charge as Trustees is to do the best we can to take the wide breadth of suggestions we receive from across the board and put them into a reasonable library building program that works for Shutesbury. We've already seen some suggestions we can't implement (ie the hot dog stand), and there will be others. If people send emails, we acknowledge their email, but it's not an open discussion via email. The discussion occurs and has to occur in a public meeting. We don't want people to think they're going to get a detailed response via email.
- Like with the Wish Tree, we could add these suggestions to the website. Discussion: Would this be too much work without clear value? Would it be useful to the community? We won't need to post every email we receive. It would get very long, difficult to manage, and unwieldy. Instead, we should post substantial conceptual changes to the website and new important changes about the process and knowledge we gain like we have been doing already.
- Leslie Luchonok: The section ["Once the Draft Building Program is submitted on October 25, can it be changed?"] is a fabulous and important component of the FAQ and as a member of the public he is really grateful to have this clarity inserted into the project at this point. His feedback was acknowledged and his feedback is appreciated.
- "If we were awarded the grant, then what happens": We can't control when we can get the public a cost estimate. There are many factors at play, but we *can and do* commit to getting the public an estimate of the full cost of the library in advance of Town Meeting. Added and then removed based on Leslie Luchonok's feedback below: "Trustees are eager to understand and share the projected costs as soon as we can."
- Question to Leslie Luchonok: If he's reading this paragraph, "If we were awarded the grant, then what happens", does he feel he has clarity at this point. He has larger issues that are more appropriate to address at the public feedback meetings later this week. Watching the Trustee process pretty closely, it's clear that we're eager to understand and share the projected costs as soon as we can, but adding it into the FAQ and putting it like that implies that you're almost victims of the state bureaucracy and he doesn't think we want to communicate that. Response: Good point. We just want to make sure the public understands that it's in everyone's best interest to know the cost estimate as soon as we possibly and responsibly can.
- "If the warrant article passes, then what happens?" Note- We can't keep taking public comment after the actual building starts. Conversation about what "design phase" means and what "Owner's Project Manager" means. It's important to make sure these terms are defined and understood by the community. The following content was added here for clarification: "We will

form a Library Building Committee, asking for letters of interest from people who would like to serve. The Trustees will make recommendation to the Select Board who will appoint the committee. Then the Town will hire an Owner's Project Manager (OPM), who acts on behalf the owner (The Town) throughout the project. They are required to be a licensed professional with experience in municipal construction. After that we would hire an architect and enter the design phase, which is where the Library Building Committee will look at many potential solutions and narrow down the choices to determine the most efficient way to construction the building. During the design phase we will continue broad and deep public engagement on what our building should look and feel like. We would not expect to start construction until 2023."

- If the public is reading this, will they know when during the process they could offer input as to say what the library will look like- more modern like the Erving library or more traditional like the Leverett library, etc.? Yes- we think it's clear that it would be during the design phase.
- "Would a new library include features to increase climate change resilience?" Do we need a paragraph about how Kate Cell advocated for adding some features such as showers and laundry and that the Trustees clearly rejected this? Yes. We need to keep this because of the existence of and continued possibility of circulating misinformation, including a recent letter from a member of the community that incorrectly stated that the Trustees were considering creating an emergency shelter. It's important that we keep in there that we will be including limited community resilience features such as being a heating/cooling/power center because this is recommended by the MBLC and because the library already serves this role for the community now.
- "Is there no way to increase or expand the existing library building or to use an under-used building, such as the Old Town Hall?" Clarification add: It was during the first feasibility study for this approach that an engineer determined the Old Town Hall we not designed for the weight requirements of a library. There's also no parking around the Old Town Hall.
- The FAQ will be posted to the [Small Library Project website](#) as soon as possible and Mary Anne will announce its posting on Town Announce and NextDoor Shutesbury as usual.
- Mary Anne will post Building Program draft 3 on the Small Library Project website as soon as possible. Note: For Building Program web edits, we should have consistent fonts, and also use a consistent naming convention for organization.
- Who from the Trustees is attending the upcoming Building Program meetings? October 21: Brad; will attend this and will Michele will attend on Friday; Mary Anne will send all of the Trustees an invitation.
- Historical Society conversation: We received two thoughtful pieces of written feedback for consideration: one was to create a space for the historical society and the other was to create a space for historical archives. The last Building Program from over a decade ago had a historical room in it. If we're going to make that large of a change to the Building Program, we need to discuss it today. MBLC will not pay for us to create a space for another town department. The library director

job is already a very full-time job. We don't want to make the library director job unmanageable by adding something that's like another full-time job. Looking at town documents and maps could happen in other sections of the library; we don't need a separate section. The Town reports and Open Space plans can be part of the adult book collection. One Trustee thinks it would be a mistake to store some historical archives to the library and not others. What to do with the town archives is a larger discussion. We need to be focused on building a library that meets the immediate needs of the community, and including a historical space would fly counter to our stated goal of building a library that can be staffed at current levels of staffing, and making the library the repository for town archives, storage and management would increase operating costs in perpetuity.

- Mike Vinskey: What's happening with the draft this week? It's his understanding that it will be made public tomorrow and then there's going to be the question sessions Thursday and Friday. He's kind of confused- the draft is going to the MBLC on the 25th, but then we're talking about having additional comments and inputs being made until December 3. What's the significance of the 25th submission and the December 3rd submission?
 - Answer: We have to submit the draft October 25. We posted a draft of the Building Program to the Small Library Project website on Friday, October 15 and it was emailed through Town Announce and it was posted on NextDoor Shutesbury. Then a second draft was posted to the Small Library Project website that has some grammar corrections, and other corrections. We received some comments on historical collections since then which we've just discussed. So far that's all we've heard, but hopefully we'll receive more emails between now and Thursday, and that people will come to the meetings on Thursday and Friday and give us more input. We may make adjustments to the draft before it's sent to the MBLC by the deadline of October 25. We'll get feedback from the MBLC and continue to get feedback from the community. The grant application is due December 3 and will include the final Building Program.
- Mike Vinskey: I thought the 25th was when the Building Program was due?
 - Answer: a *draft* of the Building Program is due on the 25th. The MBLC will review it and give us feedback and we will continue to collect feedback from the community until the final Building Program is submitted with the grant application on December 3. So maybe we'll continue taking public feedback for as long as we can and then we'll incorporate that feedback into the final Building Program. Maybe the people advocating for historical archives will come back to us and we'll have to add some square footage. Or maybe Mike will come back to us with a question about the kitchenette and we'll have a discussion about it and decide to change the layout of the kitchenette.
- Mike Vinskey: He doesn't know what the process is. He has all sort of items that he'd like to see changed but he's never been aware of what the process is- is it send an email, is it go to a meeting, is it attend a library trustees meeting and bring it up? That hasn't been particularly clear to him. The fact that a discussion of the process is coming so close to a major milestone is concerning to him. He's on Town Announce and NextDoor and didn't see information about the Building Program being posted.

- Mike Vinskey left the meeting at this point and did not stay to receive a comprehensive answer to his questions
- Answer:
 - Mike should verify he's signed up for Town Announce and if he is, he should check his spam box because the announcement about the posting of the draft Building Program confirmed went out. And it's on NextDoor Shutesbury because Mary Anne confirms she put it there. A Trustee checked Town Announce during the meeting and saw the posting. The Library account posts on NextDoor and not Mary Anne herself.
 - The Library Building Project process, outreach or communication has been discussed at each meeting since the project began being discussed.
 - In July, the Library Trustees established an email address as a way for the public to contact us more easily during the Small Library Project.
 - Since August, The Library and Library Trustees have maintained an information page about the Small Library Project website on which it provides the library trustees email address for communication. This website has been updated regularly as we have more information.
 - The autumn Our Town Newsletter which contained information on the Small Library Project.
 - Since August 18, the library has held a large number of events to provide the community with opportunities to provide input and feedback and to ask questions. We have also publicly stated in Town Announce, on NextDoor, and on the Small Library website that people can send email comments and feedback. Please note that Mike Vinskey was present at one of the Building Program input and feedback meetings where he watched the Building Program be changed based on feedback in real time in the meeting.
 - August 18: public meeting at the Shutesbury Athletic Club
 - August 30: Erving Library tour
 - September 9: mediated Zoom session
 - September 14: Library open house
 - September 23: mediated Zoom session
 - September 28: Zoom review session on Building Program components. The Building Program was changed in this meeting based in real time based on feedback.
 - September 30: Leverett Library tour
 - September 30: Zoom review session on Building Program components. The Building Program was changed in this meeting based in real time based on feedback.
 - October 14: Zoom review session on Building Program components. The Building Program was changed in this meeting based in real time based on feedback.
 - October 15: Full draft of the Building Program posted on the Small Library Project website and announced on Town Announce and through NextDoor.

- October 21 and October 22: Building Program feedback meetings scheduled.

Next meeting date, Sunday, October 24 at 3pm