

Trustees of the M.N. Spear Memorial Library
October 24, 2021, 3pm, on Zoom
Minutes

- Members present: Michele Regan-Ladd, Kate Cell, Tim Logan, Melanie DeSilva, Savannah Ouellette, and Brad Foster
- Mary Anne Antonellis: Library Director
- Guests: Rita Farrell, Penny Jaques, Leslie Luchonok, Molly Moss, Meryl Mandell, Jill Marland, Gail Fleischaker, Penny Kim

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

- Welcome guests.
- Purpose of this meeting: Review public comments, letters received, the draft Building Program, vote to approve the Building Program.
- The meeting minutes should not include drafts of document discussed attached. Draft documents should instead be listed at the end of the minutes.
- Approve October 18 Minutes. Minutes were approved unanimously.
- Review of letters
 - Susie Mosher: Thanks us for the work we've done on the Building Program; outdoor shed could be a separate project; keep the pavilion
 - Clifton Read: Thank you for the balanced approach. We need a new library.
 - Arleen Read: Supports the teen room.
 - Leslie Luchonok: Had questions about the square footage of the proposed library and the pavilion. We will address his questions during this meeting.
 - Mike Vinskey: The proposed library is too large; Why can't we use the plans from Wendell or Leverett's library; cost concerns; kitchenette is problematic.
 - Claudia Gere: Generally supportive, but concerned about the proposed size; cost concerns; doesn't see value to a teen room.
 - Amanda Alix: Concerned about tax rates
- Leslie Luchonok: What's the actual square footage being proposed? Does the outdoor space count as part of the overall square footage? Leslie gets 6828 ft. including outdoor space. Answer: It's 5828 without the pavilion which is outdoor space.
- Comment from Trustee- It doesn't make sense for anything outside to be considered part of the usual square footage of the building. Indoor space is different from outdoor space. Get clarification on this.
- A note about process and square footage in the Building Program: this has been a very fast moving process with a very tight timeline. Mary Anne has done a remarkable job given time constraints and the fact that she's also working full-time running the library. We've done the best we can with the time limitations we've faced. The way the Building Program works is we describe our program spaces, add them all up and add the 30%, and get our best, standard practice, educated estimate at this point in time. The Building

Program needs be created so when the architects are designing there are no surprises and so it's foolproof; we need to have done our due diligence so there's no chance it needs to be bigger. When the architects design they look for efficiencies. Note- We don't add 30% to the pavilion because it's not indoor space and won't, as outdoor space, have the same cost per square foot. This building will be small, one floor, no stairs or corridors.

- The MBLC will continue to give us feedback on the Building Program, including square footage before the grant is due on December 3.
- Pavilion: The MBLC is encouraging outdoor programming space be considered; the pavilion came from community requests; the MBLC will pay 75% of the construction costs of a pavilion; the pavilion would be an important part of the library. It's important for the pavilion to be designed by the architects so it works with the rest of the building. We can either pay 25% of the pavilion or 100%. The inclusion of a pavilion will impact the orientation of the building- weather types, sunlight, mosquitoes, etc. Mary Anne recommends changing the flooring of the proposed pavilion to make it less expensive- value engineering. Retractable mosquito screens has been included in the plan; there will be electricity. Why do we need a pavilion: We just spent a year and a half sitting outside and it likely won't be the last time; music, classes, crafts, children's programs, coffee drinking, barn dances, book clubs, etc. There's no reason not to include the pavilion at this point because to exclude it at this point would be turning down money, but we need to continue to assess its inclusion, hear from the architects, and evaluate the possible costs. If we're going to fundraise for a pavilion and shed we can either fundraise for 25% of the cost or 100% of the cost.
- Shed: We could leave the shed out and just have it built by volunteers, but the state is willing to pay 75% of a shed so why not take advantage of this source of funds. We'll be far better off to have the state pay most of it.
- Meryl Mandell: This library is for the town's future. It's a valuable resource for all the people of the town. The shed and the pavilion are things that will enhance the utility and functionality of the building. With the state paying 75% of the cost of the shed and pavilion, this is the best deal we'll ever get to acquire these items. Why miss this incredible opportunity for the town if we're selected?
- Penny Jaques: It seems crazy that we would not take advantage of getting 75% of the cost covered for a shed and pavilion.
- If anyone doubts for a second that this building won't be buzzing like a beehive, you haven't been paying attention.
- Teen room: If we're going to build a new library, it should be for every demographic, from babies and toddlers to elementary and middle schoolers, teens, young adults, adults, and senior citizens. Why would we not include a space for teens (6th-12th grade)? Teens should have a place to go and feel welcome; many can't get to the Jones Library, Amherst; Shutesbury can be an isolating place for teens. During the pandemic it was hard for some teens to be so isolated and not have a quiet space to get their own work done.
- Small Study Room: This space will be multi-use- studying, tutoring, small meetings, for people working from home, people who need to make a medical call, test proctoring

- Where is the safe room? Either the director's or staff room could serve that function with locked doors and panic buttons.
- Heating and Cooling Center/back-up power: The library will not be an emergency shelter. It's very likely there will be additional government funding available for climate resiliency features like a constant power supply. The time to think about and include power supply is during the building process- that's when it's less expensive. The current library already serves as a heating and cooling center and power center when the power goes out.
- Kitchenette: We need a small, utilitarian kitchenette to support programming and staff- it's only 80 square feet. At the very least, staff should have a place to store their lunch, heat up their lunch, and for staff to clean up after programs- this requires a refrigerator, a sink, a microwave and a counter- that's a kitchenette. It's not reasonable to expect staff to clean up say a messy children's program in a bathroom sink. We had requests from the community for a full kitchen. The kitchenette is a compromise. There needs to be cold water for a young mom who hasn't had a drink of water in 4 hours and is light-headed which happens, or a cabinet to store a few granola bars and chips for kids after school.
- Building Program changes highlights
 - Adult collections changed from 800 to 1080 sq. ft. because the stacks need more room due to ADA requirements. Data doesn't support removing stacks.
 - Children's Room- reduced by 50 sq. Ft.
 - Circulation Desk- reduced by 100 sq. ft.
 - Lobby- reduced by 50 sq. Ft. Bench and lockable display case removed because there will not be room.
 - Screen to advertise programs deleted.
 - Bathrooms- square footage added. About 120 sq. ft.
 - Study room- removed some furniture.
 - Teen room- removed some furniture.
 - Teen collection- reduced size of collection because it won't fit.
- Collection changes: DVD/audio- collections won't change; adult books- collection will go from 3,500 to 6,000 items; children's collection will go from 3,700 to 7,000; young adult collection will go from 700 to 1200. Our use statistics are through the roof.
- Last time we applied for a library grant, the resource the MBLC used was the Wisconsin Standards which is outdated and not used anymore. The MBLC created its own space planning tool. One of the ways Mary Anne explained our needs in the Building Program is by comparing us to other towns in Western, MA with similar populations and bigger libraries. By looking at their collections and usage statistics, you find that our usage statistics are almost always much higher, yet we have a much smaller collection. Mary Anne crunched the numbers to figure out what our average collection size should be based on population and usage.
- We've coalesced around something that we believe is a very good design for this library and this process will continue after this draft is submitted.
- Leslie Luchonok: How many people have attended the community meetings that have been held? Thanked Rita Farrell for being here. The people

attending the Library Trustee meetings are highly educated people. Unless something changes in terms of design and funding, he, as a library supporter who wants to see a new library, is concerned we'll have a hard time selling this building. He's raising a red flag. He appreciates all the work we have done. Answer: We agree we need to continue to be aware of the financial impact. There's a list of all the opportunities for public comment, and the number of people who attended is in the Building Program. Compared to last time, we have had much better and very robust public participation. We had 100 people come to the first public meeting. We had an open house and people came. We've had an impressive number of opportunities for public input, feedback, and comment.

- Meryl Mandell: The library trustees have made an unbelievable effort reaching out to town's people. It's not fair to say that the group that's here is not representative. It's representative of those who choose to take their time to be involved in this process. We're building a library that's economical, but is also focused on the future of this town, to attract people, to keep people and to provide an amazing service for all townspeople.
- Square footage is A driver of cost, but not the only one. The assumption that if the building is bigger it will be more expensive isn't necessarily true because the state will be paying a much higher percentage, plus our fundraising, and plus the cheaper finishes. We will continue to incorporate feedback and figure out ways to find economies. We don't want to propose a building that the town can't support.
- Jumping on one square footage figure and raising alarms is not productive. This is a changing, dynamic process. We're listening and working it out. We've been up against a very difficult time schedule, especially Mary Anne. We will receive and incorporate continual input between now and December 3. This is the beginning; not the end.
- November 3, 7:30pm Trustee meeting: Topic- site selection questions, engineers will be there.
- November 4, 6:30pm, Trustee meeting: Topic- site selection, engineers will be there; community strongly encouraged to attend; we'll discuss pros and cons and made a decision on the site. Depending on which site we choose there are various pieces of site work that needs to be done. The surveys need to be done by December 3.
- Grant application: Mary Anne will send it out to the Trustees. We need to meet with the Finance Committee; edit the Building Program and letter of intent.
- Public comment about the Building Program due by November 15.
- Building Program draft approved unanimously. Roll call vote:
 - Brad- Yes
 - Kate- Yes
 - Michele- Yes
 - Savannah- Yes
 - Melanie DeSilva- Yes
 - Tim Logan- Yes

Documents discussed at the meeting:

- Building Program
- Letter from Susie Mosher
- Letter from Clifton Read
- Letter from Arleen Read
- Letter from Leslie Luchonok
- Letter from Mike Vinskey
- Letter from Claudia Gere
- Letter from Amanda Alix

Next meetings: Wednesday November 3, 7:30pm; Thursday November 4, 6:30pm; Monday, November 8, 7:30pm.

Respectfully submitted by Melanie DeSilva, Secretary, Library Board of Trustees