

Trustees of the M.N. Spear Memorial Library
November 16, 2021, 7:30pm, on Zoom
Minutes

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

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

- November 4th and November 8th meeting minutes approved unanimously.
- Revisions to the Building Program- feedback provided by the MBLC
 - MBLC asked that information be removed that is not relevant to the architects.
 - Adult Collections Area: Mary Anne worked with the MBLC to figure out how much linear feet the collection needs and how much shelving space is needed, and she used the standard formula for this. It come out to 460 square feet. We had a much higher number so we saved considerable square footage here.
 - Children's Area: Applying the same standard formula, we will need more space- We went from 750 square feet to 900 square feet. Adult books can be on high shelves, but children's books cannot and take up more floor space.
 - Circulation Desk: MBLC was concerned the square footage allotted was not enough. 40 ft. added- it went from 200 to 240 which will give room for the book truck, and shelving for the library of things and holds, copy machine, etc. The current circulation desk area is 120 square feet and is far too small, and if you're going to have two staff people working there, you need more room.
 - Interior Book Return: MBLC stated that it needs to be assigned square footage. If you're going to have an interior book return it must be a fire save room. The Erving library's is 48 square feet so that number was added in.
 - Pavilion was changed to Covered Outdoor Program Area because to the MBLC "pavilion" sounds like a space disconnected from a building.
 - Reception and Browsing Area: Applying the formula, Mary Anne was able to reduce this area by 50 square feet. That square footage was added to the circulation desk.
 - Restrooms are unassigned space and this square footage was removed. That will fall under the 30%.
 - Small Study Room: It was 150 square feet, one of two tables and 4 chairs, and the MBLC said a room this size could have 6 chairs. Mary Anne realized that that room could be utilized for town committees and boards could meet if it accommodated 8 chairs. So, 50 feet were added. This will make it even more multi-functional.
 - Staff Work Room: 40 feet were added so there's enough space for desks, tables, cabinets and shelving.

- Teen Room: Staying the same, except some adjustments to shelving were made.
- Telecomm closet added- 15 square feet.
- Where it says gross square feet it now says square feet.
- Photos of the parcel behind town hall removed.
- The MBLC would like to see a bigger circulation desk, staff work room and teen room, but we've made these spaces as big as we can make them.
- The latest draft has been approved unanimously by the Trustees and uploaded to the Small Library Project website. It will be a draft until the MBLC decides it's final. From our perspective, it's just about final.
- LBP Area Comparison: 2021 and 2009: This chart compares apples to apples. It compares the size of spaces in the Building Programs from 2009 and 2021. This proposed library is smaller by almost 500 square feet compared to the last attempt.
 - This document was approved unanimously by the Trustees.
 - This document will be uploaded to the small library project website asap
 - At the same time a public meeting to walk people through this document will be announced through Town Announce, and scheduled for Tuesday, November 23, 7pm. This will not be a Trustee Meeting. The zoom link will be published on the website. Who will attend: Brad Foster, Melanie DeSilva, Kate Cell
- The grant application:
 - Some of the questions from the grants and the building program are redundant.
 - Actual signatures will be required before submission. Co-chairs and Select board members required to sign it.
 - Reminder: Town Meeting charged us with applying for this grant.
- Finance Committee tomorrow night at 7pm: Who's attending? Kate Cell, Brad Foster, and Tim Logan. We're on the agenda right after approval of minutes. We will talk about what the town resources are and what the strategies might be to fund the library. The Town has almost \$1.2 million in free cash alone.

Documents discussed at the meeting:

- Building Program- new draft
- Grant application
- LBP Area Comparison: 2021 and 2009

Next meeting: Monday, November 22, 7:30pm.

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