

Trustees of the M.N. Spear Memorial Library
November 29, 2021, 7:30pm, on Zoom
Minutes

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

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

- November 22nd meeting minutes approved unanimously.
- Discuss/approve final building program:
 - Should we put a smart board in the building program instead of a white board since white boards are becoming obsolete? We will not add it to the building program because it's expensive.
 - Page 22- Fix typo- change it to Council on Aging and not Council in Aging.
 - Page 23- Update fundraising total after Giving Tuesday total.
 - Giving Tuesday numbers will be added in last minute.
- Discussion of final grant application:
 - Page 10- combine totals from town funds and privately raised funds to demonstrate this impressive total.
 - Updated information on the site selection, hazardous materials testing, and updated financials are being added.
 - Page 8- Add a link to the Small Library Project website.
 - Giving Tuesday numbers will be added in last minute.
 - The assessor valued the land at \$57,528. This information will be added and the required assessor form attached.
 - The Friends expended some funds for site testing which is part of the project cost- ineligible costs- so the total raised amount should remain since it's total "raised."
 - When everything is added, it will be re-formatted, and the signature pages will be printed out for Trustees and Select board to sign.
- Trustees unanimously approved the Building Program and Grant application with additions as discussed above. Roll call vote:
 - Kate Cell- Yes
 - Melanie DeSilva- Yes
 - Brad Foster- Yes
 - Savannah Ouellette- Yes
 - Michele Regan-Ladd- Yes
 - Tim Logan- Yes
- Signing the grant application: We can sign it starting tomorrow morning at 10am. The signing will take place before the final Giving Tuesday numbers are in.
- Discuss/approve annual action plan:
 - Fix typo- "Athletic"

- The goals added are from the long range plan. Objectives and action items were also added.
 - Trustees unanimously approved the action plan.
- Prep for select board meeting:
 - 5:45pm Select board meeting; joint Select board and Trustees meeting tomorrow night at 6:30pm (recommendation- that we log in at 6:15pm).
 - Kate Cell will be the main spokesperson for the Trustees.
 - The Select board will have seen the grant application before the meeting. The Select board has had the opportunity to review the building program. The final copy of the Building Program and grant application will be sent to the select board before the meeting.
- The latest version of the Building Program and the grant application will be posted to the Small Library Project website.
- December 14- Trustees meet with the finance committee. We need to approve a budget before this meeting.
- December 16- Open Space Plan Meeting
- Community garden: The Recreation Committee voted to move the community garden to next to the library. Is there anything we need to do to coordinate with them? The recreation committee knows that they won't be able to build the community garden until the library is built. We will talk about the community garden being added next to the library when the MBLC comes out for a site visit in January.
- Next meeting:
 - Open space document
 - Budget

Documents discussed at the meeting:

- Building Program
- Grant application
- Action Plan

Next meeting: Monday, December 13, 7:30pm

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