

Trustees of the M.N. Spear Memorial Library
March 15, 2022 7:30pm, on Zoom
Minutes

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

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

- February 15, 2022 meeting minutes unanimously approved.
- Director's Report:
 - Portapotty: Mary Anne has solicited three quotes for a porta-potty. The first quote was \$450/month. Mary Anne proposes a lockable portapotty, so it is only available when the library's open and patrons need to ask for a key. Mary Anne will bring this to the finance committee. It is a temporarily solution. The cost will come out of the town's budget and not out of the library budget.
 - We need a restroom, and under no circumstances should we be using the composting toilet. COVID is transmitted through fecal matter. Emptying the composting toilet necessitates contact with fecal matter. The composting toilet we have does not allow for the bowl to be cleaned properly/sanitized as chemicals cannot be used, meaning that people who use the toilet always risk being in contact with fecal matter. This toilet also does not appear to have been designed for public use. It must be emptied by hand, and we cannot ask someone to risk COVID to clean it.
 - Brad has a portapotty contact with a cost closer to \$250/month.
 - Is there additional CARES Act funds available to help pay for this? According to Mary Anne, the town has exhausted their CARES Act funds. There is ARPA money, but it is unclear if these funds could be used for this purpose.
 - Should we just get rid of the toilet? We are not there yet. We need to know what our future is- are we getting the Small Library Pilot Project grant, or do we need to come up with another solution?
 - Note- the current acting police chief will give all library employees a key to town hall so they can use the bathroom in town hall.
 - Cultural Council grant- The Public in the Library- people who live in Shutesbury can come into the library and have a portrait done by a professional photographer.
 - Tim was speaking with a newcomer to town- every point of socialization they have had with others in town has been through the library.
 - There is great excitement about the Community read.

- Director's report unanimously approved.
- Because the trustees have determined that the composting toilet is not safe to use, clean or empty, the trustees are closing the toilet until such time that the trustees unanimously decide that it can be opened safely.
 - Brad Foster- Yes
 - Tim Logan- Yes
 - Savannah Ouellette- Yes
 - Kate Cell- Yes
 - Michele Regan-Ladd-Yes
 - Melanie DeSilva- Yes
- Friends Activities:
 - PR
 - Op-ed for Daily Hampshire Gazette has been drafted if we get the grant.
 - Short letter to the editor ready to go if we get the grant
 - Press release if we get the grant- Mary Anne will draft
 - Campaign to get people to town meeting
 - Draft town announce as social media communication ready to roll if we are awarded the grant
- Why haven't we heard back from MBLC? They are waiting for cost estimate.
- If Otis is awarded the grant and they do not accept it or it fails in their town meeting, the MBLC may offer it to us. We will have to think about what to do if this occurs.
- Mailing strategies:
 - 2 Trustee mailings- \$250-\$300 each.
 - First mailing would explain that we received the grant and lay out the options for how we would fund the library
 - Second mailing would compare the past project with the new project, and this building project will be cheaper than the last one.
 - Be ready for a third mailing
 - The Friends of the Library will have their own mailings
- The Trustees unanimously agree to allocate up \$900 in Trustee funds from the Spear expendable trust for direct mailing to provide information about the library building project in the event that we receive the grant.
 - Unanimously approved.
- Bulk mailings can be turned around in 3 days, but they are allowed 2 weeks to deliver.
- The Trustees vote to allow Mary Anne to determine the disk cleaning policy.
 - Unanimously approved.
- Trustees' role in advocacy- providing accurate information. The real advocacy comes from the Friends of the Library.
- If we are awarded the grant, we should meet weekly.

Documents discussed at the meeting:

- Director's Report

Next meeting: March 21 7:30pm

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