

Trustees of the M.N. Spear Memorial Library
November 22, 2022 7:30pm, on Zoom
Minutes

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

Kate Cell made an announcement that the meeting is being held via Zoom due to the pandemic.

October 24, 2022 meeting minutes approved unanimously. Michele-yes Brad-yes Melanie-yes Kate-yes Savanna-yes.

Director's Report

- Reviewed Director's Report.
- Library has been awarded a \$2400 grant for a series of fiber arts workshops with the hopes of developing a small community of fiber artists.
- New Shutesbury Building Committee is doing an inventory of town buildings. They visited the library and found the porch is sagging and in disrepair, and are applying for a grant to make the repairs. They also identified mold in the basement. They cleaned filters in the ventilation system. Note- the Town of Shutesbury Building Committee is not the same as the Library Building Committee.
- Lot 032- Follow-up testing has been done and we're waiting for the results.
- The ANRAD process will solidify the wetland delineation and is in process.
- Friends of the Library- \$2600 made at the election day bake sale, Giving Tuesday is next week with a \$6000 match available, and the soup and stews fundraising dinner is upcoming on December 2. There is plenty of soup, but the Friends need desserts.
- The Trustees unanimously approved the Director's report. Michele-yes Brad-yes Melanie-yes Kate-yes Savanna-yes.

Library Building Committee

- Construction Monitoring Services has been hired as the OPM by the town.
- The Committee put a call out for architects and received interest from 24 architects. A subcommittee will review applicants and a selection process is in place.

Lot 032 Discussion

- Lot 032 is not the purview of the Library Board of Trustees, but we want to provide support to Mary Anne who's been doing a lot of work on this.
- December 8th Conservation Commission Meeting at 8pm- Trustees invited to be there.

Budget proposal

- No major changes from last year. This is a level-funded budget- the same as what was appropriated last year.
- The budget maintains our state certification.
- Town has a policy of giving longevity bonuses and this year in January Mary Anne will have been working as library director for 15 years and will be getting a \$750 longevity bonus and the assistant librarian will receive a \$150 longevity bonus. Mary Anne proposes adding this \$900 to line 18- Operating Allocation.
- Programs are largely funded by grants.
- Trustee question: Has inflation affected the cost of materials and programming? Book handler has increased handling fees and the price of books has increased.

- Trustees unanimously approved proposed budget to be sent to the Finance Committee to be reviewed at their December 13th 7pm meeting: Michele-yes Brad-yes Melanie-yes Kate-yes Savanna-yes.

Library of Things Un-policy

- Most people borrow things and bring them back, the extensive paperwork we require won't stop things from not being brought back and the paperwork doesn't protect the library from being sued.
- Mary Anne reached out to other libraries asking advice on library of things policies, and many libraries do not require paperwork to be signed to borrow items, and it goes well. We don't ask people to sign paperwork to take out books, so why our library of things?
- Managing the paperwork is inefficient and time consuming and is unfriendly to patrons.
- Exception- kayaks borrowing must be accompanied by completion of paperwork.
- Trustees recommend that if things to be borrowed have a value above a certain dollar amount or post a risk of personal injury, then we would require paperwork. The Trustees will develop a specific policy at the next meeting.
- This would be a community-centered, innovative, non-punitive approach to collections.

Update: CWMARS has gone 100% no fines.

Action Plan

- Trustees reviewed and approved unanimously: Michele-yes Brad-yes Melanie-yes Kate-yes Savanna-yes.

The Spear Trust: A brief discussion was held to ask our Treasurer, Brad Foster, to check for clarification of the purpose and allowable distribution of the expendable trust.

Documents discussed:

Directors Report

Proposed Budget

Action Plan

Next meeting: Monday, December 19, 7:30pm

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