

MN Spear Library Trustees
Meeting
September 14, 2015

Members Present – Michele Cunningham, Michele Regan-Ladd, Dale Houle, Gail Fleischaker, and Co-chairs – Molly Moss & Kate Cell.

Library Director – Mary Anne Antonellis

- Approve Minutes from March 2015 – approved
 - Approve Minutes from July 2015 – accepted as amended
 - Director’s report – sent prior to meeting via email as a separate item [see attached]; approved.
 - Discussion and planning for Friends of the Library/Library Volunteers Appreciation Event:
 - Dates at Shutesbury Athletic Club – non available in the foreseeable future. Possibilities – a Sunday luncheon at noon could be possible.
 - Decided not to do Sunday, October 18, as had been previously discussed
 - Friends of the Library Annual Meeting, Friday, November 6, 2015 decided upon; as a way for Trustees to collaborate with Friends
- Mary Anne suggested Volunteer Appreciation Dinner with Friends Annual Meeting:
- Lasagna dinner – Trustees volunteered to make lasagna
 - Music by local musician, Brian Bender, already planned for Annual Meeting
 - Friends – paid memberships – eat for free; others pay \$5.00 donation
 - Will suggest this to Friends at their meeting on 9/15/15
 - Assignments – invitations will be hand written; Mary Anne will provide a list of volunteers to invite; about 30 people, including Trustees.
- All Boards Meeting – Kate Cell will represent Trustees and who will give the report to share with Select board and other town boards.
 - Financial Report – Mary Anne has not yet met with Town Treasurer, but provided an update.
 - State financial forms due October 9, 2015
 - Expendable Trust Fund – our goal is to keep the account sustainable, spend no more than the interest earned each year. Goal for next fiscal year – budget \$500 less of CWMARS to come out of Trust Fund; which costs \$2,000/year. Interest from Trust is about \$1,050/year.
 - With healthy town appropriation for town budget, state aid, revolving account fund, and Friends of the Library contributions; we don’t need Friends to pay for CWMARS membership. Friends prefer to pay for library programs, audio books, DVDs, etc.
 - Response to email that was forwarded to Michele Regan-Ladd, as previous Co-Chair. Discussion – since it was copied and not sent directly, the Trustees do not need to respond; all agreed. If in the future, an email is sent directly to the Trustees we will respond by inviting the sender to attend a future Trustee Meeting.
 - Reminder to all about the Message Box, we have in Google Docs – our “public” message regarding the future goals of the Trustees regarding a new library.
 - Next steps for Library Director – Financial report, goal setting – we need to have updated Long Range Plan filed in order to apply for any grants that may become available, continue to heighten awareness in the community of what library offers.
 - Next steps for Long Range Plan – review goals and update more current input from community.
 - Community survey – discussion about methodology – in past we have done on-line and paper surveys, and Trustees have each called about 10 people to interview with specific questions.

- Mary Anne proposing Two Focus Groups – next spring to help us with Long Range Planning. Mary Anne attended a Focus Group in Amherst, learned how to organize and officiate focus meetings, such as – asking specific questions with responses recorded, the results of which is to create an on-line survey sent out around Town Meeting, with paper copies available at Town Meeting. Molly Moss & Michele Regan-Ladd are willing to assist with the Focus Group.

Agenda – October 19, 2015; Dale will post

- Review Long Range Goals
- Brainstorm more specific ways Trustees can assist Friends
- Other items added by Co-chairs prior to meeting

Items for future Agendas:

1. Discussion about how to do fund raising to assist Friends; more specific ways Trustees can assist the Friends.
2. Financial report & Goal Setting from Director
3. January or February Trustee Meeting – planning for focus group sessions

Respectfully Submitted,
Michele Cunningham
Secretary, MN Spear Library Trustees

M.N. Spear Memorial Library
Director's Report
September 11, 2015

ReportCynthia Coffin started as the new Library Assistant. She has only worked a few shifts but her basic circulation skills are coming along nicely and she is learning other skills such as processing new materials, updating the message board, etc. as they are available. She is registered for an ebook workshop at the end of September.

Kayaks - overall the first full season has been very successful. Many patrons have expressed an interest in using the kayaks with out of town guests and I would like to expand the program to include Shutesbury residents and their guests starting next spring. We'll have to update the paperwork but can do that over the next few of months. The season ends after Columbus Day weekend.

Fall programs in the works, programs are listed on website; highlights include cooking, a screening of Chasing Ice followed by a discussion led by Al Werner, and DIY creation station workshops for kids ages 9 and up. A young patron requested a Mine Craft club. The Friends have purchased two Kindle Fires and will load them with Mine Craft. We will invite children to bring their own devices too. We will give it a try on Wednesdays at 1:30, starting soon.

A patron came in after a conversation with a former Trustee. She is concerned because during the new library debate she was very aware of concerns raised by opponents of the project and she has just recently learned of some of the attributes of the project and she would like to be involved in helping to get the word out the next time the town attempts to build a new library. She asked when the Friends met but I suggested the Friends were not the appropriate board to discuss this with and that the Trustees are responsible for making the decision about when we will try again. I said we were not planning to apply in the next round and that a project is likely five years off. I let her know when the next Friends and Trustees meetings are and made sure she knows she is welcome. She feels strongly that we need a community meeting space that is not a bar.

The two staff computers are having trouble with some graphic functions - some video and other applications cause a driver to crash. I have had Hank Allan look at them a couple of times. He has tried a few things but the problem persists. I will continue to monitor.

I have signed us up for a weekly online newsletter that shares new additions to the library collection. The newsletter will go out via email (to subscribers) and Facebook on Saturdays. Items in the digital catalog as well as our physical catalog will be listed.

If you would like to sign up, follow this link.

<http://www.wowbrary.org>

Julie Stepanek has decided to pursue other opportunities and will no longer be our story hour provider. The Union 29 Community Network for Children funds Story Hour from September to June. Gillian and I worked together to find Katie Tolles to replace Julie. Katie starts Monday, September 14th. We are also extending the story hour by a half hour – it will begin at 9:30 am, end at 11 am. Katie is a retired teacher, and was a story hour provider at the Whatley Library when her children were small.

The MBLC and the MLS are planning a Small Libraries Forum on Wednesday, September 23rd from 9 – 2:30 at the Sturbridge Host Hotel. There will be speakers, panels, displays, etc. I went last year and it was good and inspiring. I am registered but may not be able to take the time to go.

Trustees are welcome. If you are interested in going let me know and I'll give you the registration info.

Fall is a busy time.

The Financial report to the MBLC is due October 9th.

The final Steamrolling at the SLEW Libraries report is due October 15th.

Shutesbury Cultural Council grant applications are due October 15th.

A draft of our plan for programming and services for the IMLS STEM grant is due October 30th.

Linda has asked for the Annual Report to be submitted by September 30th. We cannot prepare the Annual Report until after I have completed the State Financial forms so I am setting a tentative goal for having a draft of the Annual Report for the October trustee meeting – but it may get pushed to November.

I'll be away from Monday, September 28th until Friday, October 2nd. Cynthia and subs will cover the week.