M.N. Spear Library Reuse Committee Meeting Minutes

October 2, 2025 Hybrid Meeting Format

Committee members present: Rita Farrell (Absent), Mary Jo Johnson, Stephen Dallmus, Paul Lyons, Susie Mosher, Henry Geddes.

Staff present and Guests: Brennan Mailloux.

The meeting was called to order at 10:35 am by Paul Lyons.

Agenda Review: As posted.

General Business:

1. Introductions- new member Henry Geddes.
	1. Henry is Chair of the Historical Commission and is also on the Community Preservation Commission. He has a passion for learning about historical buildings, artifacts, and how we can preserve them.
	2. Lyons shared the committee is excited to have his expertise added to the team.
2. Review and approve the Meeting Minutes for 09.18.25:

**VOTE:** Dallmus makes a motion to approve the Meeting Minutes for 09.18.25, Mosher seconds. Roll call vote Dallmus: aye, Mosher: aye, Lyons: aye; motion carries.

1. Review of draft questionnaires and schedule for dissemination:
	1. Lyons drafted the two separate questionnaires for dissemination, and the Committee Members sent Lyons their comments. Dallmus questioned whether we could step back as a committee and look at both the Old Town Hall and M.N. Spear Library together, and how we could utilize both better. He suggested we could visit both buildings and see what buildings are more suitable for different purposes. Lyons reminded him our Charge is dedicated to the M.N. Spear Library, but we could add it as a question into the questionnaires. Mosher stated she believes both buildings have different attributes, and both could be used for different purposes.
	2. Geddes stated at the Old Town Hall, the Historical Commission is looking to archive all the stored files and documents.
	3. The Committee looked over the questionnaire draft for **Departments/Officials** and stated they would be dispersed and filled in online.
		1. Question #1- Mosher recommended editing Question #1 to read “If not, what current needs or future needs are not being met?”
		2. Question #2- As is. Change #8 to read #7 under the Note section.
		3. Question #3- As is.
		4. Question #4- Dallmus asked Lyons to add approximate hours per week for Rarely and Weekly, and hours per day for Daily. The “Never” option was removed.”
		5. Question #5- There was discussion that the current composting toilet is non-functioning. This question was decided to be deleted.
		6. Question #6 (New #5)- Addition of “ex. A Bathroom”
		7. Question #7 (New #6)- As is.
		8. Question #8 (New #7)- As is.
		9. Responses will be sent electronically to Mosher’s email or dropped off in the lock box in front of the Town Hall.
		10. “Respondent Name” will be added to the top of the questionnaires.
	4. The Committee looked over the questionnaire draft for **Committees/Boards**.
		1. Question #1- Same change as Question #1 on the **Departments/Officials** questionnaire.
		2. Question #2- Edit was made to read “Meetings- Assuming technology to conduct hybrid meetings would be available.”
		3. Question #3- As is.
		4. Question #4- Same changes as **Departments/Officials** questionnaire to include “daytime or evening” after the options for weekly and daily. The “Never” option was removed.
		5. Question #5- New #5 from other questionnaire to become #5 on this Questionnaire.
		6. Question #6 - As is.
		7. Question #7- As is.
		8. Responses will be sent electronically to Mosher’s email or dropped off in the lock box in front of the Town Hall.
		9. “Respondent Name” will be added to the top of the questionnaires.
2. Volunteer(s) to collate questionnaire results:
	1. Mosher stated she would be willing to collate the questionnaire results.
3. Questions for Stephen Dallmus on current building conditions:
	1. There was discussion about the stairs and bulkhead, and whether they have railings.
	2. Dallmus shared there is rotted siding and trim which a grant could be applied for to deal with.
	3. Dallmus shared being a historical building, he believes grants could be applied for to deal with some of the building’s renovations. Geddes did share there are deadlines for grant applications. Geddes shared that he believes the building is on the Federal Historic Register for being a historical building, as well as the Church and Old Town Hall. Dallmus was not so sure about this, as he thought it was just distinguished as a “building of historical significance.” Geddes stated he would look into it.
	4. Jo Johnson discussed the bathroom situation and what direction we could go with that. She stated if we ask individuals to walk to the Town Hall to use the bathroom, then we would need to add signage at the road or some sort of cross walk, making it safer to do so. Dallmus stated putting a bathroom in would cost a lot of money as it is a septic problem.
	5. Lyons asked if the recommendations in the spreadsheet that require professionals need to be addressed at a high priority. Dallmus stated he does not believe those need to be addressed right now before we find potential uses for the building.
4. Next meeting date:
	1. The Committee plans to start the next meeting at the M.N. Spear Library and then move to the Town Hall and discuss their observations. The next meeting was decided on, and it will be Thursday, October 16th at 10:30 am.
5. Meeting adjourned at 11:59 am

**VOTE:** Geddes makes a motion to adjourn the meeting at 11:59 am, Mosher seconds. Roll call vote Jo Johnson: aye, Mosher: aye, Lyons: aye, Dallmus: aye, Geddes: aye; motion carries.

Administrative Actions:

1. Lyons to update the (2) Questionnaires with the new edits made.
2. Mailloux to email out the Questionnaires when they are ready for dissemination.
3. Farrell to look over the Questionnaires and offer her comments.
4. Mosher to collate the questionnaire responses.
5. Geddes to look into the status of the M.N. Spear Library and if it is on the Historical Register.
6. The committee to review Mosher’s provided record storage documents.

Document and Other Items Used at the Meeting:

1. Meeting Minutes for 09.18.25
2. Draft Questionnaires
3. Shutesbury’s Building Assessment

Respectfully submitted,

Brennan Mailloux

Administrative Assistant

Town Administrator/Select Board

\*\* A full version of the 10/2/25 M.N. Spear Library Reuse Committee meeting is available to view on the Town of Shutesbury’s YouTube page: <https://www.youtube.com/watch?v=TyV_pAgQIUY>