

# Trustees of the M.N. Spear Memorial Library

## Minutes 11/19/18

Attending: Library Director - Mary Anne Antonellis, Co-chairs - Kate Cell and Michele Regan-Ladd, Jaime Donta, Savanna Ouellette, Brad Foster, Michele Cunningham

Minutes for July approved unanimously.

September and October minutes tabled until next meeting.

FY20 Action Plan discussed and approved unanimously with formatting edits. The document is all inclusive. We continue to provide excellent library services on a limited budget and are always striving to do it better.

Annual Report approved unanimously with formatting edits.

Director's Report – Approved unanimously with formatting edits.

Mary Anne received the grant from New Salem Academy which will be used for a Mindfulness/Stress Reduction program, which community members can attend for free. These programs are very popular in the community and highly attended.

Mary Anne and will be working toward setting up meeting with our new and established local, state and federal representatives.

Discussed the salary grading of the library director position.

Libby Post reflection – Trustees discussed the meeting we had with Libby last month. We were impressed with her expertise and the wealth of ideas and knowledge she shared about libraries some of which we immediately implemented. The Friends would like to have a joint meeting with the Trustees in January to discuss hiring Libby Post to help us with our research and planning process for the future of the library. Friends expressed a willingness to do some extra fund raising to assist us in this process.

Next meeting – December 17<sup>th</sup>, Town Hall. 7:30 PM

### Agenda

#### Approvals

- Budget
- Amended September and October Minutes
- November minutes.

## Director Report: November 2018

M.N. Spear Memorial Library  
10 Cooleyville Road  
Shutesbury, MA 01072  
413-259-1213  
mnspear.org  
Mary Anne Antonellis

### Circulation

- July 1 – October 31, 2019 (First third FY 19) – 11,422
- Same period FY 18 – 11,571, a slight decrease of 149 items physical items.
- Digital circs - 1,159
- Same period last year - 784, a significant increase of 375 items
- Digital video (Kanopy) 8 circs

### Community Engagement

#### Halloween

I helped to coordinate a more organized Town Halloween celebration, which was enjoyed by townspeople of all ages.

- The SES PTO collected and distributed candy along Leverett Road
- The new pastor of the Shutesbury Church had expressed an interest in participating in the town's Halloween festivities so I invited him to join us for a meeting. Church members decorated the church and invited trick-or-treaters in to visit.
- The Police did a terrific job managing traffic, starting earlier and posting signage at the intersection of Prescott Rd and Route 202 to alert drivers to Trick-or-Treat
- I coordinated a Halloween pumpkin carving event with pumpkins donated by our police chief's family farm. Tim Logan, B.Z. Reily and Tracy McNaughton helped get the pumpkins ready for carving. About 20 people of all ages came to carve pumpkins, which we then used to line the town common on Halloween night.
- Jen Davies, Jayne Rubenstein, Fred Steinberg, Nate Longcope and Tim, Tracy and BZ also helped with set up and/or clean up on Halloween.

### Election Day Fundraisers

I encouraged the PTO to do a bake sale and the Friends of the Library sold the Shutesbury apparel. It was nice to share the space and the opportunity. Pam Ososky, Tracy McNaughton, Tim Logan, and Melanie McNeill helped along with Friends' executive board members Fred Steinberg and JoAnn Bernhard.

## **All Boards Meeting – November 13<sup>th</sup>**

I attended the meeting and will attach the report I presented.

## **2018 Shutesbury Holiday Shop**

- Friday, December 7<sup>th</sup> – Soups & Stews dinner
- Saturday, December 8<sup>th</sup> & Sunday, December 9<sup>th</sup> – Friends' Shutesbury apparel sale at the shop

## **Friends News**

- Friends annual meeting – Saturday, November 17<sup>th</sup>, 10 AM, Town Hall

## **Giving Tuesday**

- November 27<sup>th</sup> online giving day will serve as a membership drive with the proceeds being divided evenly between the Friends' general fund and new library fund.
- Giving is open now. <https://givingtuesday.mightycause.com/organization/Friends-Of-The-M-N-Spear-Memorial-Public-Library>

## **Florence Bank Customers' Choice Community Grants**

- It is time to vote for the Friends of the M.N. Spear Memorial Library in the Florence Bank Customers Choice Community Grants. Last year we were awarded \$1,300. <https://www.florencebank.com/vote>

## **Grant opportunities**

- Atlantic Magazine, with funding from Allstate has announced a grant opportunity for non-profits. The application was very simple – a 200-word essay describing our non-profit. So I applied. Atlantic will choose 20 organizations that will then compete for votes. This is a long-shot that I hesitate even to mention. But it is \$20,000 and our dream is an important one and if we suddenly need to launch an online vote-getting campaign we'll need all hands on deck.

## **Health science grant opportunities**

- Rosie Heidkamp from the Wendell Library and I are exploring health science funding opportunities. We have registered to attend a funding workshop sponsored by the National Network of Libraries of Medicine - New England Region (NNLM –NER) on Thursday, December 6<sup>th</sup> in Worcester.
- We will also submit a letter of intent (due December 1<sup>st</sup>) to apply for a Library Services and Technology Act (LSTA) grant from the MBLC. Grant applications are due in the spring. Rosie will complete the grant applications and if awarded, I will administer the grant.