

Minutes
Trustees of the M.N. Spear Memorial Library
July 27, 2020

7:30 PM

Attending: Director: Mary Anne Antonellis. Co-Chairs: Michele Regan-Ladd & Kate Cell, Brad Foster, Michele Cunningham, Savanna Ouellette, Melanie DeSilva

Because of COVID-19 Director, trustees participated remotely on Zoom.

Mary Anne read a Disclaimer at the beginning of the meeting regarding meetings being recorded on Zoom. Anyone can contact the Town Clerk, Susie Mosher for the recording.

Meeting began at 7:50. A Zoom glitch delayed the meeting.

Minutes from April and June approved unanimously.

Officer elections for upcoming year – Melanie volunteered to take on the role of liaison to the Friends of the Library. Kate and Michele Regan-Ladd will continue as Co-Chairs, Michele C will continue as secretary, Brad will continue as Treasurer. Approved unanimously.

Town Meeting Reflections - Trustees were all pleasantly surprised that the \$25,000 designated for the library passed unchallenged at the Annual Town Meeting.

COVID -19 Re-opening Plans– Group discussed Mary Anne’s re-opening plan and expressed great appreciation for the thought and effort that went into creating the plan. She will wait until September to consider opening the library and will continue until then with curbside pickup. Mary Anne will draft some additional language so all aspects are really clear to patrons particularly regarding contact tracing. We will wait until Board of Health reviews and approves the edited re-opening plan and revisit this at our August meeting. Mary Anne will also get information regarding process for state approval regarding re-opening.

We briefly discussed new library funding and the pilot project for towns with populations below 2000 that may become available for applications in 2021. However, we do not know how this will be affected by COVID19. It looks likely that the MBLC will go forward with the next round of grants and that the \$350 Million will become available for those cities and towns on the waiting list

Michele Regan Ladd will forward trustees the e-mails she received with the latest information about MBLC proposals and United for Libraries suggestions for Massachusetts Library Trustees.

Director’s job description and discussion of salary tabled for a future discussion prior to next year’s budget plan.

Kate will e-mail everyone a template and Pay Pal information for contributions to a card and gift certificate for Jaime Donta in gratitude for her service as Trustee.

The Friends fundraising appeal last month went very well with an additional \$3000 raised.

Next meeting August 17, 2020 at 7:30 on Zoom.

Dates for September 21, 2020, October 19, 2020 meetings also set.

Agenda for August meeting:

- Approvals

- Re-opening plan updates and approval

- Reflections on MBLC links sent to us by Michele Regan-Ladd

- Job description

Minutes respectfully submitted by Michele Cunningham

Director Report July 2020

M.N. Spear Memorial Library
10 Cooleyville Road
Shutesbury, MA 01072
Mary Anne Antonellis, Director
Director Report

July 27, 2020

Circulation

Curbside pickup is growing in popularity.

April – 317 items borrowed

May – 601 items borrowed

June - 952 items borrowed

Demand for new items continues to be high. Inter-library loan has resumed but it continues to be slow and inconsistent. CWMARS libraries began actively filling system-wide holds on Monday, July 20th. But the backlog, staffing limitations, quarantining of materials, and labor-intensive curbside pickup all contribute to much longer than normal hold times.

Summer Reading

Families continue to enjoy the Storywalks and Take-Home Kits.

With approval from the Board of Health, Margaret Simmons (SES Occupational Therapist) and I will create a sensory obstacle course at SES later this week.

Reopening notes

Contact tracing

I've sent a draft of the reopening plan. The Governor's latest guidance requires contact tracing. The America Library Association has expressed concerns about the potential conflict tracing presents to our patron's privacy.

<http://www.ala.org/advocacy/privacy/guidelines/pandemic>

I feel we must comply with the contact tracing requirement and also take efforts to alert visitors to our library that contact tracing is required.

Computer stations

I have ordered an additional piece of Plexiglas to create a barrier between the two public computer stations, making it possible for both to be used simultaneously.

Deep cleaning

A requirement prior to reopening is a "deep cleaning". I've made arrangement to have the weather mats professionally cleaned and to have the large area rug disposed of. When the rugs are gone, I'll wash the floor.

De-cluttering

In an effort to simplify sanitation procedures I will be decluttering by removing brochures, the magazine "free basket", etc.

Restroom

A lock was installed on the restroom door today.

Ventilation

The Library lacks ventilation. The windows do not open and keeping the doors open is not an adequate strategy. I've investigated UV-C air purification systems without finding a satisfactory solution to our needs.

I have a call in to the electrician who works for the Town. He is researching best options.

Friends of the Library Appeal

I've asked the Friends' treasurer for a report, but the response to the appeal was positive.

Bottles & Cans

The friends have resumed collecting bottles and cans. They have a new system for redeeming them. They transport them to a recycling center in Brattleboro where the staff sorts and counts and then sends the Friends a check. There do seem to be more bottles and cans being donated. I

think it is a combination of the backlog and people choosing to donate instead of going to redemption centers.

Zoom link for meeting tonight

Join Zoom Meeting

<https://us02web.zoom.us/j/81489921412?pwd=bTRjMy92bC9CNnZucnIzK0xXbjBEQT09>

Meeting ID: 814 8992 1412

Passcode: 620752

Phone: +1 646 558 8656