

Minutes
Trustees of the M.N. Spear Memorial Library
November 16, 2020

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

Meeting commenced at 7:31.

Michele Cunningham read the COVID-19 disclaimer as recommended by the Town Clerk.

"Following the Governor's restrictions on public meetings, this meeting is being held virtually, using Zoom.com. for remote participation. The public may access it following the instructions on this meeting's agenda posted on the town calendar here: <https://www.mytowngovernment.org/01072>

If despite our best efforts, we are not able to provide real time access, the public can request a recording of this meeting by contacting the Town Clerk."

Sincerely,

Susie Mosher - Town Clerk
P.O. Box 264 Shutesbury, MA 01072
413 259-1204 townclerk@shutesbury.org

Agenda

Minutes from October approved as amended.
Director's report approved with suggestions for future reports.

Action Plan discussed, amended and approved for fiscal 2022.
Budget for FY 22.- review draft, questions, comments, approve
Beginning discussion about Library Director Job Description

Mary Anne will ask Becky Torres for the document that describes the grading requirements for the town. She will also send trustees the job description for the Erving Library Director. We will continue our discussion with this additional

information. She will also ask for a report on the Spear Expendable Trust Fund a trust from the 1930's for the care and workings of the library so we can see how much in the trust has been deposited. We presently use the money for part of the CW Mars Assessment. We will consider how that additional information influences

- the categories of job description
- qualities desired in a director
- general work plan
- appropriate full-time salary given the increasing complexity of the job

Finance Committee Meeting - Tuesday, 12/15/20 7:45 As many of the Trustees and Friends who can, will attend.

Next Meeting: Monday, 12/14/20 7:30

Agenda: Approvals
Annual Report
Job Description

Director Report

November 14, 2020

M.N. Spear Memorial Library
10 Cooleyville Road
Shutesbury, MA 01072
Mary Anne Antonellis, Director
Director Report: November 14, 2020

Open by appointment

I began offering open-by-appointment visits on Wednesday, October 28th.

October 28th: Fifteen visitors

October 31st: Nine visitors

November 4th: Three visitors

November 7th: Two visitors

November 11th: Holiday, closed

November 14th: Ten visitors

I have been able to offer curbside service on the open, by-appointment days.

Just as we have begun offering in-person visits, the numbers of positive cases of COVID-19 have begun to climb. Our current system feels as safe as possible and manageable. We still don't know of new "local" cases. I will continue to stay in close communication with the Board of Health and to communicate changes to the community using all available resources.

Curbside pickup

Library users continue to take advantage of curbside pickup. Tuesdays, October 28th and November 10th are tied for highest number of curbside pickups at 31 each day. Typical pickups range from 8 – 15 orders a day.

Circulation

Circulation of items at the library in the first four months of FY 21 was 8,103. During the same time period last year, it was 13,898. Usage of digital collections has increased and I'll share those statistics next month.

Programming

White Fragility Study Group

24 people are participating in an anti-racism study group, using the book White Fragility: Why It's So Hard for White People to Talk About Racism by Robin DiAngelo. The group meets weekly, on Zoom. Two volunteers from the community, Elaine Puleo and Barbara Bigelow, are helping facilitate the group.

Halloween

The Library worked with the SES PTO, the Board of Health, the Fire Department and the Police Department to organize two socially distant costume parades at the SES track on Halloween.

Qigong

In collaboration with the Council on Aging, the Library is offering a series of Qigong classes taught by Michele Cunningham. 30 people have registered and I have received positive feedback from the first class.

Take-Home kits

For November I am planning a Dino-vember kit. The kit will contain supplies to make salt dough dinosaur fossils and pasta dinosaur skeletons made with pasta.

Storywalks®

I am planning one more round of stories so families have a destination over the Thanksgiving holiday.

The two Thanksgiving stories are We Are Grateful: Otsaliheliga by Traci Sorell and Thank You, Omu! by Oge Mora.

“Otsaliheliga is a Cherokee word that is used to express gratitude. Journey through the year with a Cherokee family and their tribal nation as they express thanks for celebrations big and small. A look at modern Native American life as told by a citizen of the Cherokee Nation”

In Thank You, Omu! by Oge Mora, “When the aroma of Omu's homemade stew fills the air, her neighbors arrive, one by one, for a taste until all is gone except for her generous spirit.”

Friends of the Library

The Friends had their annual meeting on Saturday, November 7th. The Executive Board from last year was reelected.

They are planning their annual Giving Tuesday appeal with donations being divided between their general fund and the new library fund.