Trustees of the M.N. Spear Memorial Library
March 30, 2026 7:30pm, Hybrid
Minutes

- Members present: Mel DeSilva, Elizabeth Murphy, Michele Regan-Ladd, Pam Ososky, Brad Foster
- Mary Anne Antonellis: Library Director
- Guest: Samantha Spisiak, Library intern

February, 2026 meeting minutes approved unanimously- YES- Elizabeth Murphy, YES- Michele Regan-Ladd, YES- Pam Ososky, YES- Brad Foster (Mel DeSilva recused because they were not at the February meeting)

Policy discussion:

- Insurance requirement for room usage: Town Hall requires insurance; the elementary school sometimes requires insurance; some libraries require insurance. Should we be requiring insurance that covers liability and damages? Further questions will be addressed to the town attorney and we will discuss at the next meeting.
- Unattended Child Policy: The policy was reviewed, discussed, and edited. Approved unanimously with edits- YES- Elizabeth Murphy, YES- Michele Regan-Ladd, YES- Pam Ososky, YES- Brad Foster, YES- Mel DeSilva
- Community Meeting Room Art Exhibit Policy: The policy was reviewed, discussed, and edited. Approved unanimously with edits- YES- Elizabeth Murphy, YES- Michele Regan-Ladd, YES- Pam Ososky, YES- Brad Foster, YES- Mel DeSilva

Long Range Planning Survey discussion: We're going to start promoting the survey mid-April. Recommendations:

- Add a question: Are you happy with the current hours?
- Remove question 10.
- Add description to explain what "Library of Things" means. Question 13.
- Break out ages more in question 14.

Friends of the Library Update:

- Library Giving Day: $3701 have been raised and the goal is $15,000. There's $5,000 in matching funds.
- Trivia Night: April 11th at 6pm at the SAC

Next meeting: Monday, April 27, 2026, 7:30pm

Respectfully submitted by Melanie (Mel) DeSilva, Secretary, Library Board of Trustees

Shutesbury Public Library

Community Meeting Room Art Exhibit Policy

Approved by the Library Board of Trustees March 30, 2026.

Introduction

Artists are invited to apply to exhibit their work in the Community Meeting Room at the Shutesbury Public Library (the Library). The Library hosts up to six exhibitions annually, each lasting approximately six to eight weeks. Applications are welcome from individuals and groups.

Exhibits provide an opportunity for artists to share their work with the public across a variety of media and styles, reflecting diverse perspectives. The Library does not endorse the viewpoints or artistic expression of exhibitors and will not exclude exhibits based on controversial content or the beliefs or affiliations of the artist.

The Space

The Community Meeting Room offers approximately 36.25 linear feet of display space and can accommodate approximately 10 pieces, depending on size and configuration.

Artists are required to view the space in person prior to submitting an application.

Application Submission

Applications must be submitted via the online form available at **shutesburypubliclibrary.org**.

Applicants will be notified of decisions within **four weeks**.

Inclusivity Statement

The Shutesbury Public Library welcomes the opportunity to showcase the creative work of artists in our community. We recognize that art enriches public spaces and fosters connection and conversation.

The Library seeks to feature a broad range of artistic voices and experiences. Exhibits may include work by professional artists, emerging artists, and community members of all ages,

including youth. Our goal is to create an inclusive exhibition program that reflects the diversity of talent, perspectives, and interests in Shutesbury and the surrounding region.

The Library values creativity, originality, and community representation alongside formal training and experience. All applicants must submit materials for review. Professional credentials are not required.

Limitations

The Community Meeting Room is used regularly by people of all ages, including young children. Exhibits must be appropriate for general audiences.

The Library reserves the right to remove any work deemed inconsistent with this standard.

The Library acknowledges that some artwork may be challenging or thought-provoking. Concerns about exhibits will be addressed in accordance with the Library's policies on intellectual freedom.

Selection of Exhibits

Exhibits are selected by the Library Director or designee based on available space, scheduling, and the goal of presenting a diverse range of artistic styles, media, and perspectives.

Exhibition Schedule

Applications are accepted on a rolling basis. Exhibits are typically scheduled for six to eight weeks.

Labeling

Artists are responsible for providing labels for all works, including title, medium, and price (if applicable).

Installation and Removal

Artists are responsible for installing and removing their exhibitions on agreed-upon dates.

All two-dimensional work (paintings, prints, drawings, photographs) must be suitably framed and wired to work with the Library's hanging system. No nails, tacks, pins, or adhesives may be used on the walls.

All artwork must be wall-mounted. The Library cannot accommodate freestanding or three-dimensional work.

Artwork not collected within **seven (7) days** of the exhibition end date may be considered abandoned.

Publicity

The Library will promote exhibitions through its website, newsletter, social media, and in-library displays.

Artists are encouraged to promote their exhibitions independently and must provide a brief artist statement and images in advance for promotional use.

Artists may host an opening reception at their own expense. Receptions must be free and open to the public. Alcohol and drugs are not permitted. All events must comply with the Community Room Policy and be scheduled in advance with the Library Director.

Sales and Fees

There is no fee to exhibit.

Artists who wish to sell work should provide a price list with contact information. All sales are handled directly between the artist and buyer.

A voluntary donation of 10% of sales to the Library is encouraged.

Terms of Exhibiting / Liability

The Shutesbury Public Library and the Town of Shutesbury are not responsible for loss, theft, or damage to artwork at any time, including during transportation, installation, display, or removal. Artwork is exhibited at the artist's own risk.

The Library is a public space, and artwork will not be continuously supervised. Artists are responsible for determining whether their work is appropriate for display under these conditions.

By participating in an exhibition, the artist agrees to release and hold harmless the Shutesbury Public Library, the Town of Shutesbury, and their employees, volunteers, and representatives from any claims related to loss or damage of artwork.

Insurance

The Library does not provide insurance for exhibited artwork. Artists are responsible for obtaining insurance if desired.

Agreement

By submitting an application or participating in an exhibition, the artist confirms that they have read, understood, and agree to these terms.

Approved by the Library Board of Trustees March 30, 2026.

Shutesbury Public Library

Unattended Child in the Library Policy

Adopted by the Shutesbury Board of Library Trustees, March 30, 2026.

Purpose

The Shutesbury Public Library strives to be a welcoming, engaging, and safe environment for children of all ages. To ensure the safety and well-being of children and to maintain an appropriate environment for all library users, the Library has established the following Unattended Child Policy.

Definitions

For the purposes of this policy:

- An **unattended child** is a child whose parent or caregiver is not present in the library building.

- A **parent or caregiver** is a responsible person age 14 or older who is authorized by the parent or legal guardian to supervise the child.

Attendance Requirements

- Children **under the age of 10** must be accompanied at all times by a parent or caregiver age 14 or older.

- Children **age 10 and older** may use the library without a parent or caregiver present.

The Library may not be used as a substitute for day care, babysitting, or extended after-school supervision. Library staff are not responsible for supervising unattended children.

Responsibility

Parents and caregivers are responsible for:

- Their child's safety, behavior, and well-being while using the library

- Their child's use of library materials, services, computers, and the internet

- Ensuring that children are picked up before closing time

Unattended children must be able to independently provide accurate contact information for a parent or caregiver, including a current phone number, in case staff need to make contact.

The Library is not responsible for the actions, safety, or personal belongings of unattended children.

Behavior Expectations

All children using the Library are expected to follow the Library's Conduct Policy. The Library is an indoor space designed to support both social interaction and quiet study.

Children must:

- Walk at all times (running is not permitted)
- Use voices and behavior that do not disrupt other library users

If a child's behavior is disruptive or unsafe, library staff may:

- Ask the child to correct the behavior
- Contact the parent or caregiver
- Require the child to leave the library

Repeated or serious behavior issues may result in loss of library privileges, in accordance with other library policies.

Closing Time and Late Pickup

Parents or caregivers must pick up unattended children **at least five (5) minutes before the library's scheduled closing time**.

If an unattended child remains in the library at closing:

1. Library staff will attempt to contact the child's parent or caregiver using the information provided by the child.
2. A staff member will remain with the child for up to **10 minutes after closing**.
3. If the child has not been picked up after 10 minutes, the **Shutesbury Police Department** will be contacted to assume custody of the child and continue efforts to reach the parent or caregiver.

Library staff are not permitted to transport children under any circumstances.

Emergencies

In the event of a medical emergency, evacuation, severe weather, or other emergency situation, library staff will follow established emergency procedures and may contact emergency services as needed.

Special Circumstances

The Library recognizes that children develop at different rates. Parents or caregivers are responsible for determining whether a child age 10 or older, including those with developmental disabilities or special needs, is able to manage themselves independently in the library. Parents and caregivers are encouraged to speak with library staff to discuss appropriate supervision arrangements. While staff are always happy to provide general assistance and support to all patrons, they are not able to provide ongoing supervision or individualized care.

Policy Acceptance

Use of the Library by children constitutes acknowledgment and acceptance of this policy by parents and caregivers.

Adopted by the Shutesbury Board of Library Trustees, March 30, 2026.