

Shutesbury Library Board of Trustees Meeting

Location: Shutesbury Public Library Conference Room with access through Zoom

Date: Monday, July 27, 2026

Time: 7:30 PM EST

Attendance:

- Members present: Kate Cell, Co-Chair, Bradley Foster, Anne Graham, Elizabeth Murphy, Pam Ososky, Michele Regan-Ladd, Co-Chair
- Library Director: Mary Anne Antonellis
- Zoom Guest: Mary Lou Conca

Minutes from May 18, 2026 Meeting Review: Tabled until next meeting

Public Comment: None voiced.

Officer elections:

- Secretary: volunteer requested. Anne Graham approved unanimously – Elizabeth Murphy- YES, Brad Foster- YES, Pam Ososky- YES, Anne Graham- YES, Michele Regan-Ladd- YES, Kate Cell- YES
- Treasurer: Brad Foster approved unanimously – Elizabeth Murphy- YES, Brad Foster- YES, Pam Ososky- YES, Anne Graham- YES, Michele Regan-Ladd- YES, Kate Cell- YES
- Co-chairs:
 - Michele Regan-Ladd approved unanimously – Elizabeth Murphy- YES, Brad Foster- YES, Pam Ososky- YES, Anne Graham- YES, Michele Regan-Ladd- YES, Kate Cell- YES
 - Kate Cell approved unanimously – Elizabeth Murphy- YES, Brad Foster- YES, Pam Ososky- YES, Anne Graham- YES, Michele Regan-Ladd- YES, Kate Cell- YES
- Liaison to Friends of Library: Elizabeth Murphy accepted the responsibility of continuing to hold this unelected position.

Review of DRAFT Shutesbury Public Library Long Range Plan 2027 – 2032:

- The Library Director recorded text and spacing format changes. Comments summarized: this is a well-organized plan that will guide strategy and provide a template for achieving the stated goals.
- Approved unanimously – Elizabeth Murphy- YES, Brad Foster- YES, Pam Ososky- YES, Anne Graham- YES, Michele Regan-Ladd- YES, Kate Cell- YES

- A co-chair volunteered to sign with the document with the Library Director when edits are complete.

Review of Shutesbury Policy for Hybrid Meetings:

Assistant Town Administrator, Brennan Mailloux, sent the following survey request to Town Committee Chairs and Members on July 22, 2026.

The Selectboard is currently reviewing a new **Policy on Hybrid Public Meetings** for the Town and would value your input on how it may impact your board's operations.

Please note that key elements of this policy—such as roll-call voting requirements, rules for executive sessions, and the quorum standards transitioning in 2027—are designed to directly mirror and ensure compliance with Massachusetts Open Meeting Law (OML) guidance.

To help refine the policy, please review the attached draft and share your feedback on the following questions:

Technology & Setup

- **Equipment & Space:** Does your committee currently have access to the necessary technology (microphones, cameras, stable Wi-Fi) in your usual meeting space to host hybrid meetings reliably?
- **Staffing & Support:** Who currently manages your remote meeting access/technology? Do you have sufficient support or trained members to run the technology while managing your agenda?

Operations & Procedures

- **10-Minute Technical Interruption Rule:** If remote public access drops for more than 10 minutes, the meeting must recess or adjourn. Do you foresee operational challenges with this standard?
- **Agenda & Minutes:** Is the mandatory agenda language easy to integrate into your board's current templates? Are your Secretaries prepared for logging roll-call votes and listing screen-shared documents in the minutes?

Long-Term Planning & General Feedback

- **Future In-Person Physical Quorum Changes:** State guidance currently allows fully remote or non-physical quorums through June 30, 2027. Starting July 1, 2027, standard OML rules resume, requiring an in-person physical quorum. How will this upcoming shift impact your board's ability to hold meetings?
- **General Concerns:** Are there any aspects of this policy that might create unintended burdens for your committee's work?

Please send your comments and feedback by **Wednesday, August 26, 2026**, so that they can be compiled for the Selectboard.

Thank you for your time and for helping us ensure our public meetings remain accessible, transparent, and compliant.

Summary of Library Board of Trustees discussion of the Policy on Hybrid Public Meetings: For each meeting all Town Boards have extra work to set up technology. For the Library Board of Trustees, this is an extra administrative duty for the Library Director. This accommodates remote meeting access for Town members. Starting next July (2027), the Library Board of Trustees must have a quorum and a co-chair present to hold a meeting. This document provides protocols for how to run hybrid meetings. The Town has asked for feedback by Wednesday, August 26, 2026. The Library Director will email the Town to give feedback. Will Library need to be available to provide space and technology for other Town Committee hybrid meetings? In the winter it's nice to not have to meet in person.

Director Report:

Library volunteers-

- 2 adults and 3 teens, all working well.
- There is a volunteer handbook, waiver, CORI check

Community Read organized by MA Center for the Book- September events planned.

Library Director is participating in a Sustainable Libraries initiative.

- Community Resilience Pilot Project is a community education program around invasive plants/native plants/pollinator plants.
 - Next step: Talk to Select Board
 - Tarps to cover invasives/watch for 5 years/ banner to tell what is happening.
- Climate resiliency efforts should be townwide. Library employees should be empowered to close in extreme weather events. Blame free decision-making regarding safety.
- Planning for September of this year: Getting people to know their neighbors: social cohesion. A group in town organized a good neighbor day. This year: 3 coffee hours during one week. Planning for a good neighbor Bingo.

The Massachusetts Board of Library Commissioners (MBLC) administers the Annual Report Information Survey (ARIS) and Financial Report in compliance with Massachusetts General Law, Chapter 78. Each fiscal year, public libraries are required

to submit this data in order to receive State Aid to Public Libraries and to meet the [Minimum Standards of Public Library Service](#).

- Library Director will submit ARIS, due August 14.
- Financial Report will be submitted, as well.

American Library Association (ALA) trip report

- The Library Director and Library Intern attended ALA together in June. Lois Lowrey, T.J. Klune were marvelous speakers. ALA was empowering regarding the policies in our Library being confirmed. Jill Biden, keynote speaker, affirmed the value of work to support marginalized people. Libraries are still evolving into welcoming places.
- ALA was really fun and an important experience, affirming everything we are working on in the Shutesbury Public Library. It provided valuable exposure to new people and things. The Library Director returned with 70 free books to add to the collection.

A Trustees Co-Chair made a request to the Friends of the Library Liaison to ask about support from the Friends of the Library for professional development fund. The idea that the Trustees could match funds was floated. Also, the Library budget could add funds for professional development.

Next meeting agenda ideas:

- Review May and July minutes
- Building issues: Landscaping budget was cut in ½. A significant number of trees still need to be planted. Sourcing large, native trees were hard to find. Will be funded as a “change order” through the contractor. Changes in design are considered a change order. Change in price is negotiated and agreed upon. Still have shrubbery to put in with volunteers. Penny Jaques, Library Building Committee Member, is working on design of perennial garden.
- Need to update all policies from M.N. Spear Library to Shutesbury Public Library. Library Director will update one policy a month and send out to Trustees for review.

Next meeting date: September 14, 2026 at 7:30 PM - Kate Cell will chair on the 14th.

Meeting adjourned at 8:34.

Respectfully submitted by Anne Graham, Secretary, Library Board of Trustees