

Trustees of the M.N. Spear Memorial Library
September 27, 2021, 7:30 pm, on Zoom
Minutes

- Members present: Michele Regan-Ladd, Kate Cell, Tim Logan, Melanie DeSilva, Brad Foster, and Savannah Ouellette
- Mary Anne Antonellis: Library Director
- Guests: Leslie Luchonok and Jill Marland

Mary Anne made an announcement that the meeting is being held via Zoom due to the pandemic.

1. Approve July 26, September 13th and September 20th Minutes.
 - a. July 26th minutes were approved unanimously.
 - b. September 13th minutes were approved unanimously.
 - c. September 20th minutes were approved unanimously.
2. Guest Q&A: 7:50 - 8:10
 - a. Will there be a summary description of the building program released mid-October? We'll post the whole thing as a draft on the website.
 - b. What happens between mid-October and December 3? We'll work on site selection and once we have the results of the testing, we'll have a community meeting and the select board will choose a site. Once we've decided on a site there's more site work- a survey and maybe geotechnical work depending on the site. And we'll work on the grant application. The grant application requires more data and financial information, and we'll have to have a conversation with the town's financial team about the town's ability to pay and the finance strategy. The building program is a 65 page document and the grant application is pretty hefty too. We would also have to edit the library building program based on feedback from the MBLC.
 - c. If our grant application is approved, at that point will the town know the cost we're looking at? We'll ask the MBLC for clarification on this. Before we go to town meeting, we'll have a robust cost estimate based on a lot of research and bring a not to exceed number that we will ask the town to approve.
3. Review documents: 8:10 - 8:40
 - a. Long Range Plan: 5 votes in favor (DeSilva, Foster, Regan-Ladd, Cell, Ouellette), and one recusal. Tim Logan asks that minutes reflect that he's recusing only because he hasn't had a chance to review.
 - b. Program spaces for review and discussion

We need to be transparent so the public understands completely the role of the building program documents. These documents will remain a draft for a while- we submit and get feedback from the MBLC. These documents lay out what should be included in our new library based on research on other libraries, library trends, data on current usage, feedback from the community, etc. Once finalized, the building program provides instructions to the architect. As these building blocks are put together there's room for adjustments as we get feedback from the community. The thing that will be more fixed will be gross sq. footage and even that's subject to change by 5% of so depending on many factors. If town meeting approves, we will form a building committee and that building committee will work with the architect during the design process. Tim will transcribe what Mary Anne said in this meeting about the building program to post. And the financial cost estimate will be added as soon as possible too. We'll make sure the program space descriptions make clear they're a draft.

 - i. Vestibule and lobby
 - ii. Reception, Browsing, and New Book/Special Collections
 - iii. Circulation Desk: Mary Anne is reworking this description. Our circulation desk needs to be a multitasking area
 - iv. Study/Collaboration Room
 - v. Community Meeting Room
 - vi. Young Adult/Teen Area

vii. Children's Room

4. Cost containment/explanation: 8:40 - 9:00

We need to communicate to the public our efforts to contain costs. If we add X we need to let go of Y. There are going to be tradeoffs- which is what we'll learn more about from community input so we can set priorities. Our job as trustees is to figure out the tradeoffs. Transparency, building a library that meets the community's needs within our resources, as well as a robust cost estimate are very important to us. We need to communicate our messaging as often as possible through as many channels as possible. Many people aren't coming to us directly with questions, and some are concerned about the costs of the building and the operating costs. We're going to design a building that this town can vote for- We've done a remarkable job of fundraising and financial planning, and we are being very conservative and thoughtful as we plan the spaces. It's not about what would be perfect or aspirational; it's about what we NEED. We are responsible for containing the costs.

Leslie- What's the baseline for tradeoffs- the cost or the square footage? Answer- it's a chicken and egg question. We won't know until we get more feedback from the town.

Next meetings: Every Monday night at 7:30pm through October 11.

Meeting adjourned at 9:08pm.