

**MN Spear Memorial Library  
Meeting  
February 22, 2016**

Present: Co-Chairs Molly Moss & Kate Cell, Secretary Michele Cunningham, Gail Fleischaker, Dale Houle, Michele Regan-Ladd  
Library Director Mary Anne Antonellis

Minutes from 1/11/16 Approved unanimously as amended

Director's Report reviewed and discussed

STEM Capacity Assessment - Survey about Director and Library's capacity to provide STEM services. Michele Regan Ladd volunteered to be the Trustee to complete the survey with Mary Anne. Deadline about 3 weeks from now. Michele will contact Mary Anne to schedule a time. Next step Mary Anne will write a STEM Development plan to increase capacity and add to the library collection.

Legislative actions: Molly will e-mail Trustees a link to the MLS website that contains a letter in support of libraries. Individuals can edit as desired and contact friends in Eastern MA for additional support

Legislative Breakfast March 18, 7:30 am Sunderland Public Library: Anyone who can will attend. Molly will send e-mail reminder with information to Trustees. Mary Anne will let Friends know.

Library Legislative Day Tuesday, March 8: Bus to Boston \$20 stops in W. Springfield and Palmer Library. Molly will send e-mail with details.

Strategic Planning: Plan due December 1, 2016.

Reviewed Survey questions and made minor adjustments and will compare the results to previous survey. Mary Anne will release the survey on Tuesday, April 5<sup>th</sup> and close after Town Meeting.

Strategic Planning Focus Groups Discussion: We plan to conduct two focus group opportunities for townspeople to give feedback. First group scheduled for May 16<sup>th</sup> at 7:00 – 8:30PM at the Library, or other venue if large group expected, during the regular Trustee Meeting. Second Focus Group scheduling will be decided after first group meets and probably will take place sometime at the end of the summer.

Master Plan Visioning Committee Meeting 2/9/16: Initial meeting did not have a quorum. Next meeting scheduled for 3/9/16. Mary Anne will bring a copy of Open Meeting Laws, a list of members, and other pertinent documents.

Florence Bank Customer's Choice Awards March 9th, 2016, 5 pm at the Northampton Senior Center. Molly and Janis Gray will attend.

Gail Fleischaker will be stepping down as trustee at the end of her term this year. Gail will train someone, perhaps Cynthia, to post Minutes and Director's report etc. (Michele C will be glad to take this on.) Michele Regan-Ladd will run again. We discussed possible candidates to replace the irreplaceable Gail and are grateful for her service.

Mary Anne will e-mail recent letter she and the Chairs received from Select Board to other Trustees for their review.

Lost or damaged item policy: We agreed to add a line to say that if items lost for six months or more, the replacement price listed in the item's record, must be paid so that these items can be deleted and replaced and not clog the system. Other minor language revision made. Trustees Unanimously Approved policy revisions.

Mary Anne shared the joys of "a day in the life at the library" and will attempt sometime in the future to record and photograph these moments for sharing on website

Next Meeting March 21<sup>st</sup> 7:30 - Dale will post

- Review minutes
- Review Director's Report
- Discuss Perpetual Calendar items
- Plan for Town Meeting
- Other Business

February 5, 2016

M.N. Spear Memorial Library  
Director Notes

### Cultural Council Grants

The Shutesbury Cultural Council fully funded all of my grant requests.

- We will be offering eight weeks of Yoga, Wednesday mornings at 9 am at Town Hall. Carina Antonio DiMare, a Shutesbury resident will be the instructor.
- We will be offering a memoir writing series with Mara Bright from Wendell.
- We have funding for a special children's program with Pandora Redwing called Pop-Up Playground. Pandora brings giant cardboard boxes, and other left over materials and duct tape and kids are encouraged to create a playground using these found materials. I am hoping to combine this event with the ice cream social.
- We have funding to offer a program called How to Write a Picture Book. I will try to schedule this for November – National Picture Book Month.
- And we have funding to bring the Ha Ha's for a family comedy show which I am planning to combine with our Friends of the Library Annual Meeting.

On January 28<sup>th</sup> I hosted a meeting with the Library Directors from Erving, Leverett, New Salem and Wendell and Alan Melchior from Brandeis University. Alan is a consultant hired to evaluate the Science literacy grant. He will develop evaluation methods for all pilot libraries to use. He will also visit at the end of the grant to do a final evaluation.

On Tuesday, February 9<sup>th</sup> I will host a meeting of the same group of directors and we will be joined by Shelley Quezada of the MBLC. Shelley administers grants for the MBLC.

On Thursday, February 11<sup>th</sup> the same group of directors will meet again to continue discussing and planning for implementing the grant.

One idea we have discussed is a 3D printer option. Bernadette Rivard, Director of the Bellingham Public Library has discovered a 3D printer that can be networked. The developing plan is that the printer will be housed in Bellingham. Software will be installed on each of the pilot libraries computers. Patrons could use the software to design items and send the instructions to the printer via the internet. A camera would be installed so patrons could watch their items printing remotely. Then Bellingham would send the item to Shutesbury (or other pilot library) via the delivery.

On Friday, February 26<sup>th</sup> I will attend a Community Foundation info meeting about the grant programs they offer. They might have a grant program that could complement the Science literacy grant.

I have hired Janet MacFadyen to work the weekend shifts. She starts Saturday, February 6<sup>th</sup>. I will plan on two weeks of training. Janet lives in Shutesbury, has volunteered for the Broadband Committee and the Library. She has also organized several poetry readings for the library.