

Minutes of the Library Trustees Meeting
Bushnell-Sage Library
March 14, 2024

Present: Pat Levine, Anne Beattie, Barbara Reeves, Trustees
Deena Caswell, Library Director
Sig Spiegel, President of Friends of the Library

The meeting was called to order at 3:05 p.m.

Pat Levine made a motion to accept the minutes of February 8, 2024. Barbara Reeves seconded. Passed unanimously.

DIRECTOR'S REPORT HIGHLIGHTS: (see attached)

D. Caswell reviewed her monthly report. She explained the *ILS* system and accompanying staff training. *ASPEN* works with the *CWMARS* system to make searching easier.

BUILDING AND GROUNDS:

The Board discussed the condition of the library windows.

HOLIDAY CLOSURE: Pat made a motion to close the library for Easter, Sunday, 3/31/24. Barbara seconded it. Approved unanimously.

DIRECTOR EVALUATION:

The librarian's informal evaluation will take place in May, as was discussed in previous meetings. Approved by all.

CHILDREN'S PROGRAM COORDINATOR:

The position titles for Children's Program Coordinator and Circulation Manager have changed to reflect the expansion of their duties. The Children's Program Manager will now be called the Youth Services Manager. The Circulation Manager will now be titled Assistant Director. The Assistant Director can preside at the library when the Library Director is out. Barbara made a motion to approve this change. Anne seconded. Passed by the Board.

FY25 BUDGET:

Budget requests have been approved at the Town Hall. All town employees are getting a 7% salary increase. Deena noted that the salary for Bushnell -Sage employees is falling below comparable state library workers. Deena presented the yearly library report to the town on Feb. 20, 2024. The Director was not notified of the Finance Committee meeting. The Board authorized writing a letter regarding the handling of the budget for FY25.

PROGRAM UPDATES:

Fiber Friends is growing. Sewing classes have been successful. Friday morning's *Music and Movement for Little Ones* is going well. *The Color Purple* was the Movie of the Month. The date and time of that meeting may have to be reevaluated. *The Art Wall* continues to draw interest. Deena and the Sheffield Historical Society are working together on *Crossroads II. 1,000*

Books before Kindergarten will launch 3/19/24. Baby goats will visit 3/17/24. Eclipse-viewing glasses are available at the library.

TRUSTEE ITEMS:

Barbara suggested the establishment of a monthly program calendar. The Board congratulated Deena who has been honored to be chosen by Mass. Humanities as a Mass.library representative in Washington, D.C. on March 7 + 8, 2024.

FRIENDS of the LIBRARY:

There were no new items to discuss.

NEXT MEETING:

The next meeting was set for Thursday, 4/11/24, at 3:00 p.m.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Anne Beattie

Bushnell-Sage Library

Director's Report for March 14, 2024

Happy spring! Last year, CW MARS libraries voted to add Aspen Discovery to our integrated library system (ILS) Evergreen. The ILS is, in short, the digital version of the old school card catalog. It is the way that our patrons can search, reserve, and access materials from Bushnell-Sage Library and the other libraries in CW MARS. Aspen works with Evergreen to make searching and accessing materials easier and more user friendly. Aspen officially rolled out to all CW MARS users and catalogs on March 4. Our staff has been engaging in trainings and working on the back-end to make sure that we were ready for launch. The addition of Aspen will not have any effect on the CW MARS app. Thank you to John Shannon for updating our public catalog computers to point to the new site. Anyone with any questions can reach out to a member of staff for assistance. We hope that this will improve everyone's browsing experience!

Berkshire Fiber Friends are growing! They will now meet weekly in the library on Tuesdays at various locations depending on other events.

In February, Stef and our trustee Miss Barbie hosted a three week youth fiber series that taught children how to sew basic stitches, sew buttons, and perform basic garment repairs. We look forward to expanding our youth fiber classes, as well as thinking creatively about how to turn the art studio space into a creative, crafting creation space for all ages.

The Friday morning Music and Movement for Little Ones program series has been going well with a regular group forming. We will be talking further about Tricia about continuing the series or other programs she may be interested in facilitating for us.

Our BSL Book Club for February was Curtis Sittenfeld's Romantic Comedy. We had four attendees, all of whom really disliked the book (including me!). Our next selection is Kristen Radtke's graphic novel Seek You: A Journey Through American Loneliness. Seek You was named to several year-end best of lists in 2021, including NPR.

Our February Movie of the Month and Family Movie during the school break week saw no attendance. For the Movie of the Month we'll try a new time slot for the next two months and will reevaluate or sunset the program.

Our featured artist on this month's art wall is our very own Caitlin Hotaling. She now joins Stef D'Angelo and Martha Beyer as BSL staffers who have featured on the art wall. Our staff is so multi-talented!

The annual library report has been submitted to the town. Additionally on February 20 I presented our highlights and statistics at a public Select Board meeting. We have had another record breaking year with new highs of annual visits, materials circulated, and programs attended.

In staff news, Jes Holdredge has accepted a full-time position as assistant librarian for Berkshire School. Her last official day with us will be March 21. She will remain on our fill-in/sub list.

In professional development news, as previously mentioned all staff have been training on the new Aspen system. I also attended the webinars Cultivating and Sustaining the Relationship-Driven Library; Living Room Conversations: Connecting Your Library Community Through Conversation; and Creating Direction and Action with Continuous Improvement

I was invited by Brian Boyles, executive director of Mass Humanities, to participate as the Massachusetts library representative to discuss the upcoming project "Sharing Stories and Listening to One Another: The Declaration of Independence at 250" in Washington D.C. March 7-8. Each US state or territory has a humanities council and each was asked to bring a library partner to this forum to discuss the next stage of the grant as it moves from planning to implementation. It was an honor to represent MA libraries and share my experience of running community conversations and other civic programming.

Respectfully submitted,

Deena Caswell