

Minutes of the Library Trustees Meeting
Bushnell-Sage Library
December 8, 2021

Present were Pat Levine, Martin Mitsoff, Joan Powers, Deena Caswell and Sig Spiegel.

The meeting was called to order at 8:30 am by Pat. The minutes of November 10th were amended to clarify one point, then accepted as amended on a motion by Martin, seconded by Pat.

Deena presented her very thorough Director's Report (attached). There was discussion of all topics and praise for the job Deena (and her staff) have done as she completes her first year as Director of the Bushnell-Sage Library.

In addition to her report, Deena presented a possible holiday schedule for 2022. There was discussion and it was decided to return to it at a future meeting since the first holiday isn't until spring 2022.

The staff appreciation dinner discussed at a previous meeting will be moved to the spring so that it can be outdoors for the comfort and safety of all.

The meeting was adjourned at 9:30 on a motion by Martin, seconded by Pat, all in favor.

Respectfully submitted,

Joan Powers

Bushnell-Sage Library
Director's Report for December 8, 2021

Bushnell-Sage Library took 1st place in the Rural Intelligence Readers' Choice Awards for favorite library in the four-county region! The results have been publicly announced on Rural Intelligence, and we thanked our supporters on social media and email. The Friends have generously offered to purchase a winning plaque for us.

The next step for the Smithsonian grant is a full application, due in Feb/March. Mass Humanities advised that we wait until I have gone through the host site training in the new year before submitting. I will be reaching out before the end of the year to everyone who wrote us letters of support – we'll have another brainstorming/planning meeting in January to discuss the project, potential programs, and other details.

We're so happy to have the children's art wall return! The work will be up through December 30. Kim and Stef had a great series of kid's art classes in November that resulted in the pieces we see on display. All proceeds will go towards our ongoing youth art programs. Stef and I are working together on outreach and promotion for the rotating youth art wall we have planned for 2022. We are in early conversations with RSYP and Mt. Everett about having their youth submit work.

We'll partner with SBK in the new year for a series on early literacy. Thanks to the art classes, we now have a better handle on how to safely host indoor programming for children. Stefanie has continued to evaluate the children's collection and displays to see how we can expand or improve our materials. She's introduced more passive activities and take-and-make crafts.

Our planned fall programs have now officially wrapped. Middlemarch with Mark Scarbrough was a big hit, fully registered with 30 people. Mark and several of the participants wanted to extend their gratitude for being able to safely offer the program in person. We plan to have him return in the fall – people wanted to know how soon he could come back to Sheffield! Thank you to the Friends for financially supporting our programs and speakers. We've gotten lovely feedback from the community.

We hosted our rescheduled fall Mass Audubon program on Saturday, December 4, but despite interest had no one on the day. Zach and I talked about potential programs for the new year, particularly our desire to make more use of the backyard space. Zach is going to put together a program/series on landscaping to attract birds/pollinators. We'll look to see if we can bring our gardener William into our conversations as well.

Circulation has been busy with the launch of our new Playaways, processing new items, reconfiguring donations, and designing flyers and displays. Our December display for adults focuses on "Joy." After a break during the pandemic, we're happy to bring back the holiday card/gift tag boxes for people to donate or take cards as needed.

The department heads recently met with Rhonda to discuss the FY23 budget process. I plan to schedule a separate meeting with Rhonda to talk about our budget, including the staffing lines and any capital needs.

The Sheffield Farmers Market is hosting a winter market on the second Saturday of the month. We'll talk with Josh to see if we are able to host a table.

We're keeping an eye on rising cases and the new variant. We will continue to keep our mask requirement in place and allow for small groups to meet.

As we approach the end of the calendar year, I'm working with Melissa so that we can be mindful of expiring PTO. She'll be taking a couple of days before year's end. I might take a couple of half-days.

Respectfully submitted,

Deena Caswell