

Minutes of the Library Trustees Meeting
Bushnell-Sage Library
April 13, 2022

Present: Pat Levine, Martin Mitsoff, Joan Powers, and Deena Caswell.

The meeting was called to order at 8:30 am by Pat. Last month's minutes were approved as written on a motion by Martin, seconded by Pat, with all in favor.

DIRECTOR'S REPORT

Deena presented her Director's Report (attached) for our consideration. It covered in detail the library activities for the last month. Discussion followed around all points. Of note are the lifting of masking requirements and the end of curbside pick-up, both of which may be revisited in the future if necessary. Deena noted that anyone who needed contactless pick-up would be accommodated on a case by case basis.

There was discussion around the privacy of information the library has on patrons. Only necessary information is kept. No check out information remains after a book is returned to the library. Martin will draft a statement about this for posting in the library.

There will be a change to Evergreen (our circulation software) over Easter weekend. Staff has had webinar training so they can assist patrons who may have difficulties.

CROSSROADS UPDATE

Work on our Crossroads grant from the Smithsonian is progressing. Broad program plans have been identified for six events with leaders in place. Next step is coordinating budgets and details.

The meeting was adjourned at 9:26 am on a motion by Pat, seconded by Martin with all in agreement. The next meeting will be on Thursday, May 12 at 8:30 am.

Respectfully submitted,

Joan Powers
Clerk

Bushnell-Sage Library
Director's Report for April 13, 2022

It's mud season!

We have now moved officially to "mask optional" in the library, with a request that people experiencing potential COVID symptoms mask and that people be kind to those who continue to mask.

We have also ended curbside pickup as of Tuesday 4/12 in light of lower caseloads and declining usage from patrons. Patrons were provided two weeks of advance notice with signage at curbside and circulation, and notes inserted into their books for pickup. We will resume locking the side entrance for security purposes. If there are patrons who continue to need a contactless pickup option, we will work with them on a case-by-case basis to find a suitable accommodation. If circumstances change, we are also prepared to return to masking and curbside if necessary.

The library has prepared and submitted a five-year plan for capital needs, with trustee review, to Rene Wood. These plans include staffing needs like the full-time children's program coordinator and an additional 19/hr person to handle adult programming and PR. We also included plans for renovating the kitchen/atrium, craft room, and storage space on the lower level, creating an accessible pathway around the backyard, and new paint and carpeting.

The town successfully applied for a grant to purchase a GRIT chair, which is a wheelchair designed for outdoor use. The chair is being assembled by Rene later this week and will be stored in the atrium. It will become part of our library of things and will be available for checkout. Policies and insurance are being handled and refined by Rene.

I have completed trainings from Mass Humanities/Smithsonian on running community conversations and feel prepared to facilitate the conversation we host in Sheffield. After finalizing broad program plans for the six events we will offer, teams will meet individually to coordinate budgets and details. Jen Atwood from Mass Humanities will be conducting site visits across the state. She'll visit the library on Friday, April 22.

We recently conducted an assessment of our plants in the building. William Rowe, our outdoor gardener, was kind enough to give us his opinion on how to best care for our plants. We identified four large trees/plants that are in need of rehoming. We spoke with Wards, who is unable to rehome the trees but did kindly donate a gift card to us so that we can repot some plants and pick out a couple of new pieces. Lisa Bozzuto is in charge of that project.

The Sheffield Land Project will conduct another seedling giveaway on Saturday, April 30. This year they will also be partnering with the farmers' market and hosting some vendors at the library.. Last year was very popular and we hope to have another successful offering. We have also talked with the Land Trust about helping us rehome the

large trees, maybe as a giveaway on that Saturday. We plan to use the available space and display materials purchased in FY21 to better showcase our “library of things.”

Stephanie Blumenthal from Sheffield Saves requested space for a “reuse” display, showing ways to repurpose unrecyclable materials. We’ll host that display by the elevator, and it will feature a new project every few weeks. We have also moved the free books from the lobby cart into the foyer shelving and will reconfigure the cart for outdoor art and activities.

We have been advised by the state to prepare for our 2nd state aid payment. The treasurer’s office has been informed.

Stefanie D'Angelo has continued to reconfigure the children’s area to better meet the needs of children and families. She has created new seating and reading areas for our youngest readers and reopened use of the gazebo. The Friends also sponsored the purchase of new toys for this area to encourage the development of fine motor skills and interactive learning. Our take-and-make craft this month focuses on making your own seed starter kit. We have four different seed kits on offer, two flowers and two vegetables. We’ve had a great response already.

The youth art wall has its first featured artist, 9-year-old Celia Lennex of Sheffield. Her art is on display through April. We hosted our first youth art reception on Friday, April 8 - her family enjoyed the chance to celebrate Celia’s art. Our April art wall features Alice McGowan, who is donating 80% of her sales to World Central Kitchen, providing food for the Ukrainian people sheltering in place or seeking refuge from the war.

Our display for adults this month asks us to “Think Spring!” as we prepare our homes and gardens for sunnier weather. Our movie display is inspired by National Pet Day on April 11 and features our favorite pet-related movies.

Circulation has been busy with spring cleaning. To prepare for the end of curbside pickup, they’ve been recycling materials, reorganizing supplies, and shredding documents. We’ve also made a move to reduce the amount of personal information we collect and retain to strengthen our patron privacy.

We are also preparing for a change to our Evergreen circulation software, watching videos and trainings provided by CW MARS and familiarizing ourselves with the upcoming changes. We also watched a webinar on effective library signage.

Respectfully submitted,
Deena Caswell