

Minutes of the Library Trustees Meeting
Bushnell-Sage Library
July 7, 2022

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

The meeting was called to order at 8:30 am by Pat. Last month's minutes were approved as written on a motion by Pat, seconded by Martin, with all in favor. Martin takes over the Trustee minutes effective today, to give Joan a well-deserved break.

DIRECTOR'S REPORT

Deena presented her Director's Report (attached) for our consideration. It covered in detail the Library activities for the last month. Of particular note were the following items:

(1) Deena noted that the Library is receiving positive feedback, via Instagram postings, for the summer reading program and that Library staff reach out to parents over any privacy concerns that might involve the identification of children;

(2) Stef's tie-dying program, which she used as another community outreach effort following on from the book-bundling service, was a particular success and she continues to apply her creativity to planning and hosting events including the Lettuce Party at the Sheffield Farmers' Market; similarly, Melissa has developed in-house labelling and listing of Pulitzer- and Oscar-winning materials for patrons;

(3) Chief Eric Munson volunteered his time for the Sheffield Pride event to help ensure safety; with Deena's extensive pre-event outreach and the support of pastors Jill Graham and Erik Karas, the event was a success;

(4) Pat requested that Deena reach out to the Senior Center to determine if customized Library messages could be crafted that reach Sheffield's seniors on items of interest; and

(5) Deena discussed staff evaluations and professional development in the areas of cataloguing, early childhood development and professional education interests expressed by her staff.

MAINTENANCE

The elevator remains out of service, with no known repair date known as repair parts seem to be difficult to get for TK Elevator. The hardships posed for staff and patrons, particularly for those with disabilities as noted by Laura Grunfeld, are significant and impact the Town's GRIT chair accessibility as well.

CROSSROADS

The juried art show committee, led by Pattie Owen, will host a meeting on July 14 to discuss the call for submissions and scheduling for the adult show (to be held at Dewey Hall) and the children's show.

Discussion ensued over the possibility of extending hours for the six weeks of the exhibition; Deena will evaluate alternatives that could easily be filled by volunteers for consideration with the Trustees.

DIRECTOR'S EVALUATION

Pat will finalize the integration of Trustee ratings and comments for Deena's evaluation.

FRIENDS OF THE LIBRARY

Sig and the Trustees noted that with the recent communication from the Select Board regarding building maintenance and repairs, the window cleaning is on hold.

The meeting was adjourned at 09:45 am on a motion by Martin, seconded by Pat with all in favor. The next meeting will be on July 19 at 8:30 am.

Respectfully submitted,

Martin Mitsoff

Bushnell-Sage Library Director's Report for July 7, 2022

Summer reading is off to a great start! We have 31 readers signed up, an increase from our 20 signups in 2021. Families are excited and have been tagging us in their social media posts when they pick up books or earn stickers.

Stefanie used summer reading signups as an opportunity to promote our book bundle service, where readers can request that we put together a custom pack of books based on their interests. Almost all families took advantage of this service. She also launched a summer reading-specific email list to keep families updated.

Stef hosted a tie dye party exclusively for our summer readers. Kids could bring in their summer reading pack and one additional item for dyeing. We had 16 attend our party and we can't wait to see how their items turned out.

Lego Construction Zone is back! Beginning on Thursday, July 7 and running through August, we'll have an hour of open Lego building and play. We know families are happy to see this return to the calendar.

For the summer, Stef is also planning for possible drop-in art classes on Saturdays and a kids cooking class on Tuesday afternoons while Cadmus is on break. We also want to coordinate our planning better with Dewey Hall and other town events on Saturdays so that we can help cross-promote. We did not have anyone in attendance for our author event on Saturday, June 25. We think that the good weather and abundance of events in the area played a part.

We're back at the Sheffield Farmers Market for their special event weeks. At the Lettuce Party, we brought "salad charades" – pick a piece of construction paper "salad" and see if we can guess! This was a lot of interactive fun. We had several families join us for Drag Story Time at Sheffield Pride (25 total attendees). Rev Yolanda had everyone singing, dancing, and making monster noises. Later we used our sidewalk chalk to make rainbow shadow art, tracing and coloring our shadows in the market parking lot. We'll be back at the Market on July 15 for Zucchini Fest.

We welcomed local authors Jana Laiz and Alexis Portillo to the library on Saturday, June 18 to read from and sign their book 35 Days to Baltimore. This moving story about Alexis's journey from Honduras to America drew 11 people to the library, many of whom remembered Alexis and his family from their time living in Sheffield.

BSL Book Club drew 4 people in June as we discussed Anna North's Outlawed, an alternative-history Wild West following a girl gang in an America where barren or non-conforming women are cast out of society. A fruitful conversation took place. Our next pick is NYT bestselling essay collection Wow, No Thank You by Samantha Irby.

We're continuing to strengthen our community connections. We recently lent chairs to the historical society for their 50th anniversary meeting, and will be lending tables for the upcoming Berkstock event. The library will also host an offsite screening of the Elizabeth Freeman play in August. The library wants to be part of the goings on in downtown Sheffield and to let people and organizations know that we are here to help, support, and promote where we are able.

The launch of the GRIT chair is on hold until our elevator is repaired. Rene Wood is still managing the moving pieces of preparing this item for lending and making sure that we are in compliance for insurance purposes. When the elevator is back in service, we can evaluate the best storage and procedure for this item.

Staff evaluations for FY22 are complete. All staff are meeting or exceeding expectations. The shift to a new form allowed space for staff to discuss their professional goals and how the library can support them over the coming year. I emphasized professional development and made sure that staff knew to bring me anything of interest with a cost – we have room in our budget to support trainings.

The ARIS year-end report is open and I'm working with Melissa to gather the needed statistics. Now that we are in a new budget year, I can move forward with purchasing the Sheffield Saves cabinet we identified earlier this year. The new fiscal year also brought the addition of several new databases to the library's digital resources page, courtesy of the Massachusetts Board of Library Commissioners. We had previously subscribed to the language learning service Transparent Language – now libraries across the state can access this for free. Additional databases include PebbleGo for K – 3rd grade students, Peterson's Test Prep, and Gale LegalForms. These links are live on our website and we should be receiving promotional materials from the state soon.

**Respectfully submitted,
Deena Caswell**

June Overdrive statistics:

Format	Checkouts
OverDrive Listen	146
OverDrive Read	114
OverDrive Magazine	114
Kindle Book	86
OverDrive MP3 Audiobook	28
Adobe EPUB eBook	22
Pending (eBook)	7
Pending (Audiobook)	1
Ext: Cost Per Circ	1
Total	519 (up from 493 in May)

June circulation statistics:

Monthly Circulations (Table)

	2022-05	2022-06
ARIS		
Adult Audio (Compact discs (not CD-ROMs), cassettes)	64	53
Adult Books	1,183	1,014
Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	13	13
Adult Video cassettes/discs/DVD	590	633
Adult Volumes of Print Periodicals, Newspapers and Other Print Serials	113	66
Childrens Audio (Compact discs (not CD-ROMs), cassettes)	8	11
Childrens Books	687	911
Childrens Materials in electronic format	8	6
Childrens Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	1	3
Childrens Video cassettes/discs/DVD	95	127
Young Adult Audio (Compact discs (not CD-ROMs), cassettes)	1	1
Young Adult Books	55	57
Young Adult Materials in electronic format	16	9
Young Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	8	5
Young Adult Video cassettes/discs/DVD	-	1
zTOTAL	2,842	2,910