

Minutes of the Library Trustees Meeting
Bushnell-Sage Library
September 1, 2022

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

The meeting was called to order at 8:30 am by Pat.

DIRECTOR'S REPORT: Deena reported that usage numbers are up for August over last year. The Summer Reading program came to an end and was a great success (see Director's report included with these minutes), and Deena noted the wonderful community partnership the Library has developed with Roberto's Pizza and Bakin' Bakery and their donations. On September 16, the Library will host a therapy dogs session with Honor Blume, with the purpose of encouraging kids to read in the presence of friendly, approachable dogs.

Deena also noted her interaction with Network of National Libraries of Medicine, associated with the National Institutes of Health (NIH), as part of her professional development activities, stating that there is funding available for training particularly in the area of health programming, another nexus for the Library's outreach to the community. She will investigate the training opportunities available and report to the Trustees.

The Director asked the Trustees to consider revising the hot spot technology availability to reflect that this technology will no longer be funded by the state. Upon deliberation, the Trustees unanimously agreed a motion by Martin, seconded by Pat, to approve the revised policy to ensure that the technology remains widely available to members of the community. Deena has also revised policies and guidelines for volunteers to better address the Library's needs concerning volunteer activities, principally for shelf-reading work. Martin made a motion to accept the revised policies, seconded by Joan, and the motion passed unanimously.

A discussion ensued regarding the use of master keys for the Library to enable emergency access after hours. Deena will present a "calling tree" proposal that will summarize the individuals currently holding master keys (Deena, Martin, Pat, Joan) to be called in the event of an emergency.

Deena stated that she has been approached by Susan Butler regarding the possible donation to the Friends of Bushnell-Sage Library of one or more sculptures made by Robert Butler. Pattie reviewed some of the questions the Friends were considering (location(s) on the Library grounds, safety, insurance, etc.) and recommended that the Trustees individually, with other members of the Friends, visit Susan to review the sculptures at the Butler Sculpture Park as they consider the donation(s).

Deena will request to be on a forthcoming Select Board agenda to inform the public of the Library's activities and its welcoming, community-oriented atmosphere.

The Director has initiated de-escalation frameworks and exercises for Library staff for those instances where a patron or guest may express anger or frustration.

Deena asked the Trustees their views on masking requirements for Library programming presenters; the consensus was that if a presenter requests face coverings for patrons for a program, the program would require face coverings.

Crossroads Update: Deena noted that the Essex folks have developed an interactive "Dungeons and Dragons" type game tied to the Smithsonian exhibition there, and that something like this would be a great way of engaging Sheffield youth. She will also send out a Doodle poll regarding the next planning meeting for our hosting the exhibition.

Pattie stated that she will have further discussions with Chris Tomich regarding landscaping ideas for the Library grounds. She also inquired as to whether the playground equipment is now insured by the Town.

The next Trustees meeting will be Friday, Sep 23 at 08:30.

The meeting was adjourned at 10:15 AM with a motion by Martin, seconded by Pat, and unanimously agreed.

Respectfully submitted,

Martin Mitsoff

Bushnell-Sage Library
Director's Report for September 1, 2022

Summer reading 2022 is officially wrapped up! We had 31 children sign up and pick up their adventure packs, and 11 qualify for our end of summer prize, the pizza-making class with Chef Robbie at Roberto's Pizza. We're thankful to community partner support from Robbie and the team at Bakin Bakery, and the support of the Friends. We'll be having a debrief meeting this week to discuss what went well and what we should change in advance of next summer. The 2023 theme is "Find Your Voice" – we think it will be a great opportunity for lots of programs to encourage creativity and community engagement.

In other youth updates, we hosted the Bruno brothers for a reception on August 19 for their show on our youth art wall. As we move into the fall, we are keeping Lego Club on our Thursday calendar for the after-school crowd and will be changing from a limited group with registrations to a drop-in format. On Friday, September 16, we'll start a new

children's program – Honor Blume will be bringing in therapy dogs for an hour to encourage young readers. If the program goes well and we see interest in the community, we'll look to schedule additional dates.

We will also be bringing back in-person storytimes for children. Stefanie is working with a local pre-school to offer a session specifically for their students, and we'll be adding a consistent weekly storytime and craft to the schedule.

On Saturday, August 20, we hosted 20 people for a livestream of the Meet Elizabeth Freeman play presented at the church. Our technology and sound ran smoothly, and people were appreciative of our air conditioning and the great view of the performance the livestream offered. We were glad to play a role in this important weekend for Sheffield.

We'll be at Tomato Fest at the Farmers Market this Friday, bringing back our Tic-Tac-Tomatoes and some new button designs. Next Saturday, September 10, the library will run the games tent at the Sheffield Fair.

We had four people in attendance for the August BSL Book Club. *The Smash-Up* by Ali Benjamin gave us a great opportunity to talk about the Berkshires, where we thought all the renamed towns "really" were, and how it was possible that a contemporary book set in 2018 already feels like its discussing ancient history. In September, we'll read *Free: A Child and a Country at the End of History* by Lea Ypi, a memoir about her life in Albania at the end of the communism in Eastern Europe.

Next week we'll meet with Sheffield Saves to discuss the launch of the open access art cabinet, finalizing details and discussing promotion. With school starting, we hope to make a lot of supplies accessible to teachers, students, and crafters.

In professional development, I met with other Berkshire County directors at the Athenaeum in Pittsfield, where we were joined by representatives from the Massachusetts Library System, the Massachusetts Board of Library Commissioners, and the Network of National Libraries of Medicine. It was a good moment for us to discuss concerns and know more about the resources available to us from the state library community. I also took part in a CW MARS training on bystander intervention. This session was not able to be recorded, but I was able to share some resources from the trainer with our staff. The state added several new databases in this fiscal year and will be hosting trainings over the next few months. Staff are encouraged to sign up for as many as meet their interest – these will be recorded for later viewing.

Respectfully submitted,
Deena Caswell

August Overdrive statistics:

Format	Checkouts
OverDrive Magazine	151
OverDrive Listen	138
Kindle Book	98
OverDrive Read	72
OverDrive MP3 Audiobook	43
Adobe EPUB eBook	11
Pending (Audiobook)	5
Pending (eBook)	2
Total	520 (down from 545 in July)

August circulation statistics:

Monthly Circulations (Table) ⓘ

ARIS	2022-07	2022-08
Adult Audio (Compact discs (not CD-ROMs), cassettes)	69	101
Adult Books	1,034	1,094
Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	31	42
Adult Video cassettes/discs/DVD	705	630
Adult Volumes of Print Periodicals, Newspapers and Other Print Serials	116	125
Childrens Audio (Compact discs (not CD-ROMs), cassettes)	19	22
Childrens Books	1,229	1,158
Childrens Materials in electronic format	4	6
Childrens Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	5	3
Childrens Video cassettes/discs/DVD	107	68
Young Adult Audio (Compact discs (not CD-ROMs), cassettes)	5	1
Young Adult Books	56	53
Young Adult Materials in electronic format	6	4
Young Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	5	6
Young Adult Video cassettes/discs/DVD	1	2
TOTAL	3,392	3,313