

Minutes of the Library Trustees Meeting  
Bushnell-Sage Library  
January 19, 2023

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

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

Minutes from prior meeting (December 15, 2022) were approved as written on a motion by Joan, seconded by Pat, with unanimous approval.

Highlights from DIRECTOR'S REPORT (see full report attached below): the winter weather adversely affected many December programs, but we still had good family attendance. Stef added a Make Your Own Giftwrap session given the success of the first one, with lots of new families attending.

Deena stated that she completed the year-end Massachusetts Department of Environmental Protection mini-grant report for the Sheffield Saves repair cafes that Jenny Russell is coordinating with Deena. A repair workshop to be held at the Library is in the planning. After great effort, negotiation and lots of phone calls, Deena successfully re-instituted the Amazon pay-by-invoice program for the Library. The GRIT chair liability release form is ready for use; Chief Munson has offered to engrave ownership information on the chair; Deena is satisfied that staff involvement in checking the chair out and in will be minimal.

Deena noted that progress is being made on the online Medline Plus program made available through the Network of the National Libraries of Medicine, enabling patrons to research medical information as part of the Library's services.

Deena has submitted the FY2024 budget proposal to Town Administrator Rhonda LaBombard pursuant to Rhonda's guidance and with slight increases in adult and children programming sought.

Regarding buildings and grounds, Ron will begin cleaning on Saturday evenings and/or Sunday mornings. Deena stated that window cleaning is a priority for Ron and that he has informed the Town Administrator of this. The failure frequency of fluorescent light bulb remains a concern. Deena stated that Melissa cleared snow from the sidewalks after last Friday's snow since it hadn't been cleared by the highway department; she noted that an elderly patron slipped and fell about a month previously and although the patron was not injured, Deena noted the potential liability to the Town should a patron seek redress. Martin will follow up with Moran Mechanical in mid-February regarding the status of the boiler pump replacement and repair. Deena also stated that it would be essential to have

TK Elevator on an "on call" basis before, during and immediately following the conclusion of the Crossroads exhibition at the Library. The status of the front door replacement and a standby generator are still not known.

Deena stated that she has been put on the February 6 Select Board meeting agenda to provide an overview of the Library's operations and outreach. She will prepare a handout graphic for distribution as part of her presentation.

Deena noted that a library studies student is interested in a possible internship this summer. Pat asked that if this happens, Deena should notify Town Hall. Deena also stated that she has experience in intern supervision from her work in Cherry Hill.

Crossroads Update: Deena reminded everyone that they should be keeping records of volunteer hours and expenses incurred as it relates to the grant match requirement for the exhibition. Also, planning is proceeding with Jen Atwood regarding an exhibition reception. Deena and Pattie Owen will be on WSBS on 26 January at 9 AM to discuss the exhibition and the related juried art exhibition. As a reminder, the exhibition schedule is as follows: clearing the program room on March 23rd, installing the exhibits on March 24th and 25th, and opening the exhibit to the public on March 26. The exhibit would extend through May 6th, and May 7th and 8th would be used for re-packing the exhibit for pick up by the movers.

Friends Items: Sig said that Chris Tomich has completed his draft landscaping plan, and Sig provided copies of the plan. Sig will work on scheduling a meeting of the Friends, Trustees, and the Director with Chris.

The next Trustees meeting is scheduled for Thursday, February 9th at 8:30 AM.

Martin motioned to adjourn the meeting at 9:55 AM, seconded by Joan, with unanimous agreement.

Respectfully submitted,

Martin Mitsoff

**Bushnell-Sage Library**  
Director's Report for January 19, 2023

Happy new year!

Winter weather affected much of our late December programming. Our children's art show reception was postponed by a week, but poor weather impacted the rescheduled date as well. Next year we'll try to host the reception earlier in the month to try to avoid this issue.

Our screening of the animated short "Love of a Lady" by local artists Ruth and Hans Heuberger with a craft was also affected by poor weather. We also had to cancel the singing bowl workshops for kids and adults. We'll look to reschedule with Madeline Monaghan in the spring.

Our children's make your own gift wrap program was so popular we added a second date, for a total of twenty participants between the two dates. This program was also able to make use of the new tables funded by the Friends and the Housatonic Valley Art League gift.

Year-end reporting on the Mass DEP mini-grant in support of the Sheffield Saves repair cafes are complete and filed with the state. We learned a lot from this process, and look forward to bringing the second repair café to the library. We're holding Saturday, June 10 on our calendar.

Amazon notified libraries late last year that they were ending the credit line previously offered. Invoicing would be granted on an invitation basis. After a lot of back and forth with Amazon customer service, I was finally able to identify our local representative. We are now an official business account that can pay through invoice. While we do not use Amazon as a primary vendor, they are helpful in replacing out-of-print and other hard to acquire items.

The GRIT chair is ready to be checked out. Information is now available on our main webpage as well as featured on our "Library of Things" page. We are still waiting for Chief Munson's availability to engrave the chair. Rene Wood was able to provide digital and physical copies of the manual as well as the release form. Trainings for the public are scheduled for Wednesday, January 25 and Saturday, January 28. A representative from GRIT reached out to me after seeing our social media posts and I was able to connect him with Rene and Laura Grunfeld for advice on the upcoming trainings.

Margot Malachowski, our representative from the Network of National Library of Medicine, is working to schedule online MedlinePlus training for Berkshire County library staff. We're also working with Margot to schedule a networking event.

Our FY24 budget has been submitted to the town administrator. We're following suggested guidelines for salary increases, adjustments to the materials budget to keep us compliant with state aid, and requesting a small increase in our adult and children programming lines, which have been flat over the past three fiscal years.

Respectfully submitted,  
Deena Caswell

## December digital circulation:

Format	Checkouts
OverDrive Listen	165
Kindle Book	137
OverDrive Read	84
OverDrive Magazine	28
Adobe EPUB eBook	19
OverDrive MP3 Audiobook	19
Pending (Audiobook)	6
Pending (eBook)	5
Total	463 (down from 648 in November)

## December circulation statistics:

ARIS	2022-11	2022-12
Adult Audio (Compact discs (not CD-ROMs), cassettes)	54	92
Adult Books	1,055	1,023
Adult Materials in electronic format	4	2
Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	30	33
Adult Video cassettes/discs/DVD	690	663
Adult Volumes of Print Periodicals, Newspapers and Other Print Serials	99	114
Childrens Audio (Compact discs (not CD-ROMs), cassettes)	5	8
Childrens Books	921	885
Childrens Materials in electronic format	2	1
Childrens Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	3	3
Childrens Video cassettes/discs/DVD	87	99
Young Adult Books	69	34
Young Adult Materials in electronic format	3	3
Young Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	5	6
Young Adult Video cassettes/discs/DVD	4	2
TOTAL	3,033	2,968