

Minutes of the Library Trustees Meeting
Bushnell-Sage Library
May 18, 2023

Present: Pat Levine, Martin Mitsoff, Anne Beattie, Deena Caswell & Stefanie D'Angelo

Pat called the meeting to order at 8:40 am. Minutes from prior meeting on April 13, 2023 were approved as written on a motion by Martin, seconded by Pat, with Anne abstaining. Pat, Martin and Deena welcomed Anne as the newest Trustee following her election.

DIRECTOR'S REPORT HIGHLIGHTS: See Deena's full report attached below. Deena provided a summary of the Crossroads closeout, noting the more than eight weeks of pre- and post-installation efforts, successful programs, and the more than one year of preparations and outreach this program required. Pat inquired whether there were any problems with any of the programs, and Deena noted only a minor mixup in communications regarding the community outreach program. See the second paragraph of Deena's report for community participation numbers at a number of the related programs held during Crossroads. Deena will be working on a second Smithsonian grant, with details to follow and with Pat and Martin offering assistance. Martin offered to send letters of thanks to the organizations and to key individuals.

The annual Arbor Day event was held in the Library parking lot on Saturday, April 29th as was a huge success and, with improved vendor locations and traffic flow, a minimal disruption to downtown traffic. Coming events include a composting workshop, an appliance repair day (June 10th), and a town staff appreciation day on August 16th.

Regarding the Library building and maintenance matters, the need for a town facilities manager, caring for all town-owned buildings was further discussed. To the greatest possible extent, any grounds work associated with the sculptures should not take place on Tuesdays, as town maintenance typically takes place on that day; Deena also requested that she be informed of any ground work being done at the Friends' behest. Martin will shut off the boiler for the summer season, and will be replacing fluorescent light bulbs as time allows.

Deena discussed the need for members of the Friends to undertake their work and not burden Library staff for such items as computer research, graphics and copying. In particular, any and all requests for any staff assistance must always be presented first to Deena (and never to other staff members) to enable her to decide on the matter. Martin will review this directive with the Friends at their next meeting.

Stef reported that her work on summer reading "bingo" sheets is proceeding and will include pre-reading for toddlers. She is coordinating with Ed Valentine regarding Beekeeper play readings and possibly a puppet-making workshop. Stef also noted the very posi-

tive transformation of the arts/crafts space, with the support of the Friends. Stef is taking an MBLC course supporting children's literacy. Anne recommended that the summer reading program potentially include reading journals for participants; she is a steadfast advocate for middle-school reading. We should reach out to Michelle Razzle.

Trustee items: Martin reviewed his evaluation of Deena for the past year, noting he had nothing but the highest accolades for Deena's dedication to her work as director and to her staff, and requesting of Deena that she inform the trustees of any areas of professional growth where the trustees can contribute. Former trustee Joan Powers had previously communicated her evaluation results (all "5s") to Pat and Martin. Pat generally agreed and noted that grant-writing skills could be improved with Trustee assistance.

Friends Items: None.

The next Trustees meeting is scheduled for Thursday, June 8th at 8:30 AM. Martin motioned to adjourn the meeting at 10:00 AM, seconded by Pat, with unanimous agreement. One agenda item will include deliberation on the annual Trustees board reorganization.

Respectfully submitted,

Martin Mitsoff

Bushnell-Sage Library
Director's Report for May 18, 2023

Crossroads is a wrap! After over a year of planning and eight weeks of installing, hosting, and de-installing, we have completed our role as site host and the exhibit is now safely opened in Athol.

We had 125 guests at the opening reception of the juried art show, 35 people for the community conversation, 43 for Sheffield: Through a Generational Lens, and 33 for the Natural (and Human) History of Sheffield. Our Sunday healthcare series had between 30 and 40 attendees for each session. We also hosted school visits from 5th graders at Undermountain Elementary. The Historical Society reported great foot traffic for the local exhibits hosted at Old Stone Store and Dan Raymond House.

The community spirit that was on display during the Crossroads exhibit was exactly what Mass Humanities and the Smithsonian were hoping to see from host sites. The community conversation, a required part of grant funding, has sparked interest in continuing such discussions. Going forward, this will become a series hosted by/at Dewey Hall. I may continue to serve as discussion moderator, but we wanted to establish this as a continuing conversation separate from the library. The planning committee will meet Thursday, May 18 to debrief and discuss next steps. We'll look to set a date to thank all of our many partners and volunteers.

The library also continued its normal operations during the Crossroads exhibit. We are thankful to all of our program partners and patrons for their flexibility and patience while our program room was in use. Our staff also deserves a round of applause for the many

ways they went above and beyond in directing traffic, helping orient volunteers, and being warm and welcoming faces to our community and guests.

We again served as host for the Sheffield Land Trust/Tree Project Arbor Day/Earth Day event on Saturday, April 29. Despite the rainy weather, we thought it was our best yet! Sari Roy and her partners worked to create a different traffic flow to help minimize the bottlenecks we've seen in past years. Liberal use of orange traffic cones helped us keep offsite parking from putting too much strain on our neighbors. Farmers Market vendors reported good traffic, and we hope that some of our guests that day were able to stop in and see the Crossroads exhibit.

We thank the Friends for sponsoring our singing bowl workshops on Saturday, May 13, rescheduled from December. We had one family attend our children-specific morning workshop, and 26 adults in attendance for the afternoon session. We received great feedback all around and will look to make this an annual program.

The Berkshire Quilters Guild is back on display at the library! After celebrating National Quilting Day with us on March 18, they are exhibiting a selection of children's quilts made by their members throughout the library.

For April break, Stef had prepared a week of drop-in family crafternoons with a different project each day - bookmarks, beading, collages, zines. Our continuing children's programs (LEGO Construction Zone, SBCCP Storytime, Read to a Dog) are running smoothly with good attendance. Stef is hard at work planning summer reading – this year's theme is "Find Your Voice."

We're excited to welcome Cadmus Lifesharing back to the library. They'll make use of our art studio on Tuesday mornings, and the kitchen in the afternoon. South Berkshire Kids (SBK) will continue to run programming on Tuesday mornings through the summer, and have provided our latest StoryWalk, complete with a free book for families to bring home.

Stef and I met with representatives from Community Health Programs (CHP) and Berkshire Nursing Families to discuss how the library can partner with those organizations to support young families. More details to be confirmed soon.

I will be taking part in Mt Everett High School's career day on Friday, May 19. Stef and I will be at the CHP Resource Fair Saturday, June 3. We will both also attend the Farmers Market Vendor Meeting Friday, May 19.

Our next all-staff meeting is scheduled for Saturday, June 17 at 2 p.m. We'll be able to debrief Crossroads and get ready to ramp up for summer reading!

Respectfully submitted,
Deena Caswell

April digital circulation:

| Format | Checkouts |
|--------------------------|-------------------------------------|
| OverDrive Magazine | 232 |
| OverDrive Listen | 208 |
| Kindle Book | 106 |
| OverDrive Read | 89 |
| OverDrive MP3 Audio-book | 21 |
| Adobe EPUB eBook | 3 |
| Pending (Audiobook) | 3 |
| Pending (eBook) | 2 |
| Total | 664 (down from 763 in March) |

April circulation statistics:

Monthly Circulations (Table)

| ARIS | 2023-03 | 2023-04 |
|---|--------------|--------------|
| Adult Audio (Compact discs (not CD-ROMs), cassettes) | 74 | 52 |
| Adult Books | 1,326 | 1,179 |
| Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips) | 35 | 22 |
| Adult Video cassettes/discs/DVD | 680 | 604 |
| Adult Volumes of Print Periodicals, Newspapers and Other Print Serials | 94 | 72 |
| Childrens Audio (Compact discs (not CD-ROMs), cassettes) | 21 | 24 |
| Childrens Books | 1,290 | 1,093 |
| Childrens Materials in electronic format | 4 | - |
| Childrens Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips) | 5 | 2 |
| Childrens Video cassettes/discs/DVD | 97 | 51 |
| Young Adult Books | 78 | 76 |
| Young Adult Materials in electronic format | 3 | - |
| Young Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips) | 6 | 11 |
| TOTAL | 3,713 | 3,188 |