

Minutes of the Library Trustees Meeting  
Bushnell-Sage Library  
August 10, 2023

Present: Pat Levine, Anne Beattie, Deena Caswell, and Sig Spiegel

Pat called the meeting to order at 8:30 a.m. Minutes from the prior meeting (July 6, 2023) were not available. Pat has inquired with town officials regarding the new opening on the Board of Trustees. Town Council has not responded as of yet. Deena suggested contacting the Massachusetts Board of Library Commissioners for advice.

**DIRECTOR'S REPORT HIGHLIGHTS:**

Deena stated that we are ready to meet Niles, the Whale, 8/18/23, as a wrap-up event for a very successful summer reading program. There was great participation, including 41 individuals. Stephanie DeAngelo procured raffle prizes for the program's end. MLS offered and we won a Bruins hockey jersey which will be added to the prizes. Pat suggested that Stephanie encourage participating children to write about their enjoyment of the program. A letter to the editor (such as in The Sheffield Times) or other writing response will publicize future programs.

Thanks were expressed to Susan Butler for the donation of two outdoor sculptures, as well as those participating in their installation.

Deena stated that Bonnie Flower had been offering stories for young children. Now we are running "Toddler Art" in the same Thursday morning time slot. Sixteen attended the first session.

The Non-Fiction section has been culled. The Sheffield DPW helped transport unwanted materials to different dispersal sites.

The Sheffield Fair is coming; we discussed the fee for hosting a table at the event.

Shakespeare was discussed at the July book club meeting.

The library was used as a cooling center on July 29.

The art cabinet was moved to the entrance area to make it more accessible.

Deena met with T. Beasley concerning Veterans Output Services.

Deena will be joining the WMLA board.

**BUILDING AND GROUNDS:**

Mosquito spraying has been requested from the Berkshire County service. Pat noted that there is a dead oak tree on the grounds. A short discussion of tree-trimming ensued.

**CIRCULATION HIRE:**

There is a new staff member, Jessica Holdridge, who will work 6 hours every Friday.

**BUTLER SCULPTURES:**

Pat would like a formal dedication of the Butler sculptures, date TBD, with involvement from the Friends of the Library. We will work on the language for the plaques.

**FY23 REPORTING:**

The ARIS report, concerning hours, staff, and circulation has been submitted. There was a marked increase due to the Crossroads Exhibit. Programs for ages 6-11 have expanded. This is great fiscal news. Deena is working on the state report.

**PROGRAM UPDATES:**

Mark Scarboro will present a 6-8 week series beginning Sept. 27, 2023 on Arthurian Romances and Medieval Tales. Ageless Yoga with Senta Reis returns on Wednesday, August 23.

**FRIENDS of the LIBRARY:**

Sig discussed a few general items.

**NEXT MEETING:**

The next meeting was set for Thursday, Sept. 7, 2023 at 8:30 a.m.

Anne made a motion to adjourn the meeting at 9:43. Pat seconded it.

Respectfully submitted,

Anne Beattie

**Bushnell-Sage Library**  
Director's Report for August 10, 2023

We're ready to meet Nile the humpback whale and wrap up summer reading 2023! We had 41 independent readers and 22 pre-readers sign up to participate. Readers are able to submit their "VOICE" sheets as of August 1 to earn points to make donations to local charities. Children's program coordinator Stefanie D'Angelo also implemented weekly in-library challenges so that kids had an opportunity to earn raffle tickets for additional prizes. We won a state summer reading raffle and were able to add a signed Boston Bruins jersey to our raffle prizes.

Sign-ups to for the Whalemobile opened August 1 to our summer reading participants. Registration is now open to the general public. We'll be promoting heavily online and at the library so that all of our slots are filled. Our end-of-summer reading event will take place Friday, August 18 from 2 – 4 p.m. and will feature games, crafts, snacks, and fun. Open and free to all!

Thank you to Susan Butler, the Friends of Bushnell-Sage Library, and Joe Wilkinson & Sons for successfully installing both donated sculptures to the library. They have already attracted a lot of positive comments and questions. We should be able to finalize details for plaques and an event after this week's trustees and Friends meetings.

In July, we partnered with local Montessori guide Bonny Flower to offer "Summertime Stories," a weekly storytime on Thursdays focused on social and emotional intelligence. The program started strong with 15 attendees but saw numbers drop over the month.

Stefanie has reconfigured the program into a toddler storytime with a sensory/art component. Toddler Art runs on Thursday mornings, starts with a story or two (depending on attention spans!) and then moves into an art project designed to build small motor skills and encourage creativity. Our first running on August 3 had 16 attendees. Stef read a story and the children explored finger painting.

Our large weeding project in non-fiction is complete. Sheffield Department of Public Works (DPW) assisted us in transporting a number of boxes from storage and from this recent weed to the Mason Library in support of their book sale. Use of their truck was very helpful and helped save wear and tear on staff vehicles. Thank you to DPW! All of our weeded books are offered first in our lobby to our patrons as free books, and then get donated to other libraries after a few months.

The library will once again run the games tent at the Sheffield Fair, taking place on Saturday, September 9 from 11 a.m. – 4 p.m. Stefanie and I had a great time last year engaging with families. The Fair is still accepting vendors if the Trustees and Friends would like to staff a table.

I met with Thomas Beasley, District Director of Southern Berkshire Veteran Services. He's looking to expand his outreach post-pandemic. We exchanged contact details and I let him know how the library can support him in his outreach as well as our capabilities to share information affecting veterans to our patrons.

Our July BSL Book Club pick was William Shakespeare's *A Midsummer Night's Dream*. Discussing a play was a nice change of pace and three attendees enjoyed talking about Shakespeare's works, theater, and other themes. Our selection for August is Kristen Arnett's *With Teeth*. The BSL Book Club meets the fourth Tuesday of the month at 4 p.m.

On Saturday, July 29, we worked with our library trustee chair Pat Levine in her role as chair of Sheffield's board of health to extend library hours until 5 p.m. to act as a cooling center during the recent heatwave. Thank you to circulation staff member Eastlynd Bates and Pat for helping us stay open additional hours in a last-minute situation.

Pat had also been part of a training with the Massachusetts Office on Disability (MOD) for emergency preparedness for people with disabilities. I looked to see if we could bring them to Sheffield for an in-person training in partnership with the Senior Center. Abigail Shneyder from MOD is unfortunately leaving her role, but will make sure that her successor reaches out to us when they are ready to resume trainings.

Thank you to Stephanie Blumenthal from Sheffield Saves and Stefanie for relocating the art swap cabinet. The cabinet is now located in our lobby with our free books and school supplies. We hope the new location will encourage more people to use and donate art supplies.

On August 4, I met with Wendy Pearson to accept her invitation to join the board of Western Mass Library Advocates (WMLA) and discuss other issues facing Berkshire County libraries. I look forward to participating on the WMLA board and advocating for Berkshire and rural libraries.

Respectfully submitted,  
Deena Caswell

July digital circulation:

Format	Checkouts
OverDrive Listen	305
Kindle Book	133
OverDrive Read	107
OverDrive Magazine	14
Pending (Audiobook)	8
Pending (eBook)	6
Adobe EPUB eBook	1
Total	574 (down from 590 in June)

July circulation statistics:

Monthly Circulations (Table)

ARIS	2023-06	2023-07
Adult Audio (Compact discs (not CD-ROMs), cassettes)	53	56
Adult Books	1,257	1,108
Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	28	42
Adult Video cassettes/discs/DVD	705	667
Adult Volumes of Print Periodicals, Newspapers and Other Print Serials	90	66
Childrens Audio (Compact discs (not CD-ROMs), cassettes)	7	11
Childrens Books	1,050	1,476
Childrens Materials in electronic format	1	1
Childrens Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	1	5
Childrens Video cassettes/discs/DVD	78	82
Young Adult Books	92	143
Young Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips)	4	7
Young Adult Video cassettes/discs/DVD	2	1
zTOTAL	3,368	3,665