

BOARD OF TRUSTEES OF THE BERKLEY PUBLIC LIBRARY MINUTES

December 13, 2022

The meeting was called to order at 7:07 p.m. In attendance were Chairperson Carla Ross-Lyman, Trustee Megan Silva, Trustee Paula Dugan, Library Director Carol Buote, Friends of the Library President Danielle Nicolet and Secretary Linda Andrade Rodrigues. The next meeting date was set for Tuesday, January 10, 2023.

SECRETARY'S REPORT

The Meeting Minutes of October 11, 2022 and November 8, 2022 were read and approved as amended. Megan Silva motioned, Paula Dugan seconded. All voted in favor.

VOTE: Carla Ross-Lyman AYE

 Megan Silva AYE

 Paula Dugan AYE

CHILDREN'S LIBRARIAN'S REPORT

Erica Grady submitted a report from November 8, 2022 through December 13, 2022: There were approximately 205 visitors to the Children's Room this month. Five Story Times were held with 47 attendees. Thirteen VolunTEENS contributed a total of 82 community service hours this month. They have been busy re-shelving books, managing the sign, craft prepping, LEGO deconstruction, mentoring, shelf reading, creating book lists and displays, assisting with Story Time and helped run a successful Lights On event. A Children's Room newsletter went out December 1 reaching 87 people. Marketing continues to be created across all social media platforms, the library's website and print materials placed throughout the library. The first Youth Craft Night was held November 16 and was a success with 12 attendees who created jewelry from beads and snowmen from pompoms. They will continue this monthly and change the crafting projects as they go. PACE Play and Learn Together was held on December 9 with 7 in attendance. New families attended this month. The program is free for ages 0-8 and their caregivers. The

November guessing jar was popular with 57 guesses and one happy winner of 226 gumballs. The Pokemon Trading Card Club met on December 3 with 28 in attendance. Attendees traded cards and played Pokemon Bingo. The Light On event was held outdoors on December 11. They served between 75 to 100 visitors, offering warm cider, cookies, hot cocoa kits and small prizes.

DIRECTOR'S REPORT

The Book Club met on December 1 with 6 attendees and discussed *The Royal Nanny* by Karen Harper. For the January meeting, they will read *All Adults Here* by Emma Straub. The Knot Just Knitting Group met on November 9 with 2 attendees and November 17 with 5 attendees. On November 19 Virtual Trivia had 22 attendees. The library purchased a Slide and Negative Converter which converts old slides and negatives to a digital format. Amy Mursko cataloged it, and she will advertise it in her COA Newsletter blurb and on social media. Carol Buote attended Town Hall Department meetings on November 29 and December 6. A review of office safety inspired her to have some of the library signage updated and to offer wrist rests to employees. The Special Town Meeting was held on November 14, and the library budget for salaries was approved. The Director also attended the SAILS Board Meeting on November 16. SAILS continues to work on privacy improvements. They discussed MMA leaving the SAILS network. On December 10 Steven Morgan did their yearly maintenance and test of their fire and security system. One of the panic buttons was accidentally pressed this month by a young patron, and the police responded. Erica Grady completed her fourth and last Basic Libraries Technique class. The library is approved for the first State Aid payment of \$7,317.11, and they should receive it in December. Matt from BatGuys, a wildlife removal company, came to the library to help with mouse prevention. He plugged up some holes free of charge.

FRIENDS' REPORT

Danielle Nicolet presented the Friends of the Library Report. The Friends took part in the BCS Vendor Fair on November 19, selling books, mugs, tote bags, cookbooks, ornaments and notecards. All of these items are also available in the library upstairs by the front desk. They also assisted the library with Lights On.

The Friends meet on the third Monday of each month at the library at 7 p.m. All are welcome.

OLD BUSINESS

None

NEW BUSINESS

Carol Buote presented a new Food and Drink Policy in the library. Food and drink are permitted at the two circular tables in the library. Any patron eating or drinking must sit at the table. Drinks must be in enclosed containers. Employees may have food and drink at their desks. Patrons and employees must clean up after eating, disposing of wrappers, trash and bags, as well as wiping off the table surface. Patrons must take containers and pizza boxes away with them. This is for pest control and because wastebaskets are only emptied weekly. Librarians can make special arrangements for food and drink for a library event.

Megan Silva made a motion to accept the Food and Drink Policy and Paula Dugan seconded. All voted in favor.

VOTE:	Carla Ross-Lyman	AYE
	Megan Silva	AYE
	Paula Dugan	AYE

BUILDING PROJECT UPDATE

Megan Silva updated the Trustees on the four-year timeline of the Building Project, including the application process and construction protocol. She explained that the first step is the submission of a Letter of Intent by the Spring of 2023. She encouraged the Board of Trustees to start now, getting on the agenda to meet with the Selectmen and Finance Committee. Paula Dugan concurred, expressing how long they have waited for this opportunity. Carla Ross-Lyman pointed out the need to form a Building Committee for the library as soon as feasible.

PUBLIC INPUT

None

CORRESPONDENCE

None

ADJOURN

Paula Dugan made a motion to adjourn at 8:20 p.m. and Megan Silva seconded.
All voted in favor.

VOTE: Carla Ross-Lyman AYE

 Paula Dugan AYE

 Megan Silva AYE

Respectfully submitted,

Linda Andrade Rodrigues