

## **BOARD OF TRUSTEES OF THE BERKLEY LIBRARY MINUTES**

**July 11, 2023**

The meeting was called to order at 7:05 p.m. In attendance were Chairperson Carla Ross-Lyman, Trustee Paula Dugan, Trustee Megan Silva, Library Director Carol Buote, Friends of the Library President Danielle Nicolet and Secretary Linda Andrade Rodrigues. The next meeting date was set for Tuesday, August 8, 2023.

### **SECRETARY'S REPORT**

The Meeting Minutes of June 13 was read, amended and approved. Megan Silva motioned, Paula Dugan seconded. All voted in favor.

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

### **CHILDREN'S LIBRARIAN REPORT**

Erica Grady submitted a report from June 13, 2023 to July 11, 2023. There were approximately 352 visitors to the Children's Room this period, and they held the following programs and events:

2 Story Times with 29 attendees who read books and created crafts about Vikings and dragonflies;

3 VolunTEENS programs with 15 attendees who were busy shelving books, prepping crafts, creating friendships, mentoring and assisting with younger patrons. They also had extra helpers for the Flying High Dog program;

1 Craft Night with 15 attendees who held a well-attended and fun beginner crochet class;

1 LEGO Night with 9 attendees, and they continue to meet new families;

1 popular Pokemon Club with 22 attendees;

2 Dighton Rock Story Hours with 7 attendees. This program has been lightly attended, but they are meeting new families at each event and will revisit holding this next summer.

A newsletter went out June 1 reaching 106 people, and marketing continues to be created across the board. The guessing jar was popular this month with 113 guesses and one happy winner of 223 Starburst candies.

Summer reading started June 24 and runs through August 5. They have received donations for raffle prizes from Somerset Creamery, TreeTop Adventures, Picture Show and several patron donations. They have registered roughly 100 readers so far. They are using paper logs this summer as the Beanstalk product will be discontinued in December.

The Flying High Dog show was a huge hit with 107 attendees in the rain! This was a Cultural Council grant, and many people came out to enjoy the show which indicates that they would have an even larger turnout with nice weather. Erica Grady will work to bring him back.

The SAILS network statistics show June had 1,025 juvenile and 69 young adult checkouts.

They also offered two programs funded by Cultural Council grants: Intro to Tarot with 20 signups and Wicked Good Henna with 4 signups. Before the Intro to Tarot program took place, two patrons objected to the subject matter and did not attend.

### **DIRECTOR'S REPORT**

The Book Club will meet on July 13 to discuss *Night Shift* by Robin Cook, The Not Just Knitting groups met in June with 13 attendees, and the Cricut 2 Intro met on June 22 with 4 attendees. Danielle Nicolet taught a great second class. For FY23 the library offered 57 adult programs with a total of 473 attendees. Their current adult book displays are about the Adult Summer Reading program and Beach Reads.

For meetings and trainings, Carol Buote attended a Building Support for Construction training on June 14, a De-escalation Techniques training on June 20, a SAILS Annual meeting on June 21, and an All Employee meeting on June 28. For the Construction Grant, she has started filling out some of the general information on the application. She also started the yearly ARIS report, which will be the focus for the rest of July.

Carol Buote previously purchased their print magazines from Amazon, but they are no longer offering their magazine subscription service. Consequently, she is moving to W.T. Cox for their print magazine subscriptions.

Since it is now FY24, Carol Buote circulated a copy of their approved FY24 budget. The librarian staff salary budget is currently level-funded because the clerical union contract has not been approved yet. Their materials budget is pretty low, and to remain certified, they will have to supplement with money from donations, state aid or the Friends. She prepared an end-of-the-year FY23 budget report and had to move some funds around to make it to the end of the year. She used \$6,563.25 from donations, and \$6,857.96 from their state aid fund. She still needs to reconcile some end-of-year reports sent by the Town Accountant.

Carol Buote also prepared a FY24 Action Plan as required by the MBLC Strategic Plan process. Her major initiatives are the construction grant, collection acquisitions and rearrangements, expansion of library of things and adult programming collaborations and increasing community awareness of resources and services.

For an upcoming program, Carol Buote would like to have a Hemp Wellness program led by Berkley resident Rena. She would cover what it is and what it can do for you and would discuss products that have CBD and either no THC or trace THC. She would also let attendees try the lotion products but not the tinctures. At the end Rena can let people know how to purchase the products but would not sell during the program. Carol Buote said that this would be useful to Berkley residents with all of the local marijuana stores and farms opening up.

## **FRIENDS' REPORT**

The Friends of the Library have stayed consistently busy. During the month of June, they collected cans and bottles at the transfer station and planned for the Touch A Truck event scheduled for July 15 on the Common from 9 to 2.

Unfortunately, they have been dealing with some technical issues with their Venmo account. Their tech support has been very challenging to work with.

In September, the Friends are planning a cocktail tasting with Bristol County Wine and Spirits.

As always, the Friends are actively looking to recruit new members to help with events and fundraisers to benefit the library. "We truly can't do what we do without the help of our amazing volunteers from the community," said Friends of the Library President Danielle Nicolet.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

The Board of Trustees discussed the current Use of Library Facilities Policy. Megan Silva suggested that they each draft their own policy and postpone the discussion to update the policy at the August meeting.

## **BUILDING PROJECT UPDATE**

Carla Ross-Lyman directed the Board to compile a list of interested people to be appointed to the Building Committee. She advised them to check with their candidates to make sure they want to accept the position.

## **PUBLIC INPUT**

None

## **CORRESPONDENCE**

None

**ADJOURN**

Paula Dugan motioned to go into Executive Session at 8:20 p.m. to discuss the annual reviews for the Library Director and other staff and not to return to open meeting. Megan Silva seconded. All voted in favor.

VOTE:           Carla Ross-Lyman    AYE

                  Megan Silva            AYE

                  Paula Dugan           AYE

Respectfully submitted,

Linda Andrade Rodrigues