

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

**November 21, 2023**

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 and Secretary Linda Andrade Rodrigues. Friends of the Library President Danielle Nicolet was absent. The next meeting was set for Tuesday, January 9, 2024.

### **SECRETARY'S REPORT**

The Meeting Minutes of October 17 was 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 October 17 to November 21. They have been busy this month with the following programs and events:

4 StoryTimes with 23 attendees who enjoyed stories, simple crafts and games during each program;

3 VolunTEENS programs with 10 attendees each who did a wonderful job running the Pumpkin Walk;

2 Writing Circle programs with 6 attendees each. This group has a great time during their meetings sharing ideas and working together on writing prompts prepared by Jess. She cares about and does a lot for these teens. Thank you, Jess!;

1 LEGO Night with 42 participants who had fun creating their favorite animals;

1 3D printing club met to encourage all skill levels to join and share. They had 7 active and engaged participants;

1 Pokemon Club with 11 attendees who enjoyed trading, playing BINGO and completing word searches;

1 Craft Night with 18 participants working on learning about crochet and friendship bracelets.

A newsletter went out November 1 reaching 106 people, and marketing continues to be created across the board.

The guessing jar winner was happy this month with guessing and winning 55 mini candies and a gummy bear jar.

Richard B. presented his Eagle Scout project and gifted the library with new Meta Quest 3 virtual reality headsets. The program was a hit with 22 engaged participants. They will use these headsets to lend to the community and provide programming. Thank you, Richard!

The Spooky Pumpkin Walk was a huge success with over 200 attendees! The community enjoyed voting on the pumpkin entries, games and visiting with our “fortune teller”.

### **DIRECTOR’S REPORT**

For the November 2 book club meeting, seven attendees met to discuss *The Measure* by Nikki Erlick. They selected a light holiday novel *Jingle All the Way* by Debbie Macomber for their December meeting.

The Knot Just Knitting groups also met in October with 14 attendees.

Virtual Trivia was held on November 18 with 17 attendees.

Their current adult book displays are about “Staff Favorites” and “Thankful for Cookbooks”.

Amy McNamara ran a library card signup program with the schools. She had 3 from BMS and 15 from BCS.

They participated in an Optima delivery survey last month (counting books and boxes in delivery).

Carol Buote attended a Department Head meeting, 2 Construction grant meetings, 2 SAILS meetings, Designing Libraries webcast and an ALA Intellectual Freedom webinar.

The library received the FY25 estimated SAILS assessments: \$9,536.31 for the assessment, \$986.80 content assessment, \$1,142 for PC support, and \$2,525 for the SLIN Grant which offsets the other costs. The assessment is \$186.99 higher than last year and the content assessment is \$317.21 lower than last year.

The library is approved for its first State Aid payment of \$8,197.13 and received it!

They had furnace issues on November 13 and a belt was replaced. Carol Buote is working on fixing the staff color printer, and she may have to get a new one. She is also working on fixing a hotspot.

The Highway Department removed their overgrown cypress bush/tree. Thanks Rob!

For the Construction grant, Carol Buote has been working on the application and the Library Building Program.

Lights On is on Sunday, December 3 from 3:30 to 7 p.m. They will have cider and food upstairs, cookie decorating downstairs, and a table outside with give-a-ways and maybe a game. The lights go on at 5 p.m., and Santa is arriving at 5:15 p.m. Appetizers will be offered at the library, and cocoa and cookies at the fire station until 7 p.m.

Carol Buote will close the library at 6 p.m. on Wednesday, November 22. For Christmas the staff will have Saturday, Christmas Eve, and Monday, Christmas Day, as holidays.

Megan Silva motioned to observe the holiday schedule, and Paula Dugan seconded. All voted in favor.

VOTE:            Carla Ross-Lyman   AYE

                    Megan Silva            AYE

                    Paula Dugan            AYE

### **FRIENDS' REPORT**

The Friends just finished their third and final month of cans and bottles at the Transfer Station in October. They are grateful to the town for giving them extra months but are glad to be done.

They have an ongoing book sale on the cart at the library, as well as a sale with seasonal crocheted items made by members of the Knot Just Knitting Club.

This month they are running another lottery raffle. Tickets for a chance to win \$100 worth of scratch tickets are on sale for \$5 each. The winner will be drawn during the Lights On celebration on Sunday, December 3. Win it for yourself, or give it as a holiday gift!

There are big changes coming to the Friends of the Library. President Danielle Nicolet will be stepping down at the end of the year. Consider joining this amazing group of volunteers. Meetings are on the third Monday of the month at 7 p.m. at the library or attended virtually via Zoom.

### **UNFINISHED BUSINESS**

Megan Silva motioned to table the Materials Policy discussion until the January 9, 2024 meeting, Paula Dugan seconded. All voted in favor.

VOTE:            Carla Ross-Lyman   AYE

                    Megan Silva            AYE

                    Paula Dugan            AYE

## **BUILDING PROJECT UPDATE**

The Board discussed the status of the Construction Grant application. Paula Dugan explained the feasibility of efficient green design, such as radiant heating.

## **CORRESPONDENCE**

An invitation was received to the Legislative Breakfast at the Westport Library to be held on March 1, 2024.

## **ADJOURN**

Paula Dugan made a motion to adjourn at 8:05 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