

Berkley Public Library Trustees Meeting Minutes

October 21st, 2025

ATTENDING: Paula Dugan, Chairperson; Megan Silva, Trustee; Dean Larabee, Trustee; Carol Buote, Director; Emily Taylor, Secretary, Cathy Charette, President of the Friends of the Library

BILLS: No bills to be reviewed.

CALL TO ORDER: Call to order at 7:15 PM.

NEXT MEETING DATE: Next meeting is scheduled for November 18th, 2025 at 7:15 PM.

MINUTES OF PAST MEETING: Minutes of the September 16th meeting were read into the record. Minutes were amended. Correction to the last sentence about the Trunk or Treat. The library will be doing a Trick or Treat. The Trunk or Treat is being held at the Berkley Community School. In correction to the Building Committee Update, planning of the design will begin after September 24th, as opposed to real construction. Other grammatical changes were made. Minutes were accepted as amended.

CHILDREN'S LIBRARIAN REPORT: Total attendance for five programs was 69 participants. Writers Circle program will be revived in November. 3D printing program is anticipated to be returned once maintenance issues are addressed. The head of the printer was clogging. Arts-based programs is in development. Nature Based Creative Programs and Chess program continue. The Chess program has been popular. A new Community Tree mural is being designed, painted by Jenni herself. Each month will have a seasonal design for patrons to reflect on something meaningful to them. September's theme was fall leaves with messages of gratitude. Lego build, Pokémon and the monthly riddle/guessing jar will continue.

DIRECTOR'S REPORT: The Director's Report for the period of September 17th to October 21st was read. For September, the library had 1280 patrons, and 1644 items were checked out at Berkley. 609 checkouts came from other SAILS libraries. The temp, Jillian, had her last day on September 30th. A new Technical Services librarian, Noella Baptiste, started on September 29th. Jenni and Noelle continue to receive training. Librarians will attend various gatherings for further training. The October book club discussed *The Girls Who Fought Crime* by Maj. Gen. Mari Eder. The book for November is *Speak to Me of Home* by Jeanine Cummins. The adult book display is "Feeling Witchy", displaying seasonal selections. Director Carol Buote requested puzzle donations from Ravensburger and received four. CreativeBug has expired. It had low usage and will not be renewed. The library will direct patrons to get a Boston Public Library ecard and utilize their CreativeBug. Director Carol Buote attended various town meetings and webinars. Department Heads are participating in developing a five-year forecast for budgets. The library had a site walk with CBT, weekly status meetings with CHA and CBT, and held a Library Building Committee meeting. Site survey is in progress and initial layouts are being reviewed. The library replaced their fax machine. Lights On is December 7th. The first quarter budget was reviewed.

FRIENDS OF THE LIBRARY REPORT: The friends met on September 24th with four members in attendance. Minutes and treasurer's report were read and accepted. They are continuing the adoption of Love Bug stuffies for fundraising. There are two quilt raffles coming up, one at their cocktail event at Bristol County Wine & Spirits on 11/16 and one at Lights On. The next meeting is Wednesday, October 22nd, 2025 at 6:30 PM. Friends are looking for Friends.

TRAINING OF NEW STAFF: Training that new children's librarian and other new staff should have were discussed. The Director's report detailed the current plan for training. Ideas were discussed on how to incentivize training for new employees and possibly be implemented for FY 2027. Trustee Dean Larabee suggested coming back to this topic in January once the new staff has a chance to cover basic training. It was discussed how library policies would be updated.

BUILDING COMMITTEE UPDATE: Initial layouts have been reviewed. A two-floor plan and parking lot plans were proposed. Pros and cons were discussed. The next building committee meeting is set for Monday, October 27th at 7:00 PM.

PUBLIC INPUT: No public input.

NEW BUSINESS: No new business.

CORRESPONDANCE: Emails have come in from Ingraham regarding shipping after the closure of Baker & Taylor. Baker & Taylor was bought out by another company but the deal fell through and Baker & Taylor have gone out of business.

Adjourned at 8:19 PM.

RESPECTFULLY SUBMITTED,

Emily Taylor, Secretary