

Great Barrington Libraries Board of Trustees
June 13, 2013
5:30 P.M.
Mason Library

I. Call to Order

Meeting called to order by Ed Abrahams at 5:30 P.M.

A. ATTENDANCE:

PRESENT: ED ABRAHAMS (EA)

HOLLY HAMER (HH)

KATHY PLUNGIS (KP)

HILDA BANKS-SHAPIRO (HB-S)

KATE DEVINY - DIRECTOR (KD)

LAUREN CLARK

ABSENT: EMILY SHAW

AUDIENCE: 2

B. Approval of May minutes .

No corrections.

MOTION TO ACCEPT: H. Banks-Shapiro

SECOND: L.Clark

VOTE: 4-0

Abstain: 1 (HH)

C. Trustees' Announcements:

LC: Stated that she has looked at a website for libraries: "geekthelibrary.com" that has suggestions re libraries and programs, etc. LC will present more info about it at July's meeting.

KD stated that she has been aware of the site and would welcome the assistance of a Trustee(s) into exploring the various ideas on the website.

II. Report of the Officers, Boards, & Standing Committees

A. PRESIDENT'S REPORT:

EA, as the Trustees' new President, has a two part plan regarding future Trustee meetings: Will better plan the Agenda (beforehand with KD), reviewing her monthly report, and clarifying the money requests that come before the Trustees. Secondly, to define the Trustee roles.

It was also stated that EA, in his role as President, will be able to sign the warrants should ES be unavailable.

B. DIRECTOR'S REPORT

KD: Please see the report on file.

KD requested \$549.00 for children's motor skill toys. The toys will expand the motor skills toys already in the Children's room.

EA moved to appropriate \$549.00 to pay for those toys from the Mason Donation Fund.

HB-S 2nd the motion.

A question was asked as to the purpose of the toys. KD replied that the toys will enhance children's large motor skills.

Vote: 5-0

Motion passed.

KD then requested 5 bookcases for the Young Adult Room, which would cost \$1,600.00, including shipping.

A discussion ensued as to the book usage in the Young Adult room. KD replied that it is approximately 3% of the total library circulation. HH requested that there be an accounting of how much the YA room is used, circulation numbers.

KD stated that when she completes the ARIS report, she will have a better idea of the numbers.

Discussion continued as to the redesigning the room.

After a question about the YA material in Ramsdell Library, KD replied that the YA books have not been loaned out as much and will be relocated to the main reading room in Ramsdell so that the Historical Society will be able to be relocated from the second floor to the main floor. Some YA books will be relocated to Mason Library. HH then stated that a formal plan will need to be drawn up regarding the Library and the Historical Society and their use of the building.

KD then requested \$600.00 for chairs for the Young Adult room at Mason. A discussion ensued about the furniture to be placed in that room and have appropriate seating for the patrons of that room. Comments were offered as to the monitoring of the room and to the purchase of chairs or couches.

KD also stated that there needs to be a more welcoming sign for the room.

LC asked about the main purpose of the room. KD replied that the room should be made more attractive to increase the use by young people.

A question was asked as to where the money will come from.

After a discussion, a representative of the "Friends" stated that the "Friends" would purchase the chairs and donate them to the library.

EA made a motion to appropriate up to \$1,600.00 for the 5 bookcases, from Mason donations.

HB-S 2nd the motion.

No discussion.

Vote: 5-0

EA made a motion to appropriate up to \$1,200.00 from Mason Capitol for the projector system for Mason Library. (Regarding the projector system, this had been discussed and money appropriated in prior months, that the library and the "Friends" would be splitting the cost. HH had said that the "Friends" would pay for the furniture in the YA room, the library would take over the cost of the projector system).

HB-S 2nd the motion. No discussion.

Vote: 5 - 0

KD reported that she had been asked about the watering of plants in the Children's Garden at Mason Library. HH said that the Buildings and Grounds committee will take care of it.

KD also reported that the library needs the Trustees to volunteer time at the circulation desks, shelving books. The library is advertising 2 part time positions.

C. TREASURER'S REPORT

No report, ES was absent.

D. FRIENDS REPORT:

Please see the report. HH represented the Friends report. She also gave a beer and wine policy update, stating that if an event is run by the "Friends", then they would need insurance. If the event is run by the Trustees, then the Library is covered under the Town Umbrella policy.

The movies are being suspended for the months of June, July, and August. They will resume in September.

The "Friends" have again donated a variety of the passes to local museums and historical venues. They are in both libraries.

E. WEBSITE: No update

F. TEEN ROOM:

Refer to the discussion under the Director's report.

G. CENTENNIAL COMMITTEE REPORT:

KP gave an update. A discussion ensued as to the availability of a portable microphone. The Director stated that there is none and both she and HH noted the need for one (for various events).

KP made a motion to request up to \$500.00 for expenses related to the Centennial event on July 27th. The monies will come from the E. F. Wheeler Fund.

HB-S 2nd the motion.

A discussion ensued Vote: 5-0

H. LONG RANGE PLAN COMMITTEE REPORT:

No report.

I. RAMSDELL GROUNDS:

HH stated that she has asked L. Clark to take over this endeavor as she is a resident of Housatonic. There was a brief discussion about the current plantings, that had also been discussed last month. Ramsdell's grounds.

III. Unfinished Business:

A. Ramsdell Initiatives Plan: HH has asked that L.Clark take over as she lives in Housatonic. HH has met with LC and gone over the history of Ramsdell. The plantings were again discussed along with the need for Housatonic citizens' involvement.

Proposed by

EA

The library board of trustees has the authority for developing and implementing the vision and policies that govern the library program and services in the best interests of the voters and taxpayers. The board of trustees creates and approves policies, goals and plans. The board of trustees works with the library director to set goals, create long- and short-range plans, create library policies and evaluate the library, its program and service to the town. Trustees assist the library director in fundraising, community outreach and creating and maintaining partnerships with other community programs.

The Town employs a library director for expertise, advice and professional judgement, to guide the trustees in their decision making and oversight process. The library director is responsible for carrying out the library program, recommending methods for implementing plans and evaluating programs and service, providing advice to the board of trustees, and keeping the board of trustees informed about all aspects of the library program.

The town manager provides professional services, analysis and advice to keep the library buildings, programs and services operating according to the wishes of the voters and within the laws of the Commonwealth. The town manager is responsible for building maintenance, negotiating and overseeing contracts, providing oversight on budgeting and spending, and providing employment supervision to library staff. The town manager is available to provide advice and opinions on library policy and planning, and to facilitate partnerships with other town departments and community groups

Statistics:

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	764	8 programs 41 attending	3 programs 28 attending	54 +4	2	0	342
Mason	11,445	9 programs 103 attending	15 programs 204 attending	2,022 +1	152	8	140

The stats show an increase in attendance at Mason, as we would expect now that summer is here & the part-time home owners and vacationers have arrived. Computer use has also increased.

News:

Maureen Hickey, Lauren and I have worked out a great schedule for the fall and winter. Due to their expertise and contacts, we will have an Artist's series, a History series, and a Writer's series. As soon as we have all 17 speakers lined up we will make up a great poster to publicize this.

We were without barcodes for the last three weeks of June, so many new books will be hitting the shelves this week.

An ad was in the shopper's guide. If you have any comments or design ideas, please let me know. I consider it a work in progress, but a definite step in the right direction of having a prominent ad space. We have finished the year without overspending any account, even though we were so short-staffed. This is thanks to Jessica who kept track of all the bills and due to the staff who were judicious. Kudos go to Katie Warner who spent all of her money by mid-June.

Talked to the new Town Manager about the possibility of having a teenage page position next year. Clock is repaired.

Ongoing:

Have not heard from Patrick Hollenbeck about the BSO concerts at Ramsdell, but have decided to have the concerts in the rotunda area of Ramsdell since the upstairs is not air conditioned.

The photo-mural that 4 children created is up at Ramsdell and there should be an article about it in the Berkshire Record.

Adult Summer Reading is slowly gaining momentum.

Working on inviting people to speak at the Du Bois gathering.

Working on an FAQ for volunteers. (who to contact, how books are filed, typical library closings, etc).

Been brainstorming with staff and patrons on a good tag line for the libraries. Here are the top ten:

Take Your Dreams off the Shelf" "Read...Imagine...Grow" "Check it out!"

"Read, learn, discover" "Read, you must. Knowledge will you find."

"It's a great big world in here." "Spread the words"

"Go anywhere. Learn anything. Read every day." "The heart of the town."

"Imagine. Discover. Connect."

all,
will be asking the Trustees to approve the Cori policy which is below.
Thanks for taking a look. Kate

Great Barrington Public Library Policy

Criminal Offender Records Information (CORI) Policy
In order to promote security for Library patrons, especially children, the elderly and the disabled, all volunteers aged 18 and over will undergo a Criminal Offender Records Information (CORI) check. Authority for this check is given to the Great Barrington Public Libraries under M.G.L. Chapter 6, §172H. This is a final check in the volunteer screening process.

Volunteers must complete the request form acknowledging that a CORI check will be conducted by the Criminal History Systems Board (CHSB), an agency of the Commonwealth of Massachusetts. Access to CORI is limited to the Library Director. Upon request, CORI information will be shared with the volunteer to whom it pertains.

A volunteer's CORI record will not be disseminated to any other person or agency. CORI records are not part of the public record, and will be kept in a secure location separate from other files, and may be retained for not more than three years. Only one copy of an individual's CORI will be kept in the file at any time. Superseded copies will be shredded.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. If a criminal record is received from CHSB, the authorized individual will ensure that the record relates to the applicant.

The Great Barrington Public Libraries are inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the Great Barrington Public Libraries CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record.

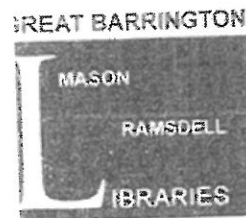
If Great Barrington Public Libraries reasonably believes the record belongs to the applicant and is accurate, the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

The Great Barrington Public Library will notify the applicant of the decision and the basis of the decision in a timely manner.

This policy modeled after the Criminal History Systems Board "Model CORI Policy".

This policy voted and adopted on:



Kate Deviny, Director of Great Barrington Libraries

508-528-2403

x-113,528,1720

Mason Library 231 Main Street, Great Barrington, MA 01230

Ramsdell Library 1087 Main Street, Housatonic, MA 01236