

Great Barrington Libraries Board of Trustees  
January 8, 2015  
5:30 P.M.  
Mason Library

**I. Call to Order**

Meeting was called to order by Holly Hamer at 5:30 P.M.

**A. Attendance:**

**Present:** Ed Abrahams (EA) Holly Hamer (HH) Kathy Plungis (KP)  
Hilda Banks-Shapiro (HB-S) Adam Gudeon (AG)  
Amanda DeGiorgis (ADeG), Director

**Audience:** 2

**B. Approval of December 11th minutes:**

EA moved to accept.

HH seconded.

Vote: 5-0

Approval of the December 17th minutes:

EA moved to accept.

HH seconded.

Vote: 5-0

**C. Trustee Announcements:**

EA gave an overview of the CPA committee's 8-1 vote not to move the Ramsdell renovation forward (see the Dec. 17th minutes).

The Trustees voiced their disappointment regarding the CPA's decision. It was stated that Ramsdell's accessibility and improvement to the library's furnace, AC, has been on the town's CIP since 2013.

Trustees asked the Library Director to bring this up with the DPW supervisor.

**II. Reports of Officers, Boards & Standing Committees:**

**A. Director's Report:**

See attached report. HH noted that the decreased attendance numbers are typical with past years' numbers during December. ADeG will look into obtaining grants to purchase new computers as the ones in use at Mason have been in place since the library's renovation.

ADeG also suggested an "open" flag be purchased for Ramsdell Library in order to increase the visibility of the days, times, it is open.

KP made a motion that up to \$100 be allocated for the purchase of a flag.

EA seconded.

Vote: 5-0

KP made a motion that funds from Ramsdell donations pay for the flag.  
EA seconded.  
Vote: 5-0

HH made a motion for up to \$50 be used to pay for the replacement of Mason Library's outdoor event notification sign, to be taken from Mason donations.  
HB-S seconded.  
Vote: 5-0

Per a request from the Trustees, the Library Director will provide the Trustees with the number of Ramsdell patrons that reside in the 01236 zip code area.

### **B. Friends:**

HH reported that two donations were received, \$500.00 and \$75.00 for Mason Library. Thank you notes have been sent out.  
Forty people attended the Mason library movie. The Ramsdell movie will be shown Jan. 14th.

### **C. Treasurer's Report:**

HH reported that some of the various funds dedicated to Mason and Ramsdell libraries have small amounts remaining in them. The Trustees asked the Director to look into an appropriate sized new round table for Mason's Historical room and the replacement of the spindle chairs, taking care to have the chair legs not catch or scrape the tiled floor.

Also discussed the table lamps at Mason, that they need to be higher in order to throw more light. KP will follow up on this. Should standing lamps be purchased?

## **III. Unfinished Business:**

### **A. Ramsdell Library update:**

KP (see attached report). A discussion ensued about the reason for suggesting the switching of the Children's and Adult Reading rooms. If the rooms are switched, two events could be held with less sound disruption (the YA room could be used and the proposed moving of the Adult Reading room could be used by two groups.

Recommend the purchase of tables that can be folded in half and moved about to create more floor space, as necessary.

The Library Director was asked her recommendation, she is concerned about less space for the children if the rooms are switched.

KP asked that three floors (YA, Adult, Children's) be stripped and refinished, prior to the switching.

The Director stated that the library may need to be closed for this (dust, etc.).

It was discussed that the money for this can come from the \$15,000 that was allocated for Ramsdell renovations at the 2013 Town meeting.

A member of the audience asked if the above items need the approval of the Town

Manager.

The Library Director stated that it goes through the DPW supervisor and then to the Town Manager for approval.

The same goes for a ramp for Ramsdell, and the approval/hiring of an historical architect, needs to go through the DPW supervisor and the Town Manager.

HH stated she will look into next year's CIP plan to see if it lists any money for plans to make Ramsdell's first floor handicap accessible.

**B. Sunday hours:**

EA stated the original plans to open Ramsdell Library on Jan. 4th was postponed to the 11th. The process of opening on Sundays needs to be more formalized. Up for discussion is whether there is a necessity for paid Staff and maintenance (there are Budget concerns) or can it be accomplished with volunteers.

It was noted that lectures and music events will be planned for Sundays at Ramsdell.

**IV. New Business:**

AG will go back to Ramsdell and take measurement of the Adult Reading room for a children's mural if the room is switched to the Children's room.

**A. Constant Contacts:**

ADeG sent the January 2nd newsletter out to patrons via MailChimp. There is also a notice on the Library's website and Facebook regarding the newsletter and how patrons can sign up for the receipt of the newsletter.

An audience member suggested that Ramsdell's "open" flag be hung on the Book Return bin or the Ramsdell Library sign post.

**V. Adjournment:**

HH made a Motion to Adjourn.

EA seconded.

The Board voted (5 - 0) to adjourn at 6:40 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

## Statistics: December

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	635	9 programs 39 attending	6 programs 88 attending	36	3	-	137
Mason	9,784	6 programs 91 attending	15 programs 227 attending	1702 (265 kids)	152	31	496

**News, Projects and Proposals:**

- ❖ December was short with the holidays but busy with events and day-to-day activities. December was a quiet publishing month but I still placed fiction, non-fiction and audio orders. Bigger orders will be coming in January with a lot of new and exciting titles on their way. Our holiday hours were well received and patrons were appreciative of knowing the holiday hours of the library in advance. Part-timers, Jane, Molly and Jim, did our holiday decorating around the library while Talya put up a winter holiday book display. Laurie's popular Gingerbread workshop was a big success with children and adults alike. That event and the Llamas at Ramsdell were the most well attended events in December.
- ❖ **OLLI:** The first class we are hosting begins this month. Megan Whilden, the Executive Director of OLLI, would like the Board to consider hosting another OLLI class during their spring session (April 16-May 31). I have attached a letter from Megan to the Board in which she is offering our library volunteers and members of our Friends organization free registration for courses held at the library. They will have to become OLLI members first but are prepared to provide discounted membership where appropriate. The class in April would be on the archeology of bones and is called "Bioarcheology and Forensic Anthropology."
- ❖ **MailChimp:** The first eNewsletter went out January 2<sup>nd</sup>. We will be sending out these eNewsletters twice a month. I will do the first one (which has all of the events happening over the month) and Talya will be doing the second one, which will highlight mid to late month events and give a sneak peek to other events on the horizon.
- ❖ **Computer Update:** The new wireless router has been activated and now provides service to the two study rooms as well as the dead area near the non-fiction. Patrons on the public computers have reported faster speeds now that the computers are wired. Printing has been enabled on all the public computers again and has been working well.

- ❖ **Library Legislative Breakfast:** I received the official invitations and would be happy to RSVP for anyone who wants to come. It is January 23<sup>rd</sup> at 8am at Berkshire Community College.
- ❖ **Ramsdell:** Due to the hard work of our Ramsdell volunteer, Colleen, the children's picture books have been put back into their original order. The books are now arranged alphabetically by author (or by Dewey decimal number for non-fiction) and the color coded sections are no more. The next step will be changing the call numbers in Evergreen, our circulation system. Weeding also continues in all areas of the library. Talya and I would like to look at having a flag that we could hang outdoors at Ramsdell when we are open. Talya will be researching options and I hope to have something to present to the Board next month.
- ❖ **Open House Survey:** Talya and I have looked at the surveys from the Open House in October. The results have not revealed anything we did not know. People are most interested in hands on activities (cooking, art, etc.) and are looking for dedicated parking. The next step would be a survey focusing on non-users of the library in order to better meet their needs.
- ❖ **Donations:** The Children's Room at Mason received two donations of \$200 each in December. These donations have been earmarked for the Children's Room and the donors have requested they not be spent on anything else.
- ❖ **Programming:** Ramsdell's new morning hours will allow Leslie to kick off a Children's Story Time on Thursdays at 10:30am. Starting in March, Ramsdell will host an "Every Child to Read" story and playgroup similar to Mason's ongoing series. Lecturer Dr. Andrew Vidich will return for two meditation workshops for adults at Mason on January 21 and 28. "Frozen" movie lovers will have their chance at the end of the month to watch the Sing-a-Long version for the January Family Movie night.