

Great Barrington Libraries Board of Trustees  
October 10, 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)  
                    LAUREN CLARK (LC) (arrived 5:43 )                      KATE DEVINY

**Audience:** 2

**B. Approval of September minutes .**

HH made a motion to accept.

2nd HB-S

Vote: 4-0

**C. Trustees' Announcements:**

EA made the announcement that Library Director Kate Deviny has submitted her resignation, effective Nov. 7, 2013. There will be a Good-bye gathering set up for Kate.

EA thanked KP for her efforts in cleaning the books out of the Ramsdell Library basement.

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

**A. PRESIDENT'S REPORT:**

None

**B. Director's Report**

KD Please see the attached report. KD gave an overview of the FY 2014 State Aid and Public Library's Report. She also gave an overview of the Children's Library's Quarterly Report (see attached report).

HH questioned the non-appropriated income (the fines and fees collected from the Xerox machine) that it is not income for the library.

KD referred to the ARIS financial report, and the funds granted from State Aid to purchase books. She explained that the monies collected from the fines and fees offsets the Town Budget, and further explained how the State views the allocation of monies for books. That the money collected from fines, etc. are used to purchase books for the library.

ED asked that **F. Buildings and Maintenance /Repair & Review from section IV. Unfinished Business**, be moved to here. Agreed by the rest of the Trustees.

He asked that a copy of the maintenance issues and other concerns be given to him, Public Works Supervisor and the Town Manger.  
HH will also forward her list from 2007 so that there can be one "master list".

HB-S will check with the Children's librarian as to whether the businesses that donated prizes to the Summer Reading program have been thanked.

KD is also looking into the feasibility of licensing a DVD independent film link with our library. The cost is \$500 a year. The link contains over 4,000 independent films that could be accessed by a library card holder.

KD asked for a motion to be made to take \$2,200 from the Mason Capital in order to pay for the (previously approved by the Trustees) bookcases for the Young Adult room. A short discussion ensued. EA asked that it be tabled until it is discussed with the DPW and the Town Accountant. This was tabled.

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

A financial report was given by KD and that as of Sept. 24, 2013, all is good with the accounts.

EA then asked that **III. Special Orders:** A. Election: Treasurer, be moved to here. Agreed.

EA stated that HH has volunteered to be Treasurer for the Board.

LC nominated Holly Hamer to the position of Treasurer.

HB-S 2nd the motion.

No discussion.

Vote: 5 - 0

### **D. Friends Report**

HH reported that the movies have again started up at Ramsdell, after taking a summer hiatus. The Friends will be looking into more movies with an inspirational theme. ie: life struggles and how they were overcome, spiritual, etc.

### **E. Teen Room:**

The request for the shelves in the Young Adult Room had been moved to the Director's Report.

## **IV. Unfinished Business**

A. Ramsdell Initiatives Plan: LC and HH met with a contractor regarding the basement at Ramsdell Library and how to create a secure place (approximately 12' by 16') to house various parts of the collection of the Historical Commission. It will need to be fireproof, bug proof, and humidity controlled. The Town's Building Inspector will also be consulted. A short discussion ensued regarding how the bidding process works and LC and HH will confirm this with the Town Manager and the Town Accountant.

EA suggested that the proposed space include work space for any future Archivist that may be hired.

EA asked that the **V. New Business: B. Meet applicants for the Trustee position**, be moved to here. Agreed.

EA stated that five citizens have expressed an interest. EA is to contact the five to ask for a statement as to why they are expressing an interest. KD suggested three questions that the citizens could respond to. One applicant was in the audience, Adam Gudeon. He spoke, saying that he is a children's book author and illustrator, that he has been volunteering in the Children's Library and is interested in connecting children with their local libraries, for example, via readings by local authors.

EA stated that the final selection will be made jointly by the Trustees and the Board of Selectmen on Oct. 28th, at the Selectmen's meeting.

Back to the **Unfinished Business:**

B. Bylaw review/revision: No report.

C. Policy Review: HH had received ten of the policies from the Library Director. These policies have been in place for some years prior to the current Library Director's tenure. Some appear to have been written as "Intents" and some are written as "Policies". HH stated that she is willing to go through them and suggest updates and then forward them to the Trustees for a future vote. HH will also talk to the Senior Staff for their input.

D. Tagline/Logo: LC sent out a prospectus to nine local artists for a proposal for a new library logo. They were to submit the new logo design in both black & white and in color. Two artists responded. They are aware that this will be "pro bono", however the Trustees would send out a press release so that the final design's creator would be recognized. It would be judged by the Trustees and the Director. The deadline will be the end of November and it would be decided by the December meeting of the Trustees.

EA added here that the Mason Library has received a donation of \$250.00 from Mrs. B. Eisman in appreciation for what the Staff does for the patrons of Mason Library.

E. Long Range Plan Report: KD stated that it needs to be filed by the first of December.

EA wants the Trustees to take a look at it and that he will send out questions regarding the LRP.

G. Smart Board: KD stated that she, the Town Manager and the DPW supervisor are discussing it and its use by outside groups. HH asked that external speakers be added. KD asked for a microphone-speaker. She stated that the wires are in the main computer room but the wires are not hooked up to the community room. A discussion ensued regarding the need for a microphone, considering the size of the community room and the seemingly ease of people being able to communicate

without raising their voices. The large cost (a quote was received) was questioned regarding the reinstallation of the Board and the connecting of the speakers and the microphone. The Town Manager and KD will continue to look into this.

**V . New Business:**

**A. Director Resignation:**

EA discussed the transition process that will begin and suggested that a forum of various groups in town be invited. A list of invitees was discussed. KP agreed to take this on and invite various public, private school administrators, youth group and elderly organization representatives, a local book store owner, and the Town Manager. A date was set for Tuesday, October 22, 2013, to be held at 9 am at Mason Library.

**VI. Citizen Speak:**

None.

HH stated that EA deserves thanks for all the “behind the scenes” work he has been doing at Mason Library.

**VII. Adjournment:**

EA made a Motion to Adjourn.

HH seconded.

The Board voted (5-0) to adjourn at 6:35 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

## Statistics:

|          | Total Patrons | Adult programs               | Children's programs        | Computer use +iPad     | Quiet/ study | Meeting room | Items added |
|----------|---------------|------------------------------|----------------------------|------------------------|--------------|--------------|-------------|
| Ramsdell | 688           | 4 programs<br>119 attending  | 7 programs<br>33 attending | 53 +5                  | 7            | 0            | 141         |
| Mason    | 9,748         | 10 programs<br>84+ attending | 6 programs<br>88 attending | 1,894 +1<br>(311 kids) | 124          | 7            | 616         |

## News:

- A Trustee Orientation Workshop led by Mass Library System is going to be offered on November 5, 2013 from 6:30-8:30. Find more information and register at <http://www.eventkeeper.com/code/events.cfm?curOrg=MLS&ref=EK&refNote=TaF#11/5/2013>
- The ARIS Financial and the Compliance reports are done. Any questions on any ARIS report?
- Ukulele Days will happen from Oct 16-18<sup>th</sup> as we have a movie, a talk about the history and a demonstration.
- Event: Rachel Fletcher will present her new book on achieving well-proportioned spatial designs on Oct. 19<sup>th</sup>
- Posters are arriving from local museums to brighten up our endcaps

**Brochures:** Adam is working on the brochures and should have something more definitive by next Friday

**Building Maintenance:** I have talked with Joe and the Town Manager and given them a very detailed list of problems, and a schedule for necessary maintenance.

**Teen Room:**

Katie has ordered posters for the door to make it more inviting. The Trustees have approved spending \$1,600 from the Mason Capital for 5 shelving units. We need 7 new units for expansion of the collection; otherwise we are wasting our money. May I have a motion to take \$2200 out of Mason Donations?

Quarterly Report  
 September 2013  
 Mason Library Children's Room

**Programs**

| Month                       | Title  | Program Quantity Offered | Attendance  |
|-----------------------------|--|--------------------------|-------------|
| April-August                | Single craft activities by request <i>(by request)</i> | 6                        | 19          |
| April-August                | Baxter the Bear  | 12                       | 12          |
| April-August                | Story time <i>(twice weekly; not in summer)</i>        | 23                       | 61          |
| April-August                | MCBA Book Club (Sept-Apr during school year only)      | 1                        | 12          |
| April-August                | Read to Cheyenne (no June-Aug)                         | 2                        | 13          |
| April-August                | Family Movies  | 7                        | 213         |
| April                       | Wee Read Story Walk                                    | 1                        | 55          |
|                             | Graphic Novels with Mark Crilley                       | 1                        | 18          |
|                             | Graphic Novel Workshop                                 | 1                        | 14          |
| May                         | Parent-Child Workshop Series                           | 4                        | 32          |
| June                        | Parent-Child Workshop Series                           | 1                        | 6           |
|                             | Summer Reading Kick Off                                | 1                        | 76          |
|                             | SRP-Dirt on Dirt Family                                | 1                        | 18          |
|                             | Pirates & Treasures Book Club                          | 1                        | 5           |
|                             | Super Hero Terrariums                                  | 1                        | 10          |
|                             | Archaeology Family Event                               | 1                        | 22          |
| July                        | Little Lads & Lassies                                  | 5                        | 51          |
|                             | Wednesday Book Clubs                                   | 5                        | 31          |
|                             | Family events  | 2                        | 26          |
|                             | Crafts   | 3                        | 17          |
|                             | Having Fun with Fossils and Dinosaurs                  | 1                        | 19          |
|                             | Appalachian Trail Family Night                         | 1                        | 10          |
|                             | Forest park Zoo: Animals Dig Into Reading              | 1                        | 70          |
|                             | Comic Book Week  | 3                        | 48          |
| August                      | Little Lads & Lassies                                  | 2                        | 15          |
|                             | Wednesday Book Clubs                                   | 1                        | 14          |
|                             | Family Movies  | 2                        | 69          |
|                             | Don Jordan's Nutshellapalooza 2013 Summer Tour         | 1                        | 47          |
|                             | Paper Toys & Magic Books                               | 1                        | 13          |
|                             | Comic Book Week  | 1                        | 16          |
|                             | End of Summer Reading Program Ice Cream Party          | 1                        | 75          |
| <b>Total patrons served</b> |  | <b>94</b>                | <b>1107</b> |

**Programs**

**Summer Program "Dig into Reading"**

This was the third year that Great Barrington Libraries joined the Massachusetts Library System-sponsored national CSLP (Collaborative Summer Library Program). State membership gives us the website for online registration, book reviews; prize drawing system, access to a manual of summer

For next year, we have so far booked a historical sword demonstration, llama visit, Waldorf puppet show, and a horse book author visit. For the 2014 summer reading program, the themes are:

- Children: Fizz, Boom, Read!
- Teens: Spark a Reaction!
- Adult: Literary Elements

For summer we have booked so far a reptile show, and a Mad Science show.

### ***Collection***

I have submitted a quote to the director for new shelves and backstops in the audio-visual area. We will have a dedicated shelf for our growing children's music collection; we'll have three more shelves for our audio books.

Lots of weeding in all areas is needed to accommodate the regular arrival of new materials. We still have more directional signage to complete, particularly in non fiction to show picture cues of sub categories in Dewey.

### ***Book Displays***

Currently our large display is about the Pura Belpré book award and Hispanic Heritage Month. Fourth grade in the public schools do a special Mexico curriculum at this time. We have a growing Latino population.

After October 15 we will change this to a science fiction display that coordinates with the opening of the much awaited movie of Orson Scott Card's novel, "Ender's Game."

The easel display is on Halloween, which will change to Thanksgiving, and to Christmas/Hanukah.

The small display of MCBA books will remain through April of 2014.

### ***Volunteers***

This is our second year as a Miss Hall's Horizon's Program host site. We will have two juniors as interns beginning on Thursday, Oct. 3, learning about public service in a library. They will assist in finishing the directional signage that the last two girls started; they will create a new alphabetical spine label sticker for all of the picture books (and no longer use the colored spine label tape). We will weed and reorganize while we're in the picture books.

Weekly regular volunteers include Joey Chernila, Ann Kessler (story times), and Pat Kujawski.

### ***Other***

We worked with Tom's Toys to purchase the approved toys (thank you to the Trustees!). Those items he could not obtain we bought on Amazon. When they arrive we'll make a STEM (science-technology-engineering-math) area in the far right corner of the craft/playroom where children can make scientific inquiries.

Respectfully submitted by Laurie Harrison October 9, 2013