

Great Barrington Libraries Board of Trustees
October 8, 2015
5:30 PM
Mason Library
231 Main Street
Great Barrington, MA 01230

- I. Call to Order: Meeting called to order at 5:40 p.m.
- A. Attendance: Kathy Plungis-Chairman, Patrick Hollenbeck, Hilda Banks-Shapiro, Lauren Clark, Jessica Magelaner, Asst. Director
Absent: Ed Abrahams, Adam Gudeon Audience: 0
- B. Approval of September minutes: P. Hollenback motion to approve minutes, Lauren Clark second, unanimous vote 4-0.

C. Trustee Announcements: K. Plungis said that a photo will be taken of the Library Trustees when we have a full component. She also stated that the secretary provided by the town has resigned.

II. Reports of Officers, Boards, and Standing Committees

A. Director's Report – J. Magelaner, Asst. Director – see attached report. She noted that the CWMARS program that the library is affiliated with is increasing its fee. The increase has been covered by the town for this year but for the fiscal year 2017, the library will need to increase its budget to cover this. Both she and the Director are welcoming ideas regarding keeping the budget intact. She also noted that one of the librarian's desks will be moved into the current study room, however there is no internet access. The idea is being rethought. After being asked as to the timeline for a new hire to begin, she stated that two people have turned down the part time position and that it has been offered to a third person. A background check and physical is required before any employee begins.

B. Treasurer's Report – J. Magelaner- see attached report.

C. Friends' Report – K. Plungis- The Friends reported that 19 attended the film, "Girls in the Band" that was shown at Ramsdell. 9 attended the film, "Seeds of Time" that was shown at Mason. This was in conjunction with the seed distribution that took place at Mason Library this summer, the Project Native, Greenagers and the Library Director. It was decided to promote the distribution of the seeds in a variety of ways next spring.

Thank you to Talya for her book displays that focus on the monthly films. It was noted that the movies are on loan from the library and also from CWMARS.

The Friends are considering showing the monthly documentaries at an earlier time, possibly beginning at 5pm due to the winter and standard time change.

D. Buildings & Grounds Report – K. Plungis – noted that the Ramsdell railing has yet to be repaired. It was noted that Ramsdell's front doors need to be resealed and despite requests, the work has not yet be done. Trustees voiced serious concern as to the upkeep of the doors. Trustees asked that K. Plungis continue to request these areas be addressed and to cc the Town Manager the requests. Jessica M. reported on the water damaged wall in the Arts and Crafts room at Ramsdell, that a drain pipe from the roof in the interior of the wall appears to be failing. The DPW will be inspecting the other

interior drain pipes to assess their condition.

III. Unfinished Business

A. Ramsdell mural update – A. Gudeon was absent.

IV. New Business

A. Ramsdell building maintenance, accessibility – K. Plungis reported on a 2010 report she found. Leach Construction Consultants' report noted a proposed elevator, an addition to the right side of the building for bathrooms, accessibility, and the rearrangement of the circulation desk and book stacks. It also included new electrical, new water service, and a new additional side entrance that would be handicap accessible. At the time the report was compiled, the estimated cost, using 2012 dollars, was \$1,338,000 by Leach CC.

A discussion ensued regarding the lack of handicap accessibility to Ramsdell. P. Hollenbeck noted that it is federal law to have accessibility in all town buildings. It was noted that the 2nd floor is also inaccessible to handicapped individuals. It was noted that there have been requests by the Trustees in past years for the accessibility issue to be addressed. K. Plungis noted that she has been informed that money has been set aside in the town budget for a study of Ramsdell concerns in the next fiscal year. J. Magelaner noted that she often receives requests for meeting space and that she is unable to offer the use of Ramsdell Library due to its not being handicap accessible.

P. Hollenbeck asked if the Trustees should consider a private fundraising effort, noting that the Stockbridge Library has had a successful fundraising effort for their renovation. K. Plungis will contact the head of the Stockbridge fundraiser for information.

The Trustees asked that K. Plungis request a formal meeting with the Town Manager, the Town Planner, the DPW Supervisor, the Trustees, and the Director and Asst. Director regarding Ramsdell's accessibility issues. K. Plungis will pursue this.

Lastly, a question arose regarding the progress of Sunday hours at Ramsdell. K. Plungis stated that she understood that the Town Manager is in discussion with the Union rep and that she has not been informed of any outcome. A Trustee noted that the opening of Ramsdell on Sundays would be for the public good.

V. Citizen Speak: No audience.

VI. Adjournment: K. Plungis motion to adjourn at 6:21 p.m., L. Clark second, unanimous vote 4-0

Respectfully submitted,



Kathleen Plungis, temporary secretary

Statistics: ~~July~~ ^{September}

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items add
Ramsdell	665	7 programs 46 attending	4 programs 22 attending	34 (5 iPad)	2	-	149
Mason	10020	7 programs 54 attending	11 programs 234 attending	1,231 (225 kids)	107	28	453

News, Projects and Proposals:

- ❖ **September:** Velya Jancz-Urban brought her program, "The Not-So-Good Life of the Colonial Goodwife to Mason, with great success. We had two family movies, and the popular children's Sing and Play group with Kim Waterman returned to Mason for the Fall.
- ❖ **Volunteer news:** The Senior Tax work off program has started for FY 2016, and we have four program workers at Mason this year.
- ❖ The C/W Mars executive committee voted on Friday, September 11 to invoice the SLIN libraries to cover state funding cuts. (SLIN stands for the Small Libraries in Networks grant, which Great Barrington receives. It helps cover the cost of our membership to C/W Mars. C/W MARS applies for it on our behalf, and it's taken off of our assessments.) Great Barrington was originally awarded \$2500 in FY2016 so the final amount on our membership invoice was \$2500 less than the total assessment. However, in August C/W Mars notified by the MBLC that due to cuts in state aid it would be reduced to \$2200. C/W Mars essentially voted to have small libraries cover this gap themselves, so we will be receiving an invoice for \$300. Jessica and Lauren have spoken about this bill, and it will be covered by the town this year.
- ❖ **Mason:**
 - Despite some very low-staffing days the staff pulled together well this month to keep both libraries open and running smoothly.
 - DPW and the town Energy Committee have been all through the building checking on the insulation installed earlier in the year and making sure everything is as weatherproofed as possible for the coming winter.
- ❖ **Ramsdell:**
 - We received 4 aluminum tables from the Friends at Ramsdell, and are in the process of getting them set up.

- Mike went through Ramsdell last week with a number of contractors, checking the leak. Apparently one of the pipes in the wall that handles drainage from the roof is corroded. There is also the possibility that more of the inner pipes are in poor repair. When we last heard from DPW, they were looking into having someone from Wastewater Management look at it.
- The books from the YA room were relocated to the front room for now, and art books and Massachusetts history books have been moved into the YA room. Staff at Ramsdell have already received several positive comments about the shift.

❖ **Staffing:**

- We have finished interviews and made an employment offer to a potential part time employee; she has been scheduled for her physical evaluation and CORI check.

Appropriated Account	Date	Mason						Ramsdell						Balance	total spent			
		Adult		LP		YA		Child		Contin.		Ramsdell				LP	Start	End
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End					
Books/Subscriptions	10/8/2015	\$30,100	\$27,805.46	\$6,000	\$4,362.22	\$3,050	\$1,281.37	\$17,250	\$14,535.03	\$2,000	\$15,100	\$10,644.15	\$1,500	\$1,029.54	\$75,000	\$61,657.77	\$20,067.13	
Dues	10/8/2015	\$410	\$18.01												\$410	\$18.01	\$391.99	
Equipment Repairs	10/8/2015	\$1,255	\$570.00								\$745	\$745.00			\$2,000	\$1,315.00	\$685.00	
Non-Print	10/8/2015	\$16,500	\$14,226.03								\$8,000	\$6,987.00			\$34,000	\$29,405.24	\$4,594.76	
Office Supplies	10/8/2015	\$6,300	\$4,721.22							\$1,000	\$2,500	\$2,384.21			\$8,800	\$8,105.43	\$694.57	
Program Supplies	10/8/2015	\$1,000	\$980.51								\$500	\$441.29			\$3,000	\$2,524.78	\$475.22	
Water/Sewer	10/8/2015	\$1,500	\$1,040.00								\$1,000	\$667.30			\$2,500	\$1,707.30	\$792.70	

Added \$6724.90 to Books/Subscriptions from FY15 July 2
 Added \$3891.38 to Non-Print from FY14 July 28

Non-Appropriated In-Library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	10/8/2015	\$50.00	\$25.00
Copier Fees	10/8/2015	\$1,342.46	\$84.95
Fines	10/8/2015	\$3,528.03	\$409.81
Donations	10/8/2015	\$10,568.57	\$12,186.24

Non-Appropriated Trusts Account	Date	Balance	
		Mason	Ramsdell
Mason Trust	10/8/2015	\$156.77	
Ramsdell Trust	10/8/2015	\$2,533.95	
Chesnow	10/8/2015	\$594.93	
Wheeler	10/8/2015	\$272.65	
Hollenbeck	10/8/2015	\$136.47	
Dewey	10/8/2015	\$164.33	
McKinley	10/8/2015	\$4,192.57	
Smith	10/8/2015	\$1,129.45	
Ramsdell Improvements	10/8/2015	\$12,866.86	

Trustees allocated up to \$2000 for Ramsdell mural 3/12/2015

Capitol Accounts	Date	Balance	
		Mason	Ramsdell
M Capitol Donations	10/8/2015	\$2,265.37	
R Capitol Donations	10/8/2015	\$5,118.00	

We have used up the balance of unallocated funds.

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	10/8/2015	\$950.00	\$650.00
Mason Children's	10/8/2015	\$2,300.00	\$1,208.25
Ramsdell	10/8/2015	\$1,250.00	\$1,250.00
Other	10/8/2015	\$500.00	\$380.00
Total Allotted	10/8/2015	\$5,000.00	\$3,488.25
Total in Account	10/8/2015	\$56,886.69	\$55,374.94

Trustees Allotted \$5,000 7/1/2015 through 12/31/2015