

Great Barrington Libraries Board of Trustees
December 11, 2014
5:30 P.M.
Mason Library

I. Call to Order

Meeting was called to order by Holly Hamer at 5:33 P.M.

A. Attendance:

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

Audience: 2

B. Approval of November minutes:

There were 2 corrections that needed to be made.

EA moved to accept.

HB-S seconded.

Vote: 6-0 as corrected.

C. Trustee Announcements:

HH noted that prior to the South Berkshire Chamber of Commerce Holiday Stroll, the children's Room sponsored a story hour that was held at BCC. It was well attended.

II. Reports of Officers, Boards & Standing Committees:

A. Director's Report:

See attached report. ADeG reported that the new hours at Ramsdell Library will begin on Jan. 6th (refer to the attached report). A new router for the internet has been installed. It was noted that the printers are now running faster. This will be monitored for the next few months.

ADeG noted that for the 2014 year, Mason hosted 226 programs with 180 of them being unpaid ones, being run by various Staff and volunteers. That Ramsdell hosted 188 programs with 155 being unpaid.

ADeG noted that the budget will be cut approximately \$120 due to the government State Aid cutback. She noted that we will still be within budget.

HH made a motion to appropriate \$5,000 for the period between Jan. 1, 2015 - May 31, 2015 for programming for both libraries.

A discussion noted that high attendance for many programs, especially the children oriented programs. It was noted that we were increasing the budget (\$8,000 in 2014)

Vote: 6 - 0

ADeG stated that the mutual library usage agreement with the town of Alford

expires on June 30, 2015.

A discussion ensued with the recommendation that ADeG ask that Alford pay \$1,100 per year, per the next 3 year contract. This would be an increase of \$100 a year over the current contract.

It was noted that Alford residents do volunteer in the library.

HH and ADeG noted that the BCC adult program, OLLI, will be using the community room in Mason Library on a trial basis for one class. As a courtesy, OLLI will post upcoming library events in their newsletter.

HH noted that this coming Saturday (Dec. 13th) a Staff sponsored Cookie Walk will be held at Mason. Proceeds will go to the local Food Pantry. It was asked that the Staff ask for approval from the Trustees prior to organizing another.

HB-S asked for approval for the use of the Mason community room on June 17, 2015 by the Egremont Garden Club. They wish to show a movie and serve refreshments as part of their June program. There would be no charge for the movie or refreshments. They expect an audience of 30 people. It would take place in the afternoon. ADeG will check the schedule for the room and get back to HB-S.

B. Friends:

HH stated that the Friends Book Sale that took place over Thanksgiving weekend took in \$1,100.

The evening movies that were shown at Ramsdell and Mason had low to average attendance.

C. Treasurer's Report & State Aid Programming Calendar Year 2015:

EA stated that he has filed the disclosure statement with the State.

III. Unfinished Business:

A. Ramsdell Library update:

HH and ADeG developed a programmatic plan (60+ pages, including photos, map, letters of support) for the CPA application.

HH attended the first meeting of the CPA as a representative of the Ramsdell application. She gave the Trustees an update as to the comments made by the CPA committee regarding the Ramsdell application.

The CPA committee did not understand the need for an addition to the back of the building when the second floor could be used (note: the second floor is not handicap accessible). The CPA committee also felt that the Trustees should be looking for additional sources of funding.

The Trustees then discussed the above information. It was noted that the Town's CIP time schedule for making the Ramsdell Library handicap accessible is beginning in 2017.

Discussion continued as to the next steps that should be taken regarding Ramsdell's future. Ramsdell's CIP has been on the Town's budget for repairs (the furnace, windows). It was asked if the budget for 2017 could be moved up a year.

On another matter, EA brought up Sunday hours for Ramsdell. Through the use of volunteers, the opening of Ramsdell on Sundays would be for programs, events, the reading of newspapers. It would allow working people and their families to use the library. It was noted that books would not be checked out nor library computers, laptops be allowed to be used. WiFi would be available for those that bring their own laptops.

Further discussion ensued as to whether to place on the 2016 Budget monies for Staff to be in place for Sunday openings at Ramsdell.

It was noted that the volunteer staffed opening of Ramsdell would be run on a trial basis on the Sundays in January, February, March, April with the hours being 1:00-4:00.

EA made a motion to ask the Town Manager to create a budget for Sunday hours at Ramsdell.

HH seconded.

Vote: 5- 1 (KP in the negative)

EA will inform the Town Manager that Ramsdell will open on Sundays, beginning with Jan. 4th.

B. Ramsdell Children's Room:

ADeG is continuing to research new shelving for the area.

C. Constant Contacts:

ADeG will begin in January, will place links on Facebook, the library's website, Friends, and paper sign-up at the library desks.

IV. New Business:

A. Computers: filtering software policy:

ADeG informed the Trustees of incidents involving the viewing of child pornography on computers at Mason. One individual has now been banned from the library while the investigation is going on. Staff observation and patron reports had the Director inform the local police. Three computers have been seized by the police. ADeG then spoke of software filters and free access to information. Discussion ensued as to the merits of future monitoring of computers.

V. Adjournment:

HH made a Motion to Adjourn.

LC seconded.

The Board voted (6 - 0) to adjourn at 6:35 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	679	10 programs 33 attending	7 programs 31 attending	43	8	-	104
Mason	8,593	7 programs 410 attending (includes Halloween Party & Book Sale)	15 programs 349 attending	1,555 (244 kids)	129	32	394

News, Projects and Proposals:

- ❖ **Ramsdell Hours:** I presented the Board's recommendation to Jennifer and she agreed with the new hours. Upon Jennifer's request, I went before the Selectboard and explained the new hours and what we hoped to do with them. The new hours will officially start on Tuesday, January 6, 2015. The new hours are: Tuesday, Thursday, Friday 10am-5pm; Wednesday 12:30-8:30pm and Saturday 10am-3pm.
- ❖ **Computer/Internet Update:** If all goes well, the public computers at Mason should be hardwired on Wednesday, December 10th. This solution will hopefully alleviate some of the pressure on the wireless and solve the problems we have had with patron printing in the Adult area. We will also be getting new keyboards to replace some of the ones that have worn out.
- ❖ **Budget:** I submitted the budget and all supporting documentation on December 1st. From here it goes to Jennifer to look over and make changes.
- ❖ **Holiday Hours:** Per the new Union Contract, both Mason and Ramsdell will be open for half days on Christmas Eve and New Year's Eve. The holiday hours will be: Wednesday, December 24th 10am-2:30pm; Closed Christmas Day; Wednesday, December 31st 10am-2:30pm and closed New Year's Day.
- ❖ We have a lot of great adult and children's programs coming up in December. Jessica and Donna have planned a Bake Sale and Cookie Swap on Saturday, December 13th at Mason. Proceeds will benefit The Food Pantry. On the same day the Children's Room at Mason will be offering their annual Gingerbread House workshop. Ramsdell Library will be hosting llamas on December 30th.

- ❖ **Programming Report for 2014:** Trustees allotted \$8,000 for programming in January 2014. Added an additional \$150 for Mason Adult and \$200 for Mason Children's in August 2014. Total allotted was \$8,350. By the end of this year we will have spent \$8,015.66

Mason Adult

Program	Cost	Attendance
Too Human (music)	\$400	10
Piano by Dan Kennedy	\$300	6
Bette Isacoff Author Reading and Chocolate Tasting	\$100	10
Jennifer Pharr Davis (Appalachian Trail Talk)	\$200	15
Fermentation Workshops	\$100	41
Radical Mycology	\$200	20
Doug Schmolze (music)	\$225	12
Total Mason Adult	\$1,525	114

Mason Children's

Program	Cost	Attendance
MCBA Book Club	\$464.16	45
Swords through the Ages	\$396	30
Astronomy	\$250	46
Hollyhock Dream (Puppet Show)	\$300	75
Massage for Parents	\$150	15
Read with a Llama	\$195	63
Summer Reading Kick Off Party – Face Painting	\$125	75
Map Camp with Joey Chernilla	\$200	13
Forest Park Zoo	\$260	70
Rhonda's Reptiles	\$175	40
Sciencetellers	\$325	26
Family SIK Science	\$180	92
Little Scientists Literacy	\$150	97
Mexican Bingo	\$63	35
Tim Van Egmond (Halloween Story Telling)	\$450	63
Total Mason Children's	\$3,683.16	785

Ramsdell Programming

Program	Price	Attendance
Clay Mask Making (Children's)	\$112.50	0
Watercolor Painting with Dawn Barbieri	\$270	17
Powder Keg Writing Workshops Session 1	\$270	100
Tap and Blues	\$200	18
Shakespeare and Co	\$500	17
Vegetarian Cooking Classes	\$125	23
Video Game Workshop (Children's)	\$270	7
Powder Keg Writing Workshops Session 2	\$250	31
Total Ramsdell	\$1,997.50	213

Other Items that came out of allotted State Aid money

Movie Licensing USA	\$350	Both libraries
Ads 'r us	\$340	Placemat at diner
Graymatter Technologies	\$120	Domain name for website
Total Other Items	\$810	

Total Spent in 2014: \$8,015.66