

Great Barrington Libraries Board of Trustees
December 12, 2012
5:30 P.M.
Mason Library

I . Call to Order

Meeting called to order by Holly Hamer at 5:34 P.M.

A. ATTENDANCE

**PRESENT: HOLLY HAMER
KATHY PLUNGIS
EMILY SHAW
ED ABRAHAMS
MARY PAT AKERS
KATE DEVINY - DIRECTOR**

ABSENT: HILDA BANKS-SHAPIRO

AUDIENCE: 1

B. Approval of minutes from November 15, 2012.

Two corrections needed to be made.

MOTION TO ACCEPT: E. Abrahams

SECOND: MP Akers

VOTE: 5-0

C. Trustees' Announcements:

HH gave a "thank you" to the Trustees that helped with the Friends' Book Sale, especially Ed. Also thank you to Kathy for her work at the Ramsdell Library.

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

A. President's Report: HH reminded us to think about the 2013 goals for the Libraries.

B. Director's Report: K. Deviny: Please see the report on file.

KD stated that the Libraries did not receive State Aid during the most recent distribution of funds. She will follow up as to why not. The State dispenses funds twice a year.

KD also stated that the Long Range Plan was not approved. She will follow up as to why not.

A discussion ensued about the Plan and the Plan that was previously submitted by the prior Librarian.

KD stated that of the \$13,000 for nonprint materials, \$9,000 has already been spent. KD stated that new DVD's (movies, TV series) have been ordered these past few months. A mounting concern is the number of DVD's that seem to be missing. A discussion ensued as to whether it is material that is late in being returned or are the materials being taken out of the library without being checked out.

KD stated that Ergonomic chairs have been picked out as have the keyboard pads. A discussion ensued as to which account the monies will be taken from in order to pay for these items. Discussions centered around whether Donation accounts are to be used and if not, which account from the Library's budget will be used.

KP stated that she was not in favor of Donation accounts being used.

A discussion continued that the chairs and keyboard pads seem to be a capital improvement. There is money in the Building and FF&E accounts and money for the Ramsdell Library has been put back into "free cash".

KD stated that she has been reading the Town's past Annual Reports on the libraries, especially Ramsdell in order to have a better idea as to how the library has operated in the past.

She plans on having a public forum in January 2013 in order to get comments from the Ramsdell patrons.

HH stated that she would like to meet with KD prior to this.

C. Treasurer's Report: E. Shaw stated that she continues to sign off on warrants. KD stated that she will show her the financial spreadsheets and how they relate to the budget.

D. Friends Report: R. Blumenthal stated that \$2,300 was raised form the Book Sale, the most successful sale yet. The sale was promoted through an ad, through the Friends' Facebook page, fliers, and bookmarks that were printed up and placed in books that were checked out by patrons.

He stated that 18 people attended the film held at Mason and 15 people attended the film held at Ramsdell.

He surmised that the low turnout was due to the Thanksgiving holiday week.

RB also stated that January will have a Mardi Gras theme and that there will be a collaboration with the Monument Mt. High School regarding the film the "Finnish Phenomenon". The film deals with the educational system in Finland. There will be a panel discussion before the film.

ES wanted to know if the Friends show locally produced films.

RB stated that they have shown one or two and would be willing to explore this for the future.

E. Buildings & Grounds: None

F. Volunteer Report: None.

ES and KD and HH will meet to go over brochures to finalize the brochures. HH presented a volunteer brochure that she designed.

KD handed out a list of volunteer names so that they can be sent thank you notes for their volunteering this past year.

G. Website: ED stated that the website is moving along and that he has been consulting with various people as the the design of the website.

III. Unfinished Business:

A. Ramsdell development:

1. RFP for architect: Trustees will presently receive a bill for the work completed in regards to the possible historical designation form for Ramsdell. The money will come out of the Ramsdell donation account.

2. Subcommittee: HH stated that Julia Erickson is the head of the subcommittee. Its purpose is for fun and free social events for Ramsdell and Housatonic residents. A discussion ensued as to who formed the recently formed subcommittee. It consists of 6 residents of Housatonic.

HH stated that she formed the subcommittee.

They are planning a Mardi Gras family event for the end of January 2013 with face painting, masks, something for teens, music and food with possible beer and wine upstairs for adults while the youth events take place downstairs.

A discussion ensued with KP feeling uncomfortable calling this a subcommittee. She was told that this is a Trustee subcommittee.

KP felt uncomfortable with the possibility of beer and wine being served and questioned the possible monies that may be asked for in order to fund this.

The discussion continued as to how this would fit under the Director's current budget or the Friends' budget.

KP stated that she was not in favor of allowing beer and wine and had reservations regarding the staffing of the event and future events. Who supervises upstairs and downstairs.

A question came up as to who oversees programming, the Director or the Trustees? ES wanted to know if there is a need for this type of programming and who would be in charge of the programs.

HH stated that the subcommittee comes up with the ideas.

She also stated that these will be after-hours programs.

3. Funding sources / budget requests:

A discussion ensued as to the funding budget regarding future renovations to Ramsdell. Areas that may be centered on will be the back stairs leading from the second floor and a bathroom.

A discussion centered around the timeline for each of the above areas.

Additional areas of discussion were the future use of the basement, the creation of a parking lot, and a handicap ramp.

HH suggested meeting with K. O'Donnell, L. Satori, J. Sokul, K. Deviny, T. Blauvelt and the Trustees to discuss the above areas.

All agreed to have HH set up a date.

Discussion went back to the proposed Mardi Gras event. The children's activities would happen prior to the adult gathering.

A discussion centered on how to sustain Ramsdell.

KD stated that she was against beer and wine being served.

KP agreed with her.

A discussion continued as to how this subcommittee could draw up firmer plans.

HH brought up a change to the town policy regarding the use of the library meeting rooms. As of December 10, 2012, it states that the library can charge for the use of the rooms. It was stated that the town policy oversees our meeting room policy under the "Town Building Use Procedure".

KD stated that she has the discretion to not charge for the room.

A discussion continued as to the formation of the Ramsdell Advisory Subcommittee. The Trustee Chairman stated that she is able to create subcommittees and that this subcommittee will brainstorm programming, activities. HH will act as the liaison with the committee.

The subcommittee will be in contact with KD as to the type of programming they would like to see.

HH asked if there was agreement that she contact K O'Donnell for a CIP meeting next week (Tues., Dec. 18th at either 1:00, 2:00, 3:00).

The Trustees agreed to have her do this.

V. NEW BUSINESS

A. Centennial party: tabled

B. Adult and senior programming: tabled

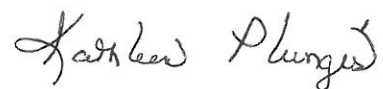
C. Collection development review: Regarding the collection of books and DVD's. Is there a general philosophy as to what is bought, what genre is being purchased.

It was suggested that KD post a list of the most recent books, etc. that have been purchased, delivered to the libraries.

VI Citizen Speak Time: None

VII. Adjournment: On a motion to adjourn by MP Akers,
Seconded by EShaw, the Board voted to adjourn at 7:48 pm.
Vote 5-0

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathleen Plungis".

Kathleen Plungis

Trustee Report Dec. 13, 2012

Statistics:

Mason November statistics – 16 adult events with 101 attendees; 44 children events with 204 attendees; computer use 1,839 (not counting children's room), study rooms were used 109 times; meeting rooms were used 12 times for outside activities.

Ramsdell's November 2012 statistics: 4 adult events with 32 attendees; 9 children's programs with 32 attendees; 87 computer users; 9 iPad users with a total of 690 people coming through the doors.

- ❖ Thanks to the Trustees for their help in getting rid of the excess books; cleaning up Ramsdell. Especially Ed and Kathy who have been making phone calls to find places and groups who want the books.
- ❖ State Aid-did not make this first round; hopefully Great Barrington will receive aid in future rounds
- ❖ Long Range Plan from 2011-2016 was not approved. I am working with MBLC to figure out how to get it approved.
- ❖ Local History books are now all in the catalog
- ❖ Ergonomic chairs needed for Leslie, Amanda, Laurie, Donna, Katie and Kate (6) \$1,800; 7 keyboard trays \$1,200 Need a motion for approval and from which account
- ❖ Volunteer Xmas cards –list to the Trustees
- ❖ Reviewing all papers on Ramsdell- will hold public forums in January to feel the pulse of the public for direction for both libraries.