

Great Barrington Libraries Board of Trustees
March 10, 2016
5:30 PM
Mason Library
231 Main Street
Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 5:33 p.m.

A. Attendance: Kathy Plungis, Patrick Hollenbeck, Hilda Banks-Shapiro, Ed Abrahams, Adam Gudeon, Lauren Clark
Amanda DeGiorgis, Director, Talya Leodari, Asst. Director Audience: 2

B. Approval of February minutes : KP stated that there is one correction. K. Plungis motion to approve minutes with one correction, P. Hollenbeck second, Discussion Vote 6 - 0

C. Trustee Announcements: KP stated that there are 2 Trustee seats up for election, the town election May 17th.

KP noted that National Library Week is April 10-16th. She asked that a luncheon be provided to the Staff at both libraries, one day that week. A discussion ensued. KP and the Director will co-ordinate the effort and choose a day.

EA brought up the issue of there being no heat at Ramsdell on Sunday the 6th. A discussion ensued. Heat had been out since the day before. Heat was restored Sunday afternoon.

II. Reports of Officers, Boards, and Standing Committees

A. Director's Report – A. DeGiorgis: (see attached report) ADeG stated that the library website is still a struggle since the hit by a Malware attack. A discussion ensued regarding sources of funding to improve the website. The FY 2018 budget line has money for the website. An audience member asked about security. The library has its own server.

The Director explained the rationale behind the furniture suggestions for Ramsdell. It was stated that the horseshoe table in the Children's room is showing its age and needs to be replaced. That this shaped table better facilitates interaction by the teacher with the children during an art project.

KP made a Motion to approve \$508.80 for the purchase of 10 stackable wooden chairs and \$267.96 (plus shipping for both) for the purchase of 4 adult stackable wooden chairs from the Ramsdell Improvement Fund, for the Ramsdell Children's Room. HB-S seconded. Discussion. There was a question about the chairs already there. The Director stated that they are showing their age and that the stackable ones can now be easily moved when the floor space is needed. Again, the concern about the town budget was noted. It was noted that the monies in the Ramsdell Improvement Fund was voted in at a town meeting a couple of years ago. Vote: 6 – 0

KP made a Motion to approve \$701.99 plus shipping, from the Ramsdell Improvement Fund, for the purchase of 2 magazine racks for Ramsdell Library. LC seconded. A discussion ensued as to why it was being replaced and where the old magazine rack was going (to be repurposed).

Vote: 5 – 0 1 Nay

EA made a Motion to approve \$135.00 plus shipping, from the Ramsdell Improvement Fund for the purchase of a librarian chair for the Ramsdell circulation desk. HB-S seconded. Short discussion.
Vote: 6 – 0

KP made a Motion to approve \$257.00 plus shipping, with funds from the Ramsdell Improvement Fund, for the purchase of a Quartet Display stand for Ramsdell. HB-S seconded. Discussion as to the current set-up and the table to be used (metal table that has already been purchased).
Vote: 5 – 0 1 Nay

On another matter regarding new hires, EA made a Motion to recommend to the Town Manager that our next new hire be conversant in Spanish. LC seconded. It was stated that training for the whole Staff would be welcome. Vote: 6 - 0

B. Treasurer's Report – E. Abrahams, A DeGiorigis: Library is on target to spend their allotment of State Aid through this fiscal year (June 30, 2016). An audience member stated that money has been proposed for the next fiscal year (\$75,000) for a study for Ramsdell. Discussion ensued. The Chairman had not been aware that the money was to have been discussed on March 9th and was not at the meeting. The money was not favorably considered by the Selectboard Chairman since there was no Trustee or letter from them concerning the need for the money. As a note here, that the Town Manager had asked that the \$75,000 had been placed in the CIP budget to start the process to look at access issues at Ramsdell, for planning and design. Trustee discussion noted that Ramsdell's handicap accessibility has been on the table for years. The DPW Director informed KP that the \$75,000 was removed from the proposed budget and that a proposal was made at the budget meeting that the remaining money from the Mason addition construction account be brought forth as a town warrant at the town meeting. That the town warrant ask that the fund be relabeled "Libraries" so that the remaining money could be used for both libraries.

C. Friends' Report: EA: Sunday hours continue to go well. The Friends will present their Sunday report at the Monday, March 28th Selectboard meeting. All Trustees are invited to attend. It was stated that the Friends are reviewing their Mission Statement. The Staff and Trustees have the opportunity to make comments about the statement. All comments to be sent to H. Hamer.

D. Buildings & Grounds Report – K. Plungis: Stated that the DPW Director told KP that he would not be at this Trustee meeting. KP noted that 4 maintenance issues at Ramsdell have been completed. ADeG also noted that the public bathroom there had just been repainted. ADeG noted the failure of the furnace the past wkend. KP stated that she was informed that the DPW Director is looking into a grant from the Town Energy Reduction Plan regarding the furnace.

III. Unfinished Business

A. Ramsdell mural update – A. Gudeon: Trustees complimented Adam on the mural that was recently installed. With the removal of the bookcase in front of fireplace in the Children's Room, the space looks more inviting and that the fireplace is in excellent condition with well preserved brown rectangular tile. A discussion ensued as to what to do with the small space above and to the sides of the fireplace re children's art work.
ADeG stated that an Open House will be planned for May in celebration of the mural.

B. Ramsdell Promotion Report: K. Plungis: the meeting had to be canceled last week as the building is not ADA compliant and thus, no public meetings are able to be held there. Another meeting will be scheduled.

C. Long Range Plan committee: KP and ADeG: (see attached report). Another meeting will be scheduled.

IV. New Business:

A. Beer and Wine Policy Review: KP tabled till the April meeting.

V. Citizen Speak: A member of the audience informed KP that the Town website states that the final day to pick up nomination papers for public office is March 25th. April 14th is the last day to withdraw one's name.

VI. Adjournment: KP made a Motion to change the April meeting date to Thursday, April 21st. EA seconded. Vote: 6 – 0

Hilda Banks-Shapiro Motion to adjourn at 6:56 pm, E. Abrahams seconded, Vote: 6 – 0

Next Trustee meeting: Thursday, April 21, 2016

Respectfully submitted,



Kathleen Plungis
Chairman

Director's report for February 2016

March 11, 2016

Statistics: February

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	590	4 programs 19 attending	6 programs 52 attending	37	1	-	148
Ramsdell Sunday	278	9 programs 146 attending					
Mason	8,245	3 programs 73 attending	22 programs 282 attending	1,412 (241 kids)	160	18	437

News, Projects and Proposals:

- ❖ **Long Range Plan Update:** First subcommittee meeting was March 4th where we went over the current long range plan. We looked at what had been accomplished, what had not and other thoughts that had arisen over the last few years. At the next meeting we intend to start looking at where we want to go with the next plan.
- ❖ **Website.** The website was the victim of a malware attack a couple of weeks ago and I am still dealing with the fallout. We have subscribed to a service that will now monitor the website for malware and remove it when it finds it. I keep finding things, however, and due to staffing issues I have not been able to spend the time on it that I need to fix it. At this point I think the website needs a complete overhaul and I am proposing we restart it with a simple temporary template until I have the time (and money) to do it over.
- ❖ **Mason:**
 - Both display cases are back in use again. February saw a display of our historical book collection and a kindness display. For March there is a display of antique flower frogs, a display on vernal ponds and there will be a Historical Society display. The cases have also been booked for April and possibly May.
 - We have also been fielding a few requests for Art Shows at Mason, which Lauren and Adam will be updating us on during the meeting.
 - A couple of the staff worked on the public computers and found a way to get them to shut down on their own at night. This is a huge help in getting patrons out the door in a timely manner.
- ❖ **Ramsdell:**
 - As Adam will report later on, the mural is up! We (the staff) have been talking about the event we want to have to celebrate its arrival. We would like to hire a performer to come but that is going to make May the earliest we can pull that together. However, given that the weather is even better in May maybe we can look into having an indoor/outdoor celebration.

- The wall in the Art Room, the walls upstairs and the bathroom have been painted by DPW. The source of the leak in the Art Room has not been identified although they have sent cameras in every direction trying to pinpoint the problem. For now that means we are on alert for any new signs of water damage.

❖ **Staff Ideas/Projects in Process:**

- Now that the mural is up, we are taking a closer look at the décor in the Ramsdell Children's Room. Talya has helped to prepare the information below with furniture suggestions.
- Leslie's *Frozen* workshops were a huge success over the school break. She will be planning another round of workshops (with a different theme) for the April vacation.
- We have done more research into the Spanish book collection and have found out from community members that there is a need for books. The most requested area is children's books. Laurie started a Spanish language collection years ago and continues to develop it. I have also found that we can get a wide range of Spanish language books from our book distributor should we decide we want a more permanent adult collection.

- ❖ **Job Highlight:** This month I will highlight the position of Youth Services Technician. We have one person in this position, Katie Warner, but she does the double duty of covering both children's and the young adult collection.

Katie reports directly to the Youth Services Coordinator and is responsible for serving library patrons by working the Children's Room circulation desk. This involves checking books in and out of the library, explaining library policies and procedures and shelving Children's and Young Adult materials. She answers the phone, assists patrons with the online catalog and the public computers. Katie orders and maintains the Young Adult books, audiobooks and DVDs. She processes books to make them circulation-ready and catalogs both Young Adult and Children's materials. Katie assists Laurie with programming and publicity for the Children's Room. This position is based at Mason although Katie does do some consulting work on the Young Adult collection at Ramsdell.

The Children's Room can be quite chaotic after school and on weekends and Katie maintains a cool head while balancing multiple requests and tasks. She is closer in age to the kids and as such is up to date on technology, book trends and what kids find cool. She has an easy rapport with the kids and is much beloved by the Children's Room patrons, both wee ones and young at heart!

RAMSDELL FURNITURE/ARRANGEMENT

CHILDREN'S ROOM

Staff would like to get a custom-sized cloth covered bulletin board in a shade of blue that matches the mural background to hang on the wall above the fireplace as a place to hang children's artwork that is done in the art classes. It is possible we can get Caligari to match the color. The space to be filled by the board is approx. 74" x 31". (Pricing TBD)

We would bring up the two blonde wood bookcases from the basement and use these to replace the cubbies. We will have to check the dimensions to make sure they will work. The fireplace would remain exposed.

Table: If the horse-shoe shaped table cannot be cleaned to satisfaction, it can be replaced by one from School Outfitters:

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM34899/products_id/PRO46296
(\$139.88)



This table is 36"W x 72"L, slightly smaller than the current table. The table has adjustable legs from 19"-30" in 1" increments. Current table is 24".

Chairs for horseshoe table:

Child-sized single-piece birch-ply (12" seat height):

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM32503/products_id/PRO43729
(\$50.88)

Teacher-sized single-piece birch-ply (14" seat height):

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM32503/products_id/PRO43728
(\$66.99)



Current chairs are 12" seat height. If we want to put some color in the room we could also do this with different chairs. The benefit of the chairs from School Outfitters is that they are stackable and could be easily moved for programs.

We would like ten children-sized chairs and four adult-sized chairs.

Replacements for the two round tables:

We would like to hold off on these replacements for now until we find "just the right thing", but are thinking to replace these tables with something whimsical, maybe a mushroom table-and-stools, faux "rocks" or anemone flowers to go with the theme of the mural.



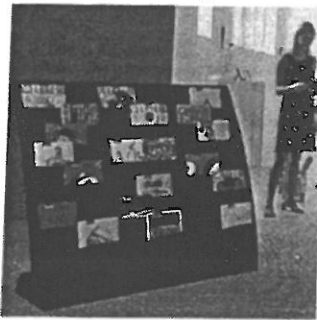
Or we could do a mini seating arrangement:



MAIN READING ROOM

Move the shelf unit that was in front of the fireplace in the Children's Room to the space in the Main Reading Room that currently houses the newspapers and the current magazines. This will give us more (just over 22.5 shelf feet) shelving space in the Main Reading Room.

We will need a different solution for the newspapers and magazines (current issue). I would like to try a vertical solution, at least for the magazines (Ramsdell currently gets 23).



Of the above, Talya and I quite like the last one. The shelves can hold both magazines and books and if we got the configuration as shown, it would house all of Ramsdell's magazines (the current issues). It would be brows-able from both sides. These units are \$389.99 or \$779.98 for the two.

Move DVDs to Main Reading Room.

Move Y/YA Fiction to Main Stacks (keep separate from adult collection and each other)

Need a bit more space for the audiobooks, too

PUBLICITY CENTER

Talya would like to get the Quartet Tabletop Display (\$257):



Ideally it will need a larger table to sit on than the one we have, but we are going to check if we can use one of the metal tables that were ordered.

Talya would still like to get a tiered book display center, but would like to hold off on that for right now.

CIRC DESK

Replacement chair requested. (\$135)



TOTALS

Children's Room Table and Chairs: \$916.64

Magazine Displays: \$779.98

Chair: \$135

Display: \$257

Total without the display: \$1,831.62 (shipping not included)

Total for all with display: \$2,088.62 (shipping not included)

Appropriated Account	Date	Mason		LP		YA		Child		Contin.		Ramsdell		LP		Start	Balance	total spent
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End			
Books/Subscriptions	3/10/2016	\$30,100	\$16,999.78	\$6,000	\$1,571.78	\$3,050	\$414.35	\$17,250	\$7,218.05	\$2,000	\$15,100	\$5,875.07	\$1,500	\$669.24	\$75,000	\$34,648.27	\$47,076.64	
Dues	3/10/2016	\$410	\$18.01								\$745	\$117.29			\$410	\$18.01	\$391.99	
Equipment Repairs	3/10/2016	\$1,255	-\$25.88								\$8,000	\$3,812.15			\$2,000	\$91.41	\$1,908.59	
Non-Print	3/10/2016	\$16,500	\$6,268.50			\$2,500	\$1,826.64	\$7,000	\$3,729.95		\$8,000	\$3,812.15			\$34,000	\$15,637.24	\$18,362.76	
Office Supplies	3/10/2016	\$6,300	\$2,227.91							\$1,000	\$2,500	\$790.81			\$8,800	\$4,018.72	\$4,781.28	
Program Supplies	3/10/2016	\$1,000	\$759.51			\$200	\$200.00	\$1,300	\$322.55		\$500	\$300.26			\$3,000	\$1,582.32	\$1,417.68	
Water/Sewer	3/10/2016	\$1,500	\$312.12								\$1,000	\$208.93			\$2,500	\$521.05	\$1,978.95	

Added \$6724.91 to Books/Subscriptions from FY15 July 2
 Added \$3891.38 to Non-Print from FY15 July 28

Non-Appropriated In-Library Account	Date	Mason	Ramsdell
Out of State Fees	3/10/2016	\$100.00	\$25.00
Copier Fees	3/10/2016	\$3,860.25	\$143.75
Fines	3/10/2016	\$9,405.12	\$893.32
Donations	3/10/2016	\$12,075.96	\$12,718.20

Non-Appropriated Trusts Account	Date	Balance
Mason Trust	3/10/2016	\$160.08
Ramsdell Trust	3/10/2016	\$2,539.77
Chesarrow	3/10/2016	\$599.22
Wheeler	3/10/2016	\$272.95
Hollenbeck	3/10/2016	\$137.72
Dewey	3/10/2016	\$166.29
Mckinley	3/10/2016	\$4,226.90
Smith	3/10/2016	\$1,155.85
Ramsdell Improvements	3/10/2016	\$12,026.11

\$5,745 allocated for chairs (leaves \$11,452.11 available)

Capital Accounts	Date	Balance
M Capitol Donations	3/10/2016	\$2,189.06
R Capitol Donations	3/10/2016	\$5,118.00

We have used up the balance of unallocated funds.

State Aid Account	Date	Start	Current	Balance
Mason Adult	3/10/2016	\$950.00	\$834.00	
Mason Children's	3/10/2016	\$2,300.00	\$2,260.00	
Ramsdell	3/10/2016	\$1,250.00	\$1,000.00	
Other	3/10/2016	\$500.00	\$0.00	
Total Allotted	3/10/2016	\$5,000.00	\$4,094.00	
Total In Account	3/10/2016		\$38,894.02	
Total Available after allocation	3/10/2016		\$34,800.02	

Trustees Allotted \$5,000 1/1/2016 through 6/30/2016