

Great Barrington Libraries Board of Trustees

March 12, 2015

5:30 P.M.

Mason Library

I. Call to Order

Meeting was called to order by Holly Hamer at 5:30 P.M.

A. Attendance:

Present: Ed Abrahams (EA) Holly Hamer (HH) Kathy Plungis (KP) Hilda Banks-Shapiro (HB-S)  
Adam Gudeon (AG) Lauren Clark (LC) Amanda DeGiorgis (ADeG), Director Audience: 1

B. Approval of February minutes:

HH moved to accept.

EA seconded.

Vote: 6-0

C. Trustee Announcements: HB-S spoke as a representative of the Thursday Morning Club, asking that the Club be allowed to display Arbor Day artwork in the libraries towards the end of April. The Club is involved with the art classes at the local middle school for an Arbor Day project. Permission was granted, pending the libraries' schedules.

AG spoke of his event that will be held at the Mason Library on March 21<sup>st</sup> at 1:30, a signing of his latest children's book.

II. Reports of Officers, Boards & Standing Committees:

A. Director's Report: ADeG (see attached report).

B. Friends: HH reported that the Friends will be the recipient of a future donation that is to be used at Ramsdell Library. The Trustees and Library Director will let HH know of possible purchases to benefit the library.

III. Unfinished Business:

A. Ramsdell Library update: ADeG reported that the DPW Supervisor has not received any bids regarding the refinishing of the floors at Ramsdell. ADeG stated that the weeding of books at Ramsdell continues and that the art books will be moved into the former Young Adult room in the near future. The YA books will be placed in the area of the nonfiction books.

ADeG also stated that she has received a letter from the owner of the wall mounted fish at Ramsdell that stated the family is relinquishing ownership of the fish. ADeG will notify the Town Manager. It was also noted that the Adult Reading Room and the Children's Room will not be switched around because the current Children's Room offers more space for the children.

B. RFB Ramsdell architect: After a brief discussion, the Trustees asked that the Library Director meet with the Town Manager and Town DPW Supervisor to discuss the issuing of a request for applications for the hiring of an architect to plan on making Ramsdell ADA handicap accessible. The Trustees are aware that Ramsdell now has a Historical designation and that will come into play regarding the handicap accessibility.

C. Ramsdell Mural: AG briefed the Trustees and Library Director on his plans to work with youth in creating a garden themed mural. He presented a couple options, whether the mural would be vinyl or of a more eco friendly material. He gave various prices for such, depending on the size of the mural. The placement of the mural was discussed and how it would be hung.

EA moved that the Trustees allocate up to \$2,000, to come out of the Ramsdell \$15,000 fund, for the design, the purchase of necessary art materials, the creation, purchase of either the vinyl or eco friendly mural, and the installation of.

HB-S seconded.

Vote: 6 - 0

D. Library Hours: EA stated that a resolution to the recent library union grievance regarding Sunday hours at Ramsdell, has been resolved. The Trustees wish to reopen the discussion using the proper procedures regarding possible seasonal Sunday hours, January through April, with the library being opened for 3 1/2 hours (with paid staff paid for 4 hours in order to accommodate the opening and closing of the library).

EA made a motion that the Trustees ask the Library Director to request that the Town Manager present this to the Selectboard to pursue seasonal hours at Ramsdell Library, beginning January 2016 through April 2016.

Vote: 6 – 0

E. Long Range Plan final review: After a brief perusal of the Long Range Plan, HH asked that the Trustees again review the LRP and return to the April Trustee meeting with 3 areas that they are most focused on and suggestions for those areas and how our suggestions will help us meet the objectives in the LRP. ADeG noted that we will begin working on a new LRP the end of 2015 as one will be due in 2016.

(EA left the meeting at 6:45 pm)

#### IV: New Business:

A. Furniture: Mason History Room: KP made a motion authorizing up to \$4,000 from the Edith Wheeler account for the purchase of new furniture for the Mason Library History Room.

HB-S seconded.

Vote: 5 – 0

B. HB-S, acting as a representative of the Gt. Barrington Cultural Committee, asked if the main floor of Mason Library could be used for a musical benefit, the monies raised to go to the GB Cultural Committee. The musical benefit would be held in the afternoon of Saturday, May 2<sup>nd</sup>. The musicians would be volunteers and ones that have benefited from funds from the GB Cultural Committee. A discussion ensued regarding the monies raised would not benefit the library, thus, the space for the benefit was not allowed. A Trustee spoke up that she would be able to assist HB-S with space for the benefit.

HH reminded Trustees that our May meeting will be held the Thursday after the town elections, whether it was the 2<sup>nd</sup> Thursday in the month or not.

V. Adjournment:

HH made a Motion to Adjourn.

HB-S seconded.

The Board voted (5 - 0) to adjourn at 7:00 pm.

Respectfully Submitted,

Kathleen Plungis, Secretary

Statistics: February

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	594	8 programs 37 attending	8 programs 52 attending	29	2	-	175
Mason	7,895	8 programs 119 attending	13 programs 214 attending	1314 (250 kids)	118	33	499

News, Projects and Proposals:

- ❖ February was busy with book displays, snowy weather and flu season. The Blind Date with a Book display was a huge triumph and Talya is considering doing it again later this year. The WEB DuBois celebration was another success with close to fifty attendants. There is talk of another WEB DuBois even this summer. Our much-delayed delivery of adult DVDs for both libraries finally arrived at the end of February and we have almost put them all out. These items join the new books and audiobooks that had been coming in all month.
- ❖ **Ramsdell:** Weeding continues and our volunteer, Colleen, has done a second weed of the Young Adult and Tween books. We will be moving into Non-Fiction next to give us the room we need to put the reduced Young Adult/Tween collection. After that is completed we will be able to move all of the art books into the Art Room.
- ❖ **Mason:** Our ice dams were broken up in the middle of February just in time for a new set to form. Inside, we are starting to weed parts of Non-Fiction as the shelves are getting tight. Jim and Molly, members of our part time staff, have done some shelf-shifting in the 800s but this has not given us enough room. We are also going to have to evaluate the Large Print fiction area as there is very little extra space for the new books that keep coming in. The DVDs are okay at the moment but I think this is another area we are going to have to look at soon.
- ❖ **Seed Library at Mason:** I was approached by Project Native a couple of weeks ago about playing host to a local Seed Library. Project Native is doing the bulk of the work by collecting seeds, packaging them and providing growing instructions while Mason will provide a space for the library to live. People will be able to come in, read the seed "catalog" and take home seeds to plant. At the end of the summer, people will be encouraged to bring in the harvested seeds from the plants they grew to fund the seed library for next year. There will be flowers, herbs and vegetable seeds available. We will be working with Project Native to offer workshops on seed growing and harvesting throughout the summer. We are planning to launch the seed library on Earth Day (April 22).

Ramsdell Subcommittee meeting on Friday, January 3, 2015, 9 am  
at the Ramsdell Library and Tues., Feb. 3, 2pm

Attendees: Lauren Clark, Holly Hamer, Kathy Plungis, Ed Abrahams, Talya Leodari, Amanda DeGiorgis, Tom Warner

Agenda:

To create a list of the repairs, renovations, housekeeping items that need to be taken care of at Ramsdell Library.

After viewing the first floor space at Ramsdell and having a lengthy discussion, the following items are proposed and the list will be sent to the Trustees, the Library Director and the Town DPW head.

1. The Library Director to write a formal letter to the Mrs. Silvernail asking that the library be allowed to take the fish down and asking whether she would like them. If her answer is "No", they will be offered to the Historical Society, the Commission, or placed on the second floor for storage. - answer "Yes" - *but now Town DPW we can't do it*  
The freed up space will be used for the hanging of art work by local artists. Call made, no response yet.

2. A historic property architect to be hired to design a handicap ramp for the front of Ramsdell Library. No town initiated improvements for Ramsdell are planned for CIP fy-16. Should \$50K be requested for an architect who specializes in historic properties to finalize plans for accessibility? Trustees have not been successful with CPA or CIP - Amanda? *despa*

3. This architect to design a combination bathroom, handicapped bathroom for the first floor, preferably where the current public bathroom is.

4. ~~Switching the Children's Room across the entryway & the Adult Reading Room to take the Children's space. Keep as is to maximize children's she~~ *will not be switched*  
This is being done so that 2 meetings at a time can be conducted at Ramsdell without meeting voices intruding on the other's meeting. Keep as is because there is more shelf space for all of the kid's books in the East room. Buy folding tables for Art Room which could be moved to children's room when there are simultaneous programs.

4A. ~~Before the switch can be made, the Adult Reading Room floor is to be stripped and refinished. Joe has started getting quotes. Library will need to be closed. The Children's Room will be moved there and then the floor of the Children's Room to be stripped and refinished. The Adult Room then will be set up there.~~

Both the entrance to the Children's Room and the Adult Reading room will be through the middle columns. Currently, the Children's section is accessed via a narrow entryway. *Done 2/3*. Purchase better cubbies, *Done*  
~~discard all plush, replace with toys which are less dirt prone. Get beanbags which are easy to clean.~~ *Done*

5 A window seat to be built under the curved window, completed with cushions.

-Will radiator covers be needed regarding heat & small children? 2/3 Tom Warner will pursue with ideas from Talya. Also would like similar seat for adult room.

5B. Either new bookcases to be built or purchased. These bookcases need to be deeper than the current bookcases. The bookcases will be for both the children's books and the Art books. 2.3 Wait until overarching theme for kid's room chosen. Then plan layout, palette, seating areas, storage, cases, etc. *Tabled*  
Some of these bookcases will be double sided.

5C New furniture for the Children's Room, a kidney shaped table that can be folded up and moved out of the way.

-New chairs in a variety of heights

-A few bookcases on rollers so they can be moved out of the way for programs.

See above. Try to pick theme before end of Feb.

6. Continued culling of books from the Children's Room, the Young Adult room, and the Adult stacks. 2/3 this is the most pressing task as little can be done until this is completed. *Continuing*

7. Move the boxes of poster paper, etc. that are in the 4 closets near the stacks and relocate that paper down in the basement (the basement is dry and with the paper not being used on a daily basis, it can be moved). This space can now be used for the Staff supplies and the current shelves being used for these supplies can be used for books. 2.3 Friends offered to purchase boxes which will be critter and damp proof and can be stored in the basement. Basement storage should be removed from the floor, organized and put on existing metal shelves. *not yet*

8. The cleaning out of the Staff kitchen shelves of any unnecessary materials, supplies. These same shelves, doors to be repainted. Use these shelves for food and cooking items only, not office supplies. Create space for staff coats and bags. Replace stand for fridge, replace microwave, organize and clean area. Remove existing cupboard. Hire electrician to provide outlets in that area. Move water cooler there, build or purchase narrow shelves, buy apartment sized fridge and medium microwave to put on top of fridge. Amanda to ask Joe for electrician. Staff area currently has three multi-prong extension cords which appear unsafe. Coats can be put in hallway and bags in desks. (HH, AD, TL 2.6.15 *not yet*)

9. The large white bookcase in the YA room that houses games and some books, to be removed in order to create a more easily accessed passageway.

The games to be moved to shelves in the back Study Room. Can be done now. Bring down black chairs and remove captains chairs at wood tables. Arrange for removal by DPW. *too much snow*

10. Consolidate the YA materials, move art books into that room, transfer all machines and supplies and records from librarian's desk and stack shelves to back room. Purchase desk, file cabinets, printer stands, webcam, intercom, etc. to allow organization and communication with front desk. Re-jigger front desk area so it is easier to work from.

11. The 3'x8' oak table in Art Room to be moved to area where desks were. Desks to be removed by DPW. Oak table needs top refinishing. 3'x5' oak tables currently in Mason to be used in central stack area also. Task chairs to be purchased. A flexible system of tables with folding legs to be purchased for Art Room - need to be suitable for art, cooking, craft workshops as well as for meetings. Buy adjustable, rolling, swivel task chairs.

12. Purchase bookcases and/or tables for 3 narrow openings in rotunda for Talya to set up as book themed displays, for publicity, for hospitality - should be able to be secured between columns, be unified in materials and cover backs of fixtures in reading rooms. May need to be made to suit.

13. Research replacing globes in rotunda with fixtures that are larger, to scale and look like they are original. Find someone to re-glue curved benches. Find better solution for posters so they can be removed from doors and take less space on circ. desk.

*fixtures*

Memorandum of Agreement

Between the Town of Great Barrington

And

AFSCME Council 93 Local 204 (Library Unit)

DEPARTMENT OF LABOR RELATIONS CASE NO. MUP-15-4296

In full and final resolution of the above-captioned Charge of Prohibited Practice, filed at the Department of Labor Relations (Department) by AFSCME, Council 93, Local 204 (Union) against the Town of Great Barrington (Town), alleging violations of G.L. c. 150E, the Union and the Town, through the Office of the Town Manager, hereby agree as follows:

The Town understands its bargaining obligations pursuant to G.L. c. 150E and agrees to fulfill its obligation to impact bargain over any change in Library hours with the Union prior to implementation.

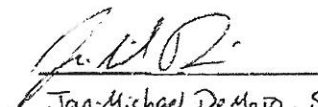
The Union agrees to immediately withdraw, with prejudice, the Charge of Prohibited Practice concerning library hours filed against the Town with the Department, docketed as Case No. MUP-14-4296.

The Town and Union acknowledge that, pursuant to G.L. c. 150E, library employees are employed by the Select Board pursuant to Section 1 of the Law and that their direct supervisor is the Library Director, who reports to the Town Manager.

FOR THE TOWN:

FOR THE UNION:

  
Jennifer Tabakin, Town Manager

  
Jan-Michael DeMaio, Staff Representative

Date: March 3, 2015

3/5/2015 (P)