

Great Barrington Libraries Board of Trustees

April 9, 2015

5:30 PM

Mason Library

I. Call to Order

Meeting was called to order by Holly Hamer at 5:31 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 March minutes:

KP stated that there is a correction under "Unfinished Business: Ramsdell Update: That the decision was made to keep the Adult Reading Room and Children's Room where they are. The main factor being that the current Children's Room has more space."

EA moved to accept the Minutes as corrected.

HH seconded.

Vote: 6-0

C. Trustee Announcements: None

II. Reports of Officers, Boards & Standing Committees:

A. Director's Report: ADeG (see attached report). ADeG asked that she be allowed to order shelving, etc. for Audio & DVD displays (see the report) to be taken out of State Aid.

After a short discussion, HH requested that the Director ask the Town Manager whether the amount (\$322.93) could be found in the general Town budget.

EA made a motion that if the money requested could not be taken from the Town budget, then the \$322.92 be taken from the library's State Aid for the purchase of shelving for Audio, DVD materials.

HH seconded.

Vote: 6 – 0

AdeG also expanded on the Art Exhibit policy. She will research other library policies in regard to displayed art and insurance responsibilities and then report back to the Trustees.

B. Friends: HH reported that the movies weren't well attended last month. That the Friends have purchased for Mason Library "clip type bars" upon which posters can be hung in order to make a more uniform display of information. The easel that had been beside the Used Book shelves has been eliminated.

C. Treasurer's Report:

HH stated that a new Treasurer will need to be voted in at the May meeting of the Trustees. She suggested that we allocate money for Programming at our next meeting rather than wait for the new fiscal year, July 1st.

III. Unfinished Business:

A. Long Range Plan Final Review: KP asked ADeG for an update regarding Goal 1, Increasing Usage of the Libraries. A short discussion ensued as to continue to have a librarian at the Elementary School's fall Open House, that a table for the sign up for library cards be set up outside the Mason Library or the Post Office sometime this summer (on a Saturday), an increase of Ramsdell Library "happenings" posters displayed in Housatonic, posters to be placed at BCC's South County campus.

KP also mentioned that Goal 2 regarding Ramsdell and its handicap access, will continued to be pursued.

HH mentioned Goal 5 regarding Technology and the pursuit of having the broad band fiber optic cable accessible to Mason Library. That the objective of sending Staff to technology training be pursued.

ADeG will look into funds for this training.

Other Trustees agreed with the pursuit of the above goals.

B. Mason furnishings: HH solicited 2 estimates on the reupholstering of 11 chairs at Mason. Estimates from local upholsterers ranged from \$6,176 to \$7,660. Discussion ensued regarding the condition of the chairs, fabric type. After a short discussion, it was stated that the funds for this would come from the Wheeler Trust and then any necessary remaining expense from the McKinley funds. HB-S made a motion to approve up to \$4,000.00 be taken from the Gertrude McKinley fund for the refurbishment of the Mason Library chairs.

EA seconded.

Vote: 6 - 0

HH made a motion to authorize the Library Director to pursue the refurbishing of the chairs with advice from the Trustees.

LC seconded.

Vote: 6 – 0.

C. Library Hours: EA and HH gave an update regarding last month's asking the Town Manager for Sunday hours at Ramsdell. HH has been invited to speak at this Monday's (April 13th) Selectman's meeting. HH asked that any Trustees that are able to make that meeting to please be in attendance. It was noted that all formal discussions need to go through the Town Manager and her meeting with the Union. The Trustees referenced the Town's Long Range Master Plan and would like to see a "Pilot Program" regarding possible Sunday hours, from Jan. 2016 to April 2016. One issue is whether Sunday hours are viable for Ramsdell. Another issue is whether it is affordable as the monies to pay a Staff member (after the TM meets with the Union) would come out of the fiscal 2016 budget that has already been submitted to the Town Manager and the Finance Committee.

KP asked ADeG for her opinion. She noted that Ramsdell usage is inconsistent. That Staffing needs to be negotiated through the TM and the Union (it should be noted that a new contract was recently signed and is in effect for the next 3 years). It was stressed by the Trustees that it would be a Pilot Program to see if the usage of Ramsdell Library could be increased.

D. Ramsdell Mural: AG stated that 2 children's mural workshops have been scheduled for May 9th & the 13th, in order to begin the mural that will be placed in the Children's Room at Ramsdell.

E. Ramsdell Refurbishing: LC updated the Trustees regarding the proposed window seats, that the area has been measured. LC and HH will meet again regarding further clarification of the design.

IV: New Business:

A. State Aid appropriations: HH stated that this will be moved to the May meeting.

B. Members & Officers Transition: HH is not running for reelection as a Trustee. As a result, a new Chairman will need to be voted in at the May Trustee meeting. She went over the process for this and the nominations for the other positions, Treasurer and Secretary.

V. Adjournment:

HH made a Motion to Adjourn.

HB-S seconded.

The Board voted (6 - 0) to adjourn at 6:59 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

Statistics: March

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	707	9 programs 45 attending	15 programs 84 attending	33 (2 iPad)	5	-	171
Mason	10,418	12 programs 68 attending	17 programs 376 attending	1,702 (305 kids)	150	42	516

News, Projects and Proposals:

- ❖ March was still very much an inside month with programming on genealogical research, bird watching, and fermentation. The Children's Room at Mason did have an outside night of stargazing with Rick Costello that was possible due to copious amounts of hot chocolate.
- ❖ **State Aid:** We received our second grant from the State and received the full amount we were promised. The second half of our grant is \$6,040.44. Our total grant for FY15 is \$12,005.65. This is great news as we had been lead to believe that our second round would possibly be a lot less due to the state budget deficit. We will have to see what next year brings with the new governor's budget.
- ❖ **Ramsdell:** Joe has received one of the three required quotes we need for the Ramsdell floors. The quote that has come in is from Carlson Wood Floors in South Lee, MA. Joe is getting clarification on the square footage but the quote came in at \$10,880, which would mean we would have to go through advertising and posting as it is above the \$10,000 threshold.
- ❖ **Mason:** The staff has done shelf-shifting in the audio book section as we try to find more space for all of our material. We have come up with an arrangement that involves changing the spacing between shelves but we need to order 4 more short shelves, 4 short shelf backs and 27 regular shelf backs to complete the project. I believe that these shelves and the backs would gain us the breathing room we need to keep our heavily used audio book collection current and accessible.
- ❖ **Seed Library at Mason:** Plans for the Seed Library are going strong! Volunteers from Greenagers met at Project Native on March 26th and filled the seed packets that the library provided. I have been working on an information sheet and membership/seed record form to keep track of the seeds and participants. We have also been pulling seed related books off the shelves to create a display that will be right next to the Seed Library. The plan is still to start the Seed Library on April 22nd.

- ❖ **Collection Development:** MLS (The Massachusetts Library System) and C/W MARS are going forward with joining the Commonwealth eBook Collections, a statewide eBook platform. The Commonwealth eBook Collections involves a separate fee and we would still have access to the OverDrive collection that is included in our yearly C/W MARS membership fee. I have elected to join for FY16 as the cost is much more reasonable than when I was looking at launching our own independent eBook subscription. Patrons will have better access to recent eBooks as well as eBooks that are not in the OverDrive collection. I think this is a fiscally responsible way to expand our eBook collection with very little risk to ourselves. As of March 2015 the collection contains 177,073 titles and will cost us \$375 for the entire year. This can quite easily come out of our annual print budget.
- ❖ **Art Exhibits:** Starting with Dan and Sally's current photography exhibit, Talya and I have become aware of the need for a better policy for these kinds of exhibits. If the Board wants to continue to do art exhibits (and the library wants to continue to offer special exhibits for programming) I think we need to address insurance, the application process, hanging and any donation made towards the library from the proceeds. The hanging system seems to be working but there are a few kinks that we may need to work out in the future. We have the bones of a policy in place but I think we need to make it clearer.
- ❖ **April Programming:** The theme for April is "Nature and Environment." The photography exhibit by Dan Mead and Sally Eagle "Sustainable? Environment, Wildlife & Culture" went up on March 30 and has already been garnering positive comments by patrons. I am extremely excited we were able to make this happen. We will be offering lectures on invasive species, beekeeping, local mushroom culture, and a lecture on prevention and treatment of tick-borne diseases throughout the month. There is also a book display at Mason that offers more information on a variety of these topics. OLLI returns this month with one of their spring courses "Bioarcheology and Forensic Anthropology". Library volunteers and Friends of the Library do get free registration for courses but still have to pay to become OLLI members.

Appropriated Account	Date	Mason Adult		LP		YA		Child		Contfn.		Ramsdell		Balance	Total spent
		Start	Current	Start	Current	Start	Current	Start	Current	Start	Current	Start	Current		
Archiving	4/9/2015	\$500.00	\$192.18											\$500	\$307.82
Books/Subscriptions	4/9/2015	\$30,000	\$6,881.82	\$6,000	\$1,218.58	\$3,000	\$282.21	\$16,500	\$1,138.55	\$2,000	\$2,484.74	\$15,000	\$2,484.74	\$74,000	\$12,168.40
Copying Supplies	4/9/2015	\$1,600	\$341.09									\$400	\$251.01	\$2,000	\$1,407.96
Dues	4/9/2015	\$410	\$100.00											\$410	\$100.00
Equipment Repairs	4/9/2015	\$1,255	\$40.29											\$2,000	\$1,810.59
Non-Print	4/9/2015	\$15,900	\$7,860.66			\$2,500	\$1,507.91	\$7,600	\$1,918.40			\$7,000	\$1,485.08	\$33,000	\$12,722.05
Office Supplies	4/9/2015	\$4,400	\$1,478.41									\$2,000	\$990.87	\$6,400	\$2,469.28
Postage	4/9/2015	\$200	\$104.88											\$500	\$104.88
Program Supplies	4/9/2015	\$800	\$444.09											\$3,000	\$1,134.75
Water/Sewer	4/9/2015	\$1,500	\$308.11											\$2,500	\$450.84

Added \$481,177 from FY12

Added \$312 from FY14 July

Transfer of \$1700 from Children Non-print into Children Print pending.
 Children Print line can carry negative balance up to -\$1700
 Children Non-print line should not be spent below \$1700
 If transfer is not approved, negative balance will be paid out of contingency

Non-Appropriated in Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	4/9/2015	\$325.00	
Copier Fees	4/9/2015	\$3,039.32	\$282.15
Fines	4/9/2015	\$13,298.63	\$1,094.71
Donations	4/9/2015	\$9,677.92	\$12,264.24

Trusts are accurate through February - have not received the March Interest balances yet.

Non-Appropriated Trusts		Balance	
Account	Date	Mason	Ramsdell
Mason Trust	4/9/2015	\$153.44	
Ramsdell Trust	4/9/2015	\$2,528.12	
Chesnow	4/9/2015	\$590.61	
Wheeler	4/9/2015	\$4,206.33	
Hollenbeck	4/9/2015	\$135.21	
Dewey	4/9/2015	\$162.36	
McKinley	4/9/2015	\$4,158.06	
Smith	4/9/2015	\$1,102.91	

Capitol Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capitol Donations	4/9/2015	\$6,201.87	
R Capitol Donations	4/9/2015	\$5,118.00	

Trustees Allotted \$5,000 1/1/2015 through 6/30/2015

State Aid Account		Balance	
Account	Date	Start	Current
Mason Adult	4/9/2015	\$950.00	\$850.00
Mason Children's	4/9/2015	\$2,300.00	\$1,790.00
Ramsdell	4/9/2015	\$1,250.00	\$565.00
Other	4/9/2015	\$500.00	\$132.00
Total Allotted	4/9/2015	\$5,000.00	\$3,337.00
Total in Account	4/9/2015	\$8,050.00	\$26,891.97