

Great Barrington Libraries Board of Trustees

July 13, 2017

5:30 P.M.

Mason Library

I. **CALL TO ORDER**

Meeting called to order at 5:30 p.m.

A. ATTENDANCE. Kathy Plungis (KP), Patrick Hollenbeck (PH), Susan Beacco (SB), Hilda Banks-Shapiro (HBS), Amanda DeGiorgis (ADG), Lauren Clark (LC), Dana Coleman (DC).

B. APPROVAL OF JUNE MINUTES.

PH - Motion to Approve. KP 2nd. Brief discussion of typo in minutes to be amended. Vote: 5-0 (LC arrived late).

C. TRUSTEE ANNOUNCEMENTS.

PH and KP discussed the trustee orientation meeting they attended last month along with LC. Many other libraries are facing similar issues. Some libraries don't have Friends to support their activities. The Massachusetts Board of Library Commissioners (MBLC) highly recommended developing a yearly calendar so events don't "sneak up on us". MBLC also stressed the importance of having a disaster plan. This Fall the MBLC will be holding three meetings to inform towns how to keep historic buildings and their contents safe during natural disasters and emergencies.

PH also mentioned he learned of desk top telescopes being lent out throughout the state and thinks we should look in to this, especially given the upcoming eclipse. ADG will look in to getting eclipse glasses and the possibility of having an event on the day of the eclipse. PH reported the library table at the Farmer's Market was well attended. The Market has asked us to return later in the Season, Date TBD. We need to take a broader look at outreach and suggested strategic locations to post notices of library events such in local businesses.

II. REPORTS OF OFFICERS, BOARDS & STANDING COMMITTEES

A. BUILDINGS & GROUNDS.

Mason: KP reported that the catwalk work has begun today. The air-conditioning/heating company has not gotten back to us yet. Haupt Tree Company has promised the maple tree will be taken down in two months. Finally, thanks to a donation solicited by HBS from Ward's Nursery, KP planted two tomato plants and has \$54.00 left over for plants next year.

Ramsdell: The floors will be refinished in September by Daren Carlson. The second air conditioner has still not been installed because the maintenance men are unsure what to do about the electrical issues. Outside the raised beds have been removed but no one has heard from the Greenagers and Unitarian Church as to their plans. They need to go to the Select Board for approval. Next week DPW will be meeting with the engineer and architect who did the old, original study. He will be discussing the issues and problems.

B. DIRECTOR'S REPORT.

Mason: There are wood carvings by local artist Charles W. Agar on display for the month of July. The Agar family hosted a reception on July 1st. A new mystery book club will be forming which will meet on Tuesday or Thursday evenings. Mason has new barcode scanners which can read barcodes off cell phones or library cards. Ramsdell will be getting one as soon as a new part arrives.

Ramsdell: The library will be hosting Chinese cooking class on Tuesdays throughout the month of July. As of July 23, the library will be open on Sundays. ADG will be training new staff to work those shifts. Allen Timmons will be working with young patrons to design and build fairy houses. The staff meet and greet has been postponed to September and ADG will let the trustees know the exact date. ADG provided a detailed description of the various jobs of library staff as this was requested at the last meeting.

C. TREASURER'S REPORT.

There is no Friends report this month. PH reported they were very helpful at the Farmer's Market. KP reported they cleared over 2,000 books from the back room but last week close to 2,000 books were donated so there are once again books for sale in the front room of the library. Donations so far \$200.00. There will be a free book giveaway on Columbus Day weekend. KP reviewed the figures from the July report.

III. UNFINISHED BUSINESS.

A. MASON SIGNAGE.

PH showed a picture of the Sandwich Public Library sign. The hours are clearly visible from the road and can be easily changed (they slide out). The town Historical Society would need to see a design before going too far with a plan. There is a \$1,200.00 budget. There was discussion of having two signs: one in front and one for the side.

B. LIBRARY CONSULTANT:

Trustees reviewed Kim Bolan & Associates(KBA) proposal. KBA would meet with members of the Board, the library staff, and community to get a feel for what is needed and desired for a 21st century transformation of the library (Ramsdell) before they made an assessment. A contract with them would have to be presented to Town Manager for her approval. ADG said she thinks we'd have to get two more good-faith bids from consultants if the cost was over \$10,000 but since this wasn't, we may not need to? KP stated she is not fully in agreement on opening up the 2nd floor of Ramsdell. She feels is it a waste of money to get this proposal done. The town hasn't maintained this building and now it is serious disrepair. She is not sure what should be done but she doesn't want to waste more money on consultants. PH stated that Housatonic needs a center and Ramsdell can be that center – it can be a different type of library than Mason. There was discussion of who would use Ramsdell. Who would donate money to fund repairs?

LC Motion to ask Friends of Library to pay for or contribute funds toward bill of consultants for Ramsdell Facility Assessment & Planning Services. KP 2nd Discussion. VOTE: 6-0

KP Motion to forward to town manager the consultant proposal for Ramsdell's Facility Assessment & Planning Services. LC 2nd Vote: 6-0

IV. LIBRARY POLICIES REVIEW & AMENDMENTS.

ADG provided Trustees with copy of Patron Rights & Responsibilities for review.

KP Motion to approve Patron Rights & Responsibilities, as amended. PH 2nd.
Vote: 6-0.

Trustees will review the rest of the document at the start of August meeting.

V. ADJOURNMENT.

KP Motion to Adjourn LC 2nd Vote: 6-0

Meeting adjourned at 7:10 p.m.

Respectfully submitted,



Susan Beacco, Trustee

Statistics: April

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	613	4 programs 22 attending	8 programs 56 attending	27	0	-	90
Mason	8,780	6 programs 63 attending	13 programs 139 attending	1,300 (396 Kids)	164	27	299

News, Projects and Proposals:

❖ **Mason and Ramsdell:**

- **LRP:** An update is at the end of this report. A few things have been completed but generally we are on target.
- Final interviews for the part time position took place on Tuesday. We will be making an offer this week. I am investigating the feasibility of a Sunday/On-Call list of local librarians who would be willing to work on Sundays or help fill in when staff is on vacation or when we have a vacancy. We have heard from two potential volunteers to help with Sundays but do not have any definite commitment yet. A flyer was put in Eileen Mooney's NEWSletter and it was also emailed to her list. We will be using the Shopper's Guide ad one week when there are not a lot of library programs to advertise.
- The Library Budget and all the warrant articles having to do with the Libraries passed at Town Meeting on May 1.
- THANK YOU to all of you for the staff lunch in April. It was delicious and we enjoyed it so much. Thank you for your support in what we do and for wanting to be a part of our libraries.

❖ **Miscellaneous:**

- **Hover Boards:** We have seen an increase in the number of kids bringing and attempting to use hover boards in the library. They are using them in the elevator, in the halls, down the ramp and have attempted the stairs as well. No one has gotten hurt yet but we have routinely been telling kids that they cannot use them in the library. Going forward, I would like to ban hover boards from the library. Given what we have seen so far (and the near misses that have been witnessed), I think it is safer if they are not allowed in the building.
- **Ramsdell/Unitarian Church Garden:** Karen Clark of the UUMSB approached the Town Manager about working with Greenagers to build some raised beds for a Community Garden space in Housatonic. The proposed beds would be placed in the shared area between Ramsdell and the Unitarian Church. Jennifer asked that the Board discuss this and decide whether or not to take part in it. One thing that would need to be clear is that when work is done at Ramsdell there is a risk that the beds would be disturbed during the construction process.

Action Plan 2017

1. By start of 2017, determine with Town Manager and Trustees if library will pursue funds from the Massachusetts Public Library Construction Program.
Completion Date: February 2017
Result: Town Manager does not want to pursue MBLC Construction Program at this time. It was also discovered that we cannot qualify as we tapped this program to renovate Mason and there is a 20 year moratorium on projects in the same town.
2. By 2017, with Town Manager, Town Planner, DPW and Trustees hire consultant to determine best way to renovate Ramsdell Library.
Completion Date:
Result:
3. Conduct inspections of buildings and grounds with DPW and Trustees
Completion Date: March 2017
Result: Amanda, Kathy and Sean did a walkthrough of both Mason and Ramsdell. Projects have been identified and Sean is working on triaging the work needed.
4. Annually provide staff training on new technologies and the opportunity to attend continuing education workshops.
Completion Date:
Result:
5. Annually provide performance reviews for all staff.
Completion Date:
Result:
6. By July 1 negotiate an equitable contract with the union.
Completion Date:
Result:
7. By late 2017, complete policy and procedures manual for staff.
Completion Date:
Result:
8. By the middle of 2017, update portfolios of businesses/restaurants in Great Barrington & Housatonic.
Completion Date:
Result:
9. By the end of 2017, have a plan for the immediate future of Ramsdell.
Completion Date:
Result:
10. By the beginning of 2017, review website needs (coding, platform, etc.) in preparation for redesign.

Completion Date: January 10, 2017

Result: Jim has evaluated the website and is in the process of creating a new template in WordPress. We will be moving to the new website once he has been able to test all of the pages and links. There were a lot of dead links on the old site.

11. By the end of 2017, advertise for local artists, DIYers, writers, etc. to teach workshops at both libraries.

Completion Date:

Result:

12. By the end of 2017, weed collections at both Mason and Ramsdell.

Completion Date:

Result:

13. By mid-2017, re-launch updated technology classes at both libraries.

Completion Date: February 2017

Result: Jim started technology classes at Mason and was in the process of doing the same at Ramsdell before going out on medical leave. We will continue with this when he returns.

14. By the end of 2017, redesign and launch new mobile friendly website.

Completion Date:

Result:

15. By the end of 2017, assess volunteer program and make appropriate changes.

Completion Date:

Result:

Account	Date	Mason		LP		YA		Child		Contin		Ramsdell		LP	Start	Rollover FY17	Total	Balance	Total spent
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End						
Books/Subscriptions		\$29,700	\$28,859.77	\$6,400	\$6,400.00	\$3,375	\$3,375.00	\$16,925	\$16,825.00	\$2,000	\$15,100	\$15,037.25	\$1,500.00	\$75,000	\$410	\$75,000.00	\$410.00	\$132.00	\$402.58
Dues		\$410	\$132.00											\$2,000	\$2,000	\$2,000.00	\$2,000.00	\$2,000.00	\$278.00
Equipment Repairs		\$1,255	\$1,255.00											\$34,000	\$3,183.70	\$37,183.70	\$37,183.70	\$37,183.70	\$0.00
Non-Print		\$16,500	\$16,500.00			\$2,000	\$2,000.00	\$7,000	\$7,000.00	\$1,000	\$7,500	\$7,500.00	\$7,500.00	\$9,800	\$1,563.47	\$11,363.47	\$11,363.47	\$11,363.47	\$0.00
Office Supplies		\$6,300	\$6,300.00							\$1,000	\$2,500	\$2,500.00	\$2,500.00	\$3,000	\$3,000	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
Program Supplies		\$800	\$800.00					\$1,600	\$1,600.00	\$600	\$600	\$600.00	\$600.00	\$2,500	\$2,500	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
Water/Sewer		\$1,500	\$1,500.00								\$1,000	\$1,000.00	\$1,000.00				\$2,500.00	\$2,500.00	\$0.00

Account	Date	Mason	Ramsdell
Out of State Fees	7/1/2017	\$0.00	\$0.00
Copier Fees	7/1/2017	\$0.00	\$0.00
Fines	7/1/2017	\$0.00	\$0.00
Donations	7/1/2017	\$14,262.23	\$12,851.20

Account	Date	Balance	Stipulations
Mason Trust	7/1/2017	\$171.29	Spend interest only, Mason only.
Ramsdell Trust	7/1/2017	\$2,559.09	Spend interest only, Ramsdell only.
Chesarrow	7/1/2017	\$613.74	Spend interest only, Literacy related
Wheeler	7/1/2017	\$273.92	Unrestricted by library or purpose
Hollenbeck	7/1/2017	\$142.00	Spend interest only, New books for Mason.
Dewey	7/1/2017	\$172.94	Spend interest only, Nonfiction books for Mason
McKinley	7/1/2017	\$4,343.15	Spend interest only, Traditionally for large print for Mason but otherwise unrestricted
Smith	7/1/2017	\$1,034.82	Spend interest only, Traditionally for children's but no library specified
Ramsdell Improvements	7/1/2017	\$2,948.83	Improvements for Ramsdell only.

Capital Accounts	Date	Balance
M Capital Donations	7/1/2017	\$1,739.06
R Capital Donations	7/1/2017	\$5,118.00

State Aid	Date	Start	Current
Mason Adult	7/1/2017	\$700.00	\$700.00
Mason Children's	7/1/2017	\$2,300.00	\$2,300.00
Ramsdell	7/1/2017	\$1,500.00	\$1,500.00
Other	7/1/2017	\$500.00	\$500.00
Total Allotted		\$5,000.00	\$5,000.00
Total in Account		\$41,826.36	\$36,826.36
Total Available after allocation			\$36,826.36

Appropriated Account	Date	Adult	Mason				Ramsdell				Total spent		
			Start	End	Start	End	Start	End	Start	End			
Books/Subscriptions	6/30/2017	\$29,700	\$0.00	\$6,400	\$0.00	\$3,376	\$0.00	\$16,926	\$0.00	\$312	\$15,100	\$0.00	\$78,036.84
Dues	6/30/2017	\$410	\$80.00								\$745	\$945.20	\$410
Equipment Repairs	6/30/2017	\$1,255	\$0.00								\$8,000	\$423.35	\$2,000
Non-Print	6/30/2017	\$17,000	\$188.47								\$6,000	\$20.15	\$36,542.19
Office Supplies	6/30/2017	\$6,300	\$113.31								\$600	\$20.15	\$9,800
Program Supplies	6/30/2017	\$800	\$11.65								\$600	\$20.15	\$3,000
Water/Sewer	6/30/2017	\$1,500	\$947.84			\$100	\$40.78	\$1,500	\$144.13	\$1,000	\$345.14	\$2,500	\$1,206.72

*roll over of \$4449.21 from FY16
*roll over of \$2542.19 from FY16

Non-Appropriated in-library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	6/30/2017	\$200.00	\$0.00
Copier Fees	6/30/2017	\$3,611.70	\$265.70
Fines	6/30/2017	\$15,824.63	\$1,181.88
Donations	6/30/2017	\$14,262.23	\$12,851.20

Non-Appropriated Trusts Account	Date	Balance	Stipulations
Ramsdell Trust	6/30/2017	\$2,559.09	Spend interest only. Ramsdell only.
Chesnow	6/30/2017	\$613.74	Spend interest only. Literacy related
Wheeler	6/30/2017	\$273.92	Unrestricted by library or purpose
Hollenbeck	6/30/2017	\$142.00	Spend interest only. New books for Mason.
Dewey	6/30/2017	\$172.94	Spend interest only. Nonfiction books for Mason.
McKinley	6/30/2017	\$4,343.15	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	6/30/2017	\$1,094.82	Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	6/30/2017	\$2,948.83	Improvements for Ramsdell only.

Capital Accounts	Date	Balance	Mason only. For capital projects.
R Capital Donations	6/30/2017	\$5,118.00	

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	6/30/2017	\$700.00	\$140.00
Mason Children's	6/30/2017	\$2,300.00	\$1,015.00
Ramsdell	6/30/2017	\$1,500.00	\$450.00
Other	6/30/2017	\$500.00	\$84.00
Total Allotted		\$5,000.00	\$1,689.00
Total in Account		\$41,876.35	\$40,137.36