

Great Barrington Libraries Board of Trustees
August 8, 2013
5:35 P.M.
Mason Library

A. ATTENDANCE:

PRESENT: ED ABRAHAMAS (EA) HOLLY HAMER (HH)
KATHY PLUNGIS (KP) HILDA BANKS-SHAPIRO (HB-S)
EMILY SHAW (ES) KATE DEVINY - DIRECTOR (KD)
LAUREN CLARK (LC) (5:47)

Audience: 1

I. Call to Order

Meeting called to order by Ed Abrahams at 5:35 P.M.

B. Approval of July minutes .

There was one correction.

EA made a motion to accept as corrected.

2nd HB-S

Vote: 5-0

C. Trustees' Announcements:

HH asked to add under Unfinished Business: a report on the Children's Garden.

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

A. PRESIDENT'S REPORT:

None. EA extended a Thank you to K Plungis and H Banks-Shapiro for their organizing the Centennial Celebration. He noted that hundreds of people were in the library that day, raising the library's profile.

B. Director's Report

KD: See the attached report. A representative from the Mass Library System will come and speak on the role of Trustees (the workshop to be offered to all libraries in South Berkshire), the evening of September 25 was offered.

KD also spoke about the number figures for library attendance and program attendance. After a short discussion, it was agreed that a brainstorming session will be held at a future date to further study the numbers and look at programs and their popularity. KD also noted the large number of adult and youth programs offered. She also asked for volunteers to help with programming suggestions.

C. Treasurer's Report:

ES: See report.

HH questioned the money amount in some accounts. ES stated that some bills have not yet been received and thus not reflected in the accounts.

D. Friends Report:

HH stated that approximately 450 people attended the Used Book Sale with just over 3,000 books sold, raising just over \$2,200.

That the Friends will provide hot dogs, etc. for the Ramsdell picnic that will now be held August 17th. KD stated that volunteers are needed to grill the hot dogs and run the events, that there is not enough Staff to run the library and the events. HH noted that the Friends are also paying for the ice cream for the end of the summer reading program event and that they are renewing the Museum pass program for the libraries.

F. Teen Room:

KD is waiting to hear from a Staff member regarding the ordered furniture.

G. Centennial Committee Report:

See the report. KP gave a brief talk and thanked HB-S for her efforts and the efforts of all the organizations, Friends, and the local businesses that generously donated to the event.

H. Long Range Committee Report:

KD is submitting the report to her Staff next week (Aug. 12th) for their feedback.

III. Unfinished Business:**A. Ramsdell Initiatives Plan:**

See Ramsdell Renovation Report. LC met with the Town Manager and the building maintenance employee to tour and discuss Ramsdell. It was noted that the Ramsdell is part of the town's 2017 Capital Improvement Plan. There was a short discussion of the presented report.

HH stated that a member of the Historical Society asked that the stored copies of the Berkshire Courier newspapers be moved to another location on the second floor of Ramsdell and that another member of the Society asked that the Ramsdell's Indian and aboriginal artifacts be cataloged.

EA made a motion to accept the Ramsdell Improvement Rationale.

2nd HB-S

Discussion.

Voted 6-0

B. Bylaw Review/revision:

Tabled.

C. Room Use Policy:

None

D. Tagline:

KD stated that she and two Trustees are working on this. They are also exploring a

new logo.

E. Trustee Orientation:

EA stated that KP will begin to create a "New Trustee Orientation" brochure that will be in place by next spring's town elections, at which time two library Trustee positions will be on the ballot.

IV. New Business:

A. Children's Garden:

See report. HH gave an update on the garden and suggestions for future acquisitions. After a short discussion, it was agreed that the purchase of an outdoor ping pong table be explored. It was also suggested that a concrete chess table be considered for placement in the children's area. KD stated that an outdoor chess table would be a welcome addition at Ramsdell.

V Citizen Speak:

A member of the audience asked about how patrons are counted at the libraries. KD responded that there is a counter at the main desks at Mason and patrons are hand counted at Ramsdell.

The member of the audience stated that after speaking with the Pastor of the church (located to the right of Ramsdell Library), that the church parking lot can be made available to library patrons.

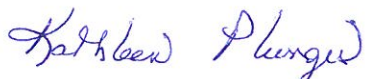
VI. Adjournment:

EA made a Motion to Adjourn.

HB-S seconded.

The Board voted (6-0) to adjourn at 6:54 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

DIRECTOR'S Report

Statistics for July, 2013::

Total Patrons

Ramsdell: 891 Patrons

6 Adult Programs, 38 attending
6 children's Programs, 53 attending
Computer, iPad use: 76 + 1
Quiet, Study Room: 2
Meeting Room: 0
Items added to circulation: 282

Mason: 13,992 Patrons

10 Adult Programs: 225 attending
23 Children's Programs 324 attending
Computer, iPad use; 2,332 + 1
Quiet, Study Rooms: 158
Meeting Rooms: 8
Items added to circulation: 701

There are no firm numbers for the number of people attending the Centennial, estimated 127 adults.

News:

Two donations: one from Midge Lefkowitz who doubled her yearly donation because of Donna Brown's great service (\$100), and one from Bill Low who was part of the Berkshire Historical Wargaming Association which staged the battle between the Aztecs and Spaniards in June. Thank you notes have been sent

A Trustee Workshop led by Mass Library System is going to be offered this September/October. Mary King would like to know what would be a good day for Mason to host this for all the surrounding libraries- some evening the week of Sept 23-27 or Tues 11/5 or Wed. 11/6. ?

Cheryl Attarain went to a full time position. We are still waiting on hearing approval of the part-time employees who had to pass tests.

The Artist Series has been well attended as was the BSO.
The ARIS Report is almost done. A few numbers from Evergreen reports are being questioned.

I am applying for a Staff Development grant to improve our Reader's Advisory and Customer Service.

The FAQ for Volunteers is complete. I am waiting on Adam for update library flyers.

Lauren, Emily and I are working on the modified logo project.

MBLC has more narrowly defined programs, so we don't have as many programs as previous years.

Kate Deviny, Director of Great Barrington Libraries

413.528.2403

Fax 413.528.1720

Mason Library 231 Main Street, Great Barrington, MA 01230

Ramsdell Library 1087 Main Street, Housatonic, MA 01236

Days open	Ramsdel		Mason		# of people each month		Avg. number of people per day		# of Items Circulated	
	Ramsdel	Mason	Ramsdel	Mason	Ramsdel	Mason	Ramsdel	Mason	Ramsdel	Mason
June	21	25	June	764	June	36	457	June	1,381	11,335
May	24	27	May	873	May	36	396	May	1,477	9,954
Apr.	21	25	Apr.	758	Apr.	36	382	Apr.	1,405	10,646
Mar.	22	25	Mar.	873	Mar.	40	406	Mar.	1,790	11,521
Feb.	19	22	Feb.	702	Feb.	35	359	Feb.	1,537	10,683
Jan.	22	25	Jan.	796	Jan.	36	430	Jan.	1,662	10,910
Dec.	19	25	Dec.	673	Dec.	35	416	Dec.	1,243	9,744
Nov.	21	24	Nov.	690	Nov.	33	417	Nov.	1,565	10,592
Oct.	22	26	Oct.	868	Oct.	39	396	Oct.	1,717	10,731
Sept	21	24	Sept	772	Sept	37	375	Sept	1,507	9,579
Aug.	23	27	Aug.	719	Aug.	31	486	Aug.	1,471	11,334
Jul.	20	25	Jul.	710	Jul.	36	620	Jul.	1,399	12,020
Total #	255	300	Total #	9198	Total avg.	36	428	Total =	18,154	129,049

Total = 147,203
 Overdrive & virtual 148,824

Programs	Ramsdel Attendar	Mason Attendance	Notes
Children's	66	160	17 adult programs at Mason had 5 or less people(not counting computer classes)
Teen		7	67 adult programs at Ramsdell had 5 or less people
Adult	85	134	65 children's programs at Mason had 5 or less people
Total	151	301	48 children's programs at Ramsdell had 5 or less people

Study Room Usage	Computer Usage
Ramsdel	Ramsdell
Mason	Mason
28	886
1,751	17,561 iPads used 31 times

Meeting Room Usage	Item total
Ramsdel	Ramsdell
Mason	Mason Overdrive
37	21,969
92	49,146
	17,784
Total Room Use = 1,870	

Rec'd 8-8-13

Treasurer's Report

Account	Date	Start	Balance	Total Spent
Archiving	8/8/2013	\$500	\$500.00	\$0.00
Books/Subscriptions	8/8/2013	\$74,000	\$64,925.85	\$9,074.15
Copying Supplies	8/8/2013	\$2,000	\$1,834.80	\$165.20
Dues	8/8/2013	\$410	\$355.00	\$355.00
Equipment Repairs	8/8/2013	\$2,000	\$1,315.00	\$685.00
Non-Print	8/8/2013	\$33,000	\$30,446.60	\$2,553.40
Office Supplies	8/8/2013	\$6,400	\$5,575.49	\$824.51
Postage	8/8/2013	\$200	\$154.00	\$46.00
Program Supplies	8/8/2013	\$3,000	\$2,804.64	\$195.36
Water/Sewer	8/8/2013	\$2,500	\$1,741.36	\$758.64
Other Supplies	8/8/2013	\$121.93	\$95.93	\$26.00

Account	Date	Balance	Mason	Ramsdell
Out of State Fees	8/8/2013	\$25.00	-	\$16.50
Copier Fees	8/8/2013	\$408.46	-	\$235.70
Fines	8/8/2013	\$1,910.00	-	\$11,649.22
Donations	8/8/2013	\$9,906.92	-	-

Account	Date	Balance
Mason Trust	8/8/2013	\$140.01
Ramsdell Trust	8/8/2013	\$2,505.12
Chesnow	8/8/2013	\$573.57
Wheeler	8/8/2013	\$4,188.84
Hollenbeck	8/8/2013	\$130.22
Dewey	8/8/2013	\$154.56
McKinley	8/8/2013	\$4,021.90
Smith	8/8/2013	\$998.22

Capitol Accounts	Date	Balance
M Capitol Donations	8/8/2013	\$7,450.46
R Capitol Donations	8/8/2013	\$5,118.00

State Aid Account	Date	Start	Current
Mason Adult	8/8/2013	\$2,200.00	\$1,250.00
Mason Children's	8/8/2013	\$4,000.00	\$2,667.00
Ramsdell	8/8/2013	\$3,600.00	\$3,000.00
Shopper's Guide	8/8/2013	\$1,331.20	\$1,197.20
Total Allotted	8/8/2013	\$11,131.20	\$8,114.20
Total in Account	8/8/2013	\$27,733.63	\$33,936.10

\$10,000 was allocated for library programming by Trustees 4/17/2013, through 12/31/2013. Additional \$1131.20 noted here is remainder of \$4000 allotted in September 2012. - JM

CENTENNIAL 1913 - 2013 REVIEW REPORT

Greetings:

Thanks to many people, there were a variety of events during our Centennial Day, July 27, 2013. Two musicians and two historians were scheduled, there were snacks (fruits and vegetables, yogurt popsicles), an Ice Cream Social (all foods were donated), the Historical Society and the WIC program were represented, posters of various scenes of the library from 1913 were mounted on stakes and planted alongside the sidewalks, and five children's authors gave drawing demonstrations and book signings. The largest draw was definitely the Used Book Sale, which was run by the Friends organization.

A well designed events poster by Holly Hamer was distributed throughout town. The Shoppers Guide was most generous with full page publication of our events poster for two weeks. Mahaiwe Tent was also generous with the donation of the tent for the authors' event.

The budget was increased to \$750, however final expenses appear to be falling into the \$350-400 range due to the donations listed above. The children's authors' fees fell under Children's Programming.

As for ordering a banner, my timeline proved to be too short and the ordering of such would not have been effective, time-wise. However, I now have an understanding of the permitting process for the future.

People that stopped at the various tables set up on the front lawn seemed to take note of the information presented. The food tables were, on the whole, well received. While the number of people that attended the lectures and the music programs were small (less than 20 each), the audiences were appreciative. It should be noted that the attendees seemed to be overwhelmingly tourists, especially at the food tables.

Thanks also to Kate Deviny and the Staff that continued to maintain the on-going functioning of the library while large numbers of people traversed the main level and basement of the library. Thanks to the Friends for organizing and running the Book Sale.

Regards,

Kathy Plungis
Hilda Banks-Shapiro
Centennial Co-chairmen

Ramsdell Improvements Rationale

MISSION: Update the facility to insure opportunities for life-long learning and civic engagement.

GOAL: Transform Ramsdell Library from its traditional book-centered model to the more contemporary approach which embraces broader media and technology options as well as creative and social activities.

Integral to this transformation is making the 1,500+ s.f. second floor auditorium/theater ADA compliant. The proposed elevator addition plan provides for this handicap accessibility as well as for restrooms and separate and secure access from existing library operations. Additionally, the proposed renovations call for overall HVAC upgrades throughout the library

Those improvements will allow us to pursue the following goals:

- Provide public meeting space
for hearings, community information sessions, town committee and planning meetings
- Make the entire library building accessible
for people in wheelchairs, on crutches and walkers, with breathing or mobility problems, for
for parents with toddlers in strollers, for delivery persons and the growing senior population
- Preserve community history
serve as main repository for Historic Commission and Historic Society collection of town
owned and other historical materials
provide space for displays and organize lectures to highlight the collections
- Establish library as community job training center
invite organizations to provide group and individual job counseling
provide information about and post job opportunities
- Increase audiences for ongoing and new series focused on art, artists and creativity
Friends documentary series
family movie series - animation, children's arts and crafts
teens - graphic novels, stand-up comedy workshops
artists and writers series
- Provide low cost learning directed at (but not limited to) seniors
possible partnership with OLLI
matinee series - directors, genres
- Create new classes and programs which support community learning
workshops and exhibits by local artists and performers
afternoon lecture series (see Stockbridge Library)
live model drawing (see Hudson Opera House)
volunteer expo by non-profits
- Offer rental space for performing artists:
incubator space for new and less mainstream musicians, dramatists, performance artists
rehearsal space in exchange for free public admission and/or classes

Jennifer Tabakin, Joe Sokul, Ed Abrahams, Holly Hamer, Lauren Clark and Mike Ball met at the Ramsdell to determine next steps in the plan to make the Ramsdell more accessible.

Jennifer suggested we stick to the current plan (with room for minor changes) which has already been scheduled in the Town's CIP for 2017. That plan calls for a small addition to the side of the building with an elevator, a lobby with two bathrooms and wider stairs to the basement and second floor.

In the meantime, before that work is done we will:

Determine the current seating capacity and occupancy rate for the third floor theater and the increased numbers once the renovation is finished,

Determine what we can legally and safely use the basement for as it is or with minor investment (number of employees/volunteers, type of storage, etc),

Determine the Historical Society's needs and ask them to create a plan to make the areas of the building they need usable for them.

Spend \$30,000 (already approved and in CIP) to improve building air leakage and repair/replace windows this year.

Determine the exact property lines and create a plan for access from the street and for more parking than the two spots proposed and add it to the renovation plan,

Continue working on programs for and encouraging use of the theater to stimulate public awareness,

Begin planning for a capital improvement fund raising campaign.

Ed, Lauren and Holly met with members of the Historical Society and Historical commission to determine their needs. They are excited about working with us to find permanent, safe space for storage, display and research. They will let us know their needs for square footage as well as technical needs to ensure safety of the artifacts.

Rec'd
Aug 8, 2013

Children's Reading Garden Report

Original donation \$10,000 from Margaret Whitfield Courant
approx. \$900 spent on stone amphitheater seating area (D. Atwood)

Spent to date:

Design	\$500.00	Heather Coupe - not approved (K. Smith)
(1) Fence:	\$4995.00	Berkshire Fence
(3) Benches:	\$459.72	Amazon
(2) Tables:	\$260.00	Monument Mt. H.S.
(23) Shrubs, trees:	\$1082.34	Ward's
(3) Equip., planters:	\$345.51	Ward's

Balance 8/8/13..... \$1446.18

To purchase: (1) Adirondack Chair Mon. Mt.....\$140

(1) Tables for benches.....approx. \$100

Leaving balance of approx. \$1200.00

Proposed final expenditure:

outdoor ping pong table, paddles, net, balls: \$1,000 to \$1200
purchased either from Berkshire Outfitters or Amazon

Approved by Children's and YA Librarians

Holly Hamer
8/8/13