

Great Barrington Libraries Board of Trustees  
October 13, 2016  
5:30 PM  
Mason Library  
231 Main Street  
Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 5:44 p.m.

A. Attendance: Kathy Plungis, Patrick Hollenbeck, Hilda Banks-Shapiro, Lauren Clark, Dana Coleman      Absent: Adam Gudeon, Amanda DeGiorgis      Audience: None

B. Approval of September minutes. Deferred due to a copy of the minutes not being available. The minutes from the September meeting of the Long Range Plan: DC made a MOTION to approve the Long Range Plan minutes. PH 2<sup>nd</sup>, No discussion, Vote; 5 - 0

C. Trustee Announcements: KP None

II. Reports:

A. Director's Report: KP (see attached report). LC made a MOTION to authorize a \$150 donation to be placed in the Eden Kend Memorial Fund and the money to be spent towards a Fairy program to be held at Mason Library in October. DC 2<sup>nd</sup>, No discussion      Vote: 5 - 0

B. Treasurer's Report: KP (see attached report)

C. Friends Report: KP (see attached report). The Trustees thank Ed Abrahams and Holly Hamer (of the Friends) for the time and effort they spent in moving books outside to the front lawn and manning the tables on October 8<sup>th</sup> and then moving the remaining books back inside! The Trustees would like ideas on how they can generate the amount of monies that 2 other area libraries generate from their respective book sales.

D. Buildings and Grounds: KP stated that the DPW supervisor will be retiring the end of the month, that an interim director will be in place after that. Joe Sokul has received an updated Maintenance list from KP with a few areas that could be addressed before the cold weather sets in. He has not heard from the Historical Society regarding the long term climate control study they have been doing on the second floor at Ramsdell.

III. Unfinished Business:

A. Ramsdell Subcommittee: K Plungis reported that the letter that she and the Director sent to the Town Manager last month regarding the RFP for Ramsdell Library has not received a formal response.

IV. New Business: None

V. Citizen Speak: None

VI. Adjournment: PH made a MOTION to adjourn at 6:15 pm. LC seconded. Vote: 5-0

Next Trustee meeting: Thursday, November 10, 2016

Respectfully submitted,

*Kathleen Plungis*

Kathleen Plungis  
Chairman

**Statistics: September**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	641	4 programs 34 attending	6 programs 36 attending	32 (1 iPad)	0	-	113
Mason	10,057	2 programs 22 attending	9 programs 151 attending	1,335 (307 Kids)	110	19	593

**News, Projects and Proposals:**

- ❖ Both the Long Range Plan and the last part of the ARIS report have been filed with the Massachusetts Board of Library Commissioners. I will be sure to share any news I receive with the Board.
  
- ❖ **Mason:**
  - September was a struggle, staffing wise. At various points we were down three to four staff members due to vacancies, illness, vacation and other unforeseeable circumstances. There have been occasions where I have had to close the Children's Room at 6pm in order to keep both libraries open. We will hopefully be coming back to better staffing numbers but I think this is a topic we will need to address in the near future.
  - The heating/cooling unit on the top of Mason has a hole, which is causing warm and cool spots throughout the library. Repairs have been initiated but it sounds like the whole roof unit will need to be replaced.
  - Banned Books Week was the end of September and Talya put up displays at both libraries highlighting books that have been banned recently as well as a list of all the titles that have been banned over the years.
  
- ❖ **Ramsdell:**
  - The Powder Keg Sessions have returned to Ramsdell after the summer break. They are an ever popular women's writing group that meets most Wednesday nights.
  - Leslie will be offering Saturday Art Classes for Kids with a focus on past masters (Monet, Picasso, etc.)
  - Michelle Kaplan will be returning in October for her Wild Fermentation Classes. One will be held at Ramsdell and two at Mason.
  - Ellen Swayne, the daughter of Christine Silvernail, delivered the two Ramsdell family portraits left to the library in her mother's will. They are currently sitting in the back room until I can have them hung by DPW. I am going to re-arrange some of the pictures in the Adult Reading Room so they can be together with the photo of Theodore.

❖ **Staffing:**

- One of our two new part timers started the end of September. We are still waiting on the second one. One of our other part timers is still out due to an injury and her return date is TBD.

❖ **Fiscal Matters:**

- An additional \$150 was donated for the Eden Kend Memorial Fund. I need a motion to authorize this money to go into the fund and to authorize the Children's Room to spend those funds on the Fairy Program that will be occurring in October.
- The Staff are working on the Wish List for the Friends. I am hoping to have it by this meeting but if not, it will be done by the November meeting.

Sept. 2016  
 Treasurer's  
 Report

Appropriated Account	Date	Mason Adult		LP		YA		Child		Contin.		Ramsdell		Start	Balance	total spent
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End			
Books/Subscriptions	10/6/2016	\$29,700	\$20,803.81	\$6,400	\$4,630.94	\$3,375	\$1,251.40	\$16,925	\$10,391.61	\$2,000	\$15,100	\$11,074.79	\$1,500	\$1,197.88	\$55,599.64	\$23,649.57
Dues	10/6/2016	\$410	\$133.00												\$410	\$377.00
Equipment Repairs	10/6/2016	\$1,255	\$885.00								\$745				\$2,000	\$1,315.00
Non-Print	10/6/2016	\$17,000	\$12,352.20			\$2,000	\$1,944.01	\$7,000	\$5,934.99	\$1,000	\$8,000	\$6,083.09			\$34,000	\$28,856.48
Office Supplies	10/6/2016	\$6,300	\$4,671.95								\$2,500	\$2,113.76			\$9,800	\$7,965.36
Program Supplies	10/6/2016	\$800	\$750.77			\$100		\$1,500	\$1,255.43		\$600	\$450.93			\$3,000	\$2,557.13
Water/Sewer	10/6/2016	\$1,500									\$1,000	\$931.36			\$2,500	\$2,431.36

Non-Appropriated in-Library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	10/6/2016	\$50.00	\$0.00
Copier Fees	10/6/2016	\$1,162.60	\$62.95
Fines	10/6/2016	\$3,839.61	\$206.26
Donations	10/6/2016	\$12,744.01	\$12,586.20

Non-Appropriated Trusts Account	Date	Balance	
		Mason	Ramsdell
Mason Trust	10/6/2016	\$165.37	
Ramsdell Trust	10/6/2016	\$2,548.93	
Chesnow	10/6/2016	\$606.07	
Wheeler	10/6/2016	\$273.40	
Hollenbeck	10/6/2016	\$139.74	
Dewey	10/6/2016	\$169.42	
McKinley	10/6/2016	\$4,281.71	
Smith	10/6/2016	\$1,197.99	
Ramsdell Improvements	10/6/2016	\$3,033.64	

Capitol Accounts	Date	Balance	
		Mason	Ramsdell
M Capitol Donations	10/6/2016	\$1,739.06	
R Capitol Donations	10/6/2016	\$5,118.00	

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	10/6/2016	\$700.00	\$310.00
Mason Children's	10/6/2016	\$2,300.00	\$273.00
Ramsdell	10/6/2016	\$1,500.00	\$1,275.00
Other	10/6/2016	\$500.00	\$380.00
<b>Total Allotted</b>		<b>\$5,000.00</b>	<b>\$2,238.00</b>
<b>Total in Account</b>		<b>\$37,750.88</b>	<b>\$35,512.88</b>

The Friends Report

Oct. 13, 2016

Film Here Come The Videofreex shown at The Claire Teague Senior Center drew 40 participants, more than twice what we usually get to a documentary screening. After the film there was a lively discussion about news media and 60s counter culture. Thank you to library staff for helping us promote the event. We plugged upcoming library events by announcement and with the handout prepared by library staff. That worked well and a similar handout for next month would be great.

The First Saturday film for November will be Outermost Radio and is being co-hosted with local radio station WBCR-LP and is scheduled for November 5th. It will involve a panel discussion after the film.

The Massive Book Giveaway on October 8th had perfect weather and drew three times as many browsers as last year's event; approximately 2,000 items were taken and people loved it.

We have been receiving very large donations several times a month which involve pick-up service and daily work to keep up with sorting. The librarians have agreed to pass on contact information from large donors to the Friend's so carloads are not dumped in the library and Friends can be available to receive donations.

Ed Abraham