

Great Barrington Libraries Board of Trustees
November 10, 2016
5:30 pm
Mason Library
231 Main Street
Great Barrington, MA 01230

I. Call to Order

A. Attendance

B. Approval of September and October minutes MOTION to approve September minutes,
2nd, Vote: 4 – 0
MOTION to approve October minutes,
2nd, Vote: 5 - 0

C. Trustee Announcements

II. Reports of Officers, Boards, and Standing Committees

A. Director's Report

MOTION to approve \$84.91 from the
Ramsdell Improvement Fund for the
purchase of a replacement outdoor sign
board at Ramsdell. 2nd. No discussion.
Vote: 5 – 0

MOTION to approve \$90.00 from Mason
Donations for the purchase of a ladder
bookcase at Mason. 2nd. Discussion.
Vote: 5 - 0

B. Treasurer's Report

C. Friends Report

D. Buildings & Grounds

III. Unfinished Business

A.. Ramsdell subcommittee

IV. New Business

V. Citizen Speak

VI. Adjournment

Next meeting date: Thursday December 8, 2016

Great Barrington Libraries Board of Trustees
November 10, 2016
Mason Library
231 Main Street
Great Barrington, MA 01230

- I. Call to Order: Meeting called to order at 5:35 pm.
 - a. Attendance: Kathy Plungis (KP), Lauren Clark (LC), Dana Coleman (DC) and Adam Gudeon (AG). Patrick Hollenbeck (PH) was late. Absent: Hilda Banks-Shapiro (HBS)
Amanda DeGiorgis (AD), Director. Audience: 0
 - b. Approval of September minutes: DC motion to approve September minutes, AG second. Vote 5-0.
Approval of October minutes: DC motion to approve October minutes, LC second. Vote 5-0.
 - c. Trustee Announcements: none
- II. Reports of Officers, Boards, and Standing Committees
 - a. Director's Report: AD (see attached report). AD invited Board to help with HousaTonics performance on December 10. This will be the library's contribution to the Holiday Stroll. AD went over the Library wish list for the Friends and answered questions from the Trustees. KP requested that any additional items that the Trustees could think of be forwarded to AD by Monday, November 14. AD requested \$90 from Mason Donations in order to purchase a bookcase to be used as a publicity area. LC made motion to approve the spending of \$90 from Mason Donations for a bookcase for a publicity area at Mason Library; AG second. Vote 5-0. AD also requested \$84.81 from the Ramsdell Improvement Fund to replace the outdoor signboard at Ramsdell. Old one is falling apart. LC made motion to approve the spending of \$84.81 from the Ramsdell Improvement Fund to replace the outdoor signboard at Ramsdell; PH second. Vote 5-0.
 - b. Treasurer's Report: AD stated that accounts were on target. AD included the spending restrictions for the Trust and other accounts.
 - c. Friend's Report: None. PH asked if Friends had given more information about need for second film license. KP and AD had not heard from the Friends about the license.
 - d. Buildings and Grounds: KP reported that the DPW Superintendent had retired and that the Town Manager was interviewing candidates. The contract for the Mason Widow's Walk was signed but work would probably not begin until 2017. KP gave brief report on adding signage to both libraries and the regulations that would need to be followed.
- III. Unfinished Business

Director's report for October 2016**November 10, 2016****Statistics: October**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	739	5 programs 36 attending	8 programs 136 attending	38	0	-	177
Mason	9,142	5 programs 40 attending	21 programs 325 attending	1,308 (387 kids)	144	39	517

News, Projects and Proposals:

- ❖ **State Aid:** We were in the first round of libraries to be certified by the Massachusetts Board of Library Commissioners at their November meeting. We will be receiving our first award of State Aid money and it is estimated to be \$5,880. The second half of the money will be determined next spring.

- ❖ **Mason:**
 - The photography display by Mark Chester was a big success and there were many positive comments about his work.
 - HousaTonics Performance: we will be participating in the Winter Stroll on Saturday, December 10 by hosting a performance of The HousaTonics, a barbershop group. The event will take place after the library closes for the day. The circulation desks and the downstairs will be closed and the upstairs will be set up for the performance. We would like to have an "open house" atmosphere with warm drinks and small snacks. Talya and I will be at the event, helping to set up and take down as well as act as hosts. I would like to invite (and encourage) the Trustees to participate either by helping with food and drinks or by attending/hosting. (Talya's letter to the Board is attached at the end of my report.)

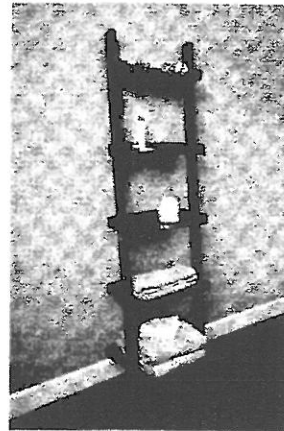
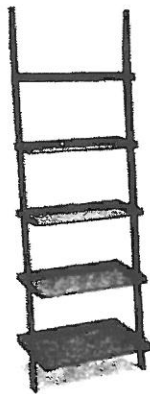
- ❖ **Ramsdell:**
 - The Hawk and Owl Program for Kids was Ramsdell's biggest event with over 100 people attending. The birds were beautiful and the kids learned a lot about the animals.
 - Our volunteer, Donna S., has been weeding the fiction collection at Ramsdell to make room for the new material coming in. Leslie has also been working on weeding the Children's area as it is full to bursting.

- ❖ **Staffing:**
 - Our second part time vacancy has been filled and we have officially welcomed Christine and Shaylyne to our part time ranks. Christine is a jewelry maker with an online business and Shaylyne is a recent high school graduate who is pursuing an online degree in education. They both love reading and are coming up to speed more and more each day.

- Cheryl (full time) has started a new assignment on Tuesdays in which she will be working on special projects that we have not had time to pursue. She is currently working on identifying the local authors in our cookbook section and will next be looking at our travel section and recommending which guides we need to update.
- We are still short one part time person as one staff member is out on medical leave. I have been talking with Jennifer about a substitute person we can call in situations like this. I am hopeful this might also help us so that we have someone we can call when unexpected shortages come up in the future.

❖ **Fiscal Matters:**

- Wish List for the Friends: The staff and I have come up with our FY 2017 wish list for the Friends. It is attached to the end of this report.
- We need to replace the outdoor sign board at Ramsdell as letters will not stay on it anymore. The sign is a good five years old and the weather has given it a beating. The base is fine and we can replace the board itself for \$84.81 with shipping. There is \$12,566.20 in Ramsdell Donations and \$3,033.64 left in the Ramsdell Improvement Fund.
- In an effort to better promote our library programs and holdings, Talya and I have been looking into creating a second display area at Mason. We have decided that we would like to transform the corner near the side entrance where the easel used to sit with our programming flyers. We have looked at a variety of corner and ladder bookcases that would allow us to put book or object displays up. We have found a two that we like at Amazon. They are averaging \$90 (shipping included). Could I have a motion to approve spending \$90 from Mason Donations in order to purchase one of these ladder bookcases for a display space?



Appropriated Account	Date	Mason						Ramsdell										
		Adult		LP		YA		Child		Contin.		Ramsdell		LP		Rollover FY16	Balance	total spent
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End			
Books/Subscriptions	10/31/2016	\$29,700	\$18,178.83	\$6,400	\$4,014.62	\$3,376	\$1,251.40			\$8,833.98	\$2,000	\$15,100	\$9,527.07	\$1,500	\$1,128.91	\$4,249.21	\$49,184.02	\$30,065.19
Dues	10/31/2016	\$410	\$133.00									\$745				\$410	\$133.00	\$277.00
Equipment Repairs	10/31/2016	\$1,255	\$85.47														\$659.53	\$1,340.47
Non-Print	10/31/2016	\$17,000	\$11,494.87			\$2,000	\$1,902.14		\$7,000	\$5,868.01	\$1,000	\$8,000	\$5,689.93			\$2,542.19	\$27,497.14	\$9,045.05
Office Supplies	10/31/2016	\$6,300	\$3,414.91									\$2,500	\$1,142.76			\$9,800	\$5,991.27	\$4,242.33
Program Supplies	10/31/2016	\$800	\$647.59			\$100			\$1,500	\$1,219.48		\$600	\$401.49			\$3,000	\$2,368.56	\$631.44
Water/Sewer	10/31/2016	\$1,500										\$1,000	\$897.04			\$2,500	\$2,397.04	\$102.96

Non-Appropriated In-Library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	10/31/2016	\$75.00	\$0.00
Copier Fees	10/31/2016	\$1,499.33	\$89.95
Fines	10/31/2016	\$5,189.77	\$361.96
Donations	10/31/2016	\$12,719.82	\$12,566.20

Non-Appropriated Trusts Account	Date	Balance	Stipulations
Ramsdell Trust	10/31/2016	\$2,548.93	Spend interest only, Ramsdell only.
Chesnow	10/31/2016	\$606.07	Spend interest only, Literacy related
Wheeler	10/31/2016	\$273.40	Unrestricted by library or purpose
Hollenbeck	10/31/2016	\$139.74	Spend interest only, New books for Mason.
Dewey	10/31/2016	\$169.42	Spend interest only, Nonfiction books for Mason
McKinley	10/31/2016	\$4,281.71	Spend interest only, Traditionally for large print for Mason but otherwise unrestricted
Smith	10/31/2016	\$1,197.99	Spend interest only, Traditionally for children's but no library specified
Ramsdell Improvements	10/31/2016	\$3,033.64	Improvements for Ramsdell only.

Capitol Accounts	Date	Balance	
			M Capital Donations
R Capital Donations	10/31/2016	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	10/31/2016	\$700.00	\$310.00
Mason Children's	10/31/2016	\$2,300.00	\$48.00
Ramsdell	10/31/2016	\$1,500.00	\$988.82
Other	10/31/2016	\$500.00	\$380.00
Total Allotted		\$5,000.00	\$1,726.82
Total in Account		\$37,019.70	\$35,292.88

Library Wish List FY 2017

1. Proper picture hanging systems at Ramsdell and Mason (roughly \$1,000-1,200)
2. Additional programming money
3. Refreshments for Ramsdell Sundays
4. Conference attendance fees (American Library Association annual meeting, or Tech in Libraries meeting) – see attached fees for 2016 meeting
5. Museum passes
6. Additional shelving for DVDs at Mason (adding to our current system – cost pending response from Tucker Library Interiors)
7. Replace two free standing shelving units plus endcap display space) in Children's Room at Ramsdell with double sided free standing shelving. (\$3600)
8. New sturdy cart for ILL bins (\$320)
9. Good sized glass enclosed bulletin board on outside wall at the side entrance to Mason
10. New cordless phones at Mason (compatible with our current system)
11. Better and larger stamps for stamping due dates
12. A smaller rolling cart to use for shelving books (\$220-610)
13. Panic buttons at Mason and Ramsdell
14. Literature Station (Children's Room, Mason)
15. STEM Specimens (Children's Room, Mason)
16. STEM Magnifiers (Children's Room, Mason)
17. Globe (Children's Room, Mason)
18. Carpet for play/craft room (Children's Room, Mason)
19. STEM Toys (Children's Room, Mason)
20. Back jack chairs (Children's Room, Mason)
21. Crab cushion (Children's Room, Mason)