

Great Barrington Libraries Board of Trustees
November 12, 2015
5:30 PM
Mason Library
231 Main Street
Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 5:30 p.m.

A. Attendance: Kathy Plungis, Patrick Hollenbeck, Hilda Banks-Shapiro,
Lauren Clark, Ed Abrahams, Adam Gudeon Jessica Magelaner, Asst. Director
Audience: 1

B. Approval of October minutes: H. Banks-Shapiro motion to approve minutes,
P. Hollenbeck second, Vote 4-0 with 2 abstentions due to absences last month

C. Trustee Announcements: Per a request from the Town Hall, a photo was taken of the Trustees for the Town Report.

KP gave an update regarding the Trustee request for Sunday hours. The Town Manager has submitted meeting dates to the Staff. The Asst. Director stated that the Staff has offered a date in mid November, pending a Union Rep being present.

II. Reports of Officers, Boards, and Standing Committees

A. Director's Report – J. Magelaner, Asst. Director – see attached report.

J. Magelaner stated that the library has received a slight increase in the State Aid allocation. The monies received for Jan. 1st 2016 to June 30, 2016 is \$12,324.88. She asked for \$5,000 to be transferred to the library's General Fund in order to plan for programs for the 2nd half of the fiscal year.

E. Abrahams made a motion to allocate \$5,000 from State Aid to be transferred to the General Fund.

H. Banks-Shapiro seconded. Vote: 6 – 0

EA asked about the cost of high speed internet for the library. The Asst. Director responded that it has been looked into in the past, however, it may necessitate an upgrade in the library computers.

B. Treasurer's Report – E. Abrahams- Pleased with the increase in the State Aid.

C. Friends' Report – E. Abrahams – See attached report

D. Buildings & Grounds Report – K. Plungis reported that the railing has been repaired at Ramsdell. The Trustees have asked that the DPW Supervisor attend their December meeting to discuss maintenance issues at both libraries.

III. Unfinished Business

A. Ramsdell mural update – A. Gudeon stated that the mural will be ordered shortly.

L. Clark stated that she has an individual available to hang the mural once it arrives. An open house event at Ramsdell will be scheduled once the mural is up.

B. Mason art shows – L. Clark stated that she is still searching for a volunteer to coordinate the shows. A show may take place during January and February. The Asst. Director was asked to approach the

Town Manager to see if the volunteer position would fall under the Senior tax abatement program.

IV. New Business

A. Ramsdell building maintenance, accessibility – K. Plungis reported on her meeting with the DPW Supervisor. The maintenance issues were discussed.

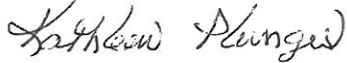
Regarding the accessibility issue, there is money in the 2016 budget for a feasibility study regarding this and the need for a new furnace, and to investigate a climate control system for Ramsdell.

Regarding fundraising for the future, KP stated that this should occur in January with the Asst. Directors and the Library Director.

V. Citizen Speak: None

VI. Adjournment: E. Abrahams motion to adjourn at 6:12 p.m., P. Hollenbeck second, Vote 6 - 0

Respectfully submitted,



Kathleen Plungis
Chairman

Statistics: October

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	630	8 programs 40 attending	7 programs 44 attending	40 (0 iPad)	1	-	134
Mason	9172	7 programs 59 attending	18 programs 333 attending	810 (228 kids)	135	40	503

News, Projects and Proposals:

- ❖ **October:** Vegetarian Cooking classes with Lia Douillet are back at Mason and Ramsdell starting in October. We have also started work on our tree for the Berkshire Museum Festival of Trees in the Children's room. Jessica and Amanda started working on the FY 2017 budget, and will continue with it through November.

- ❖ **Volunteer news:** We had two new volunteers start at Mason this month: Beth Moser, who will be working upstairs, and Nancy Flaxman, who will be helping out in the children's room.

- ❖ **Mason:** The pipe at the end of the downstairs back hallway at Mason has started leaking again. Joe is aware, and is looking into what is causing the leak. Regulating the thermostat at Mason so that the upstairs is a more comfortable temperature while also keeping the downstairs warm is also being looked into.

- ❖ **Staffing:**
 - Mary Lou Ryce started on October 26, bringing us back to a full staff. (With the exception of Amanda, who is always only a phone call away!)

DEPARTMENT BUDGET DETAIL

DEPARTMENT: Library

ORG. NUMBER: 01610

DEPARTMENT HEAD: Amanda DeGiorgis

GOALS:

The mission of the Great Barrington Libraries is to serve all members of our evolving community in a friendly and helpful manner. We strive to provide a variety of current educational and cultural materials as well as welcoming spaces for quiet study, programs, and public meetings. Above all, we work to encourage everyone to experience the joy of reading and learning.

OBJECTIVES:

- To increase use of the libraries by great customer service, intuitive organization of the collections and better signage.
- Continue to create a community center and art-centered library at Ramsdell Library.
- Continue to stabilize & catalog local history and genealogical material for patron use.
- To improve community outreach through social media and personal contact.

ACTIVITY MEASURES:	Unit of Measure	Actual 2014	Actual 2015	Expected 2016	Forecast 2017	Forecast 2018
circulation	Items circulated	147,891	150219	150000	151,000	152,500
registration	residents holding library cards	4,791	4817	4850	4,900	5000
holdings	items in libraries	107,954	114746	115000	115,000	120,000
Programs	# of programs offered	434	467	480	495	510
Meeting room use	# of times meeting rooms were used	2,230	2,261	2,350	2,400	2,500

	Actual 2015 Expense/revenues	Budget 2016	Forecast Expenses/Revenues 2016	Budget Request 2017	% Budget Change
Salaries	360,877	381,295	381,295	390,391	2.3
Expenses	123,987	126,710	126,710	126,710	0
Total	484,864	508,005	508,005	517,101	1.8
Less Revenues	22,904	\$21,000	\$21,000	\$21,000	
Net Cost	461,960	487,005	487,005	496,101	
Employee Count	10.5 FTE	10.5 FTE	10.5 FTE	10.5 FTE	10.5 FTE

Friends' Report October '15

Purchased:

1. a pass for each library for MASS MOCA @\$150
2. one nice wood stool & eight metal adjustable stools for Ramsdell art room \$800
3. four drawer locking file cabinet for back office Ramsdell per request of Talya \$400
4. a commercial dual disc cleaning/repair machine for both libraries to remain at Mason - per request of Jessica \$650

Films: Ramsdell showing Carry The Tune. Attendance 5

Mason showing Vessel. Attendance 15

Book displays on film subjects at each library by Talya are excellent

Plans: Ongoing holiday gift/book sale in main reading room at Mason from Dec. 4-Jan. 4. Purchased black floor length fitted tablecloths to dress plastic utility tables and will decorate with snowflakes. Variety of books displayed as gift items - most \$1 but some items will be more.

Great Barrington Libraries Board of Trustees
November 24, 2015
Special Meeting
10:30 AM
Mason Library
231 Main Street
Great Barrington, MA 01230

I. Call to Order: The meeting was called to order at 10:30 am.

A. Attendance: K. Plungis, E. Abrahams, H. Banks-Shapiro, A. Gudeon, P. Hollenbeck
J. Magelaner, Interim Director

Absent: L. Clark

Audience: None

II. Reports of Officers, Boards, and Standing Committees

A. J. Magelaner, Interim Director: To present the 2016 Library Budget and Capital Plan:

J. Magelaner proposed that the library budget be level funded for next year. After a brief discussion, E. Abrahams moved to endorse the budget, thanking J. M.

H. Banks-Shapiro seconded, no discussion, vote: 5 – 0

J. M. presented the capital budget 5 year plan for both Mason and Ramsdell. Added to the plan was the exploration of a new furnace and to pursue the feasibility of a climate control system, both for Ramsdell.

III. Citizen Speak: None

IV. Adjournment : K. Plungis made a motion to adjourn at 10:57 am, E. Abrahams second, vote: 5 - 0

Next meeting: December 10, 2015

Respectfully Submitted,

Kathleen Plungis

Chairman