

Great Barrington Libraries Board of Trustees  
November 13, 2014  
5:30 P.M.  
Mason Library

**I. Call to Order**

Meeting was called to order by Holly Hamer at 5:30 P.M.

**A. Attendance:**

**Present:** Ed Abrahams (EA) Holly Hamer (HH) Kathy Plungis (KP)  
Hilda Banks-Shapiro (HB-S) Lauren Clark (LC) 5:34pm  
Adam Gudeon (AG)  
Amanda DeGiorgis (ADeG), Director (AM) Jessica  
Magleaner (JM)

**Audience:** 2

**B. Approval of October minutes:**

EA moved to accept.

HB-S seconded.

Vote: 5-0

**C. Trustee Announcements:**

EA reminded that each Trustee needs to complete the "Open Meeting Law & Ethics" on-line course and hand in the completed form to the Town Clerk.

**II. Reports of Officers, Boards & Standing Committees:**

**A. Director's Report:**

See attached report. ADeG reported that the negotiated union salaries for the library personnel were finished late this summer.

Due to continued heavy use of the printer by the public, she is requesting an additional \$400 to be added to the library budget for toner and paper expenses. She also requested an additional \$1,000 for book purchases and an additional \$1,000 for nonprint (DVD, Audio material) in order to meet the continued increase in demand for books, DVD's and audiobooks.

EA asked about the toner cost. ADeG stated that she has researched less expensive toner and that the personnel are reusing paper by printing on the other side.

KP asked about the weeding of books and that monies should be spent on the replacement of older, popular "classic" books.

EA made a motion to accept the proposed increases in the library budget.

HB-S seconded.

Vote: 6 - 0

ADeG was asked to provide a cost breakdown of the programs offered in the Children's library. This will be provided by the Children's librarian.

The library's Aid from the State has been approved and increased from last year. ADeG stated that two of the performers need to be paid for their performances during the Halloween party.

EA made a motion to pay \$75 each to the two performers.

HB-S seconded.

Vote: 6 - 0

On behalf of the library employees, ADeG requested that the Trustees approve money for the rental of a water cooler and the accompanying spring water.

The Friends of the Libraries had been previously paying for this however, they are no longer doing so due to the cost and the reallocation of the Friends' funds.

For both libraries, it would cost approximately \$1,000 a year. A discussion ensued. KP made a motion to approve up to \$350 from donations for a water cooler and water for Ramsdell Library.

EA seconded.

There was further discussion. During the discussion, Mason Library was also discussed. There was no motion to include Mason in this request.

Vote: 6 - 0

#### **B. Friends:**

Six people attended the monthly movie at Ramsdell.

Sixteen people attended the monthly movie at Mason.

The Halloween party was enjoyed by all, with over 200 people attending.

60 children attended the activities for them.

#### **C. Buildings & Grounds:**

Postponed to next month.

#### **D. Building Maintenance/Repair:**

Postponed to next month.

### **III. Unfinished Business:**

#### **A. Ramsdell Library update/Designer hired:**

HH stated that Diego Gutierrez, a local architect, has been selected as the designer consultant for the Ramsdell Library CPA proposal. HH stated that letters of recommendation from local citizens for the upgrades to Ramsdell are now needed.

HH will draft a solicitation letter and various Trustees agreed to send them out.

ADeG spoke of the CIP (Capital Improvement Projects) budget for the fiscal year 2017. The proposed \$2 million dollars for Ramsdell improvements include a new furnace and air conditioning upgrade.

She noted that \$20,000 is in the 2015 fiscal year for the planning of the upgrades for 2017.

#### **B. People Counter:**

ADeG is continuing her research into different companies for a counter.

**C. Shelves:**

ADeG presented a variety of shelving. There will be a further discussion on this and brainstorming how to use the space at Ramsdell for books and materials.

**D. Scanner:**

ADeG gave the cost of a scanner that would be suitable for the library. A discussion ensued and it was decided that because of the expense, the scanner will not be purchased.

**E. Constant Contacts:**

ADeG plans on collecting (with their permission) patron emails in December.

**F. FIOS:**

ADeG notified the Trustees that her research into programs that can increase the wireless capabilities in Mason Library has been passed onto the Town Hall (see the Director's report). JM is also researching the advantages and disadvantages of expanding the range of our wireless capabilities. Further study will be done as to whether the computers themselves are slow or whether the wireless range needs upgrading.

**IV. New Business:**

**A. Proposed Ramsdell Hours:**

HH proposed that beginning January 2nd, Ramsdell Library change their hours in order to better accommodate people. See the attached proposal. By adding morning hours, it is hoped that play groups for area youngsters can begin.

EA inquired about Sunday hours being staffed by volunteers.

ADeG brought up a few issues, namely maintenance, the reliability of volunteers. Discussion ensued around the possible increase in salary expense, staffing and volunteers on Sundays, the overall increase of hours open.

AM stated that overall staffing for the new proposed hours at Ramsdell will be covered by a shuffling of the staff so that there would be no increase in expense.

HH made a motion to adopt the proposed hours at Ramsdell, beginning Jan. 2, 2015.

HB-S seconded.

Vote: 6 - 0

EA will investigate the availability of Sunday volunteer staffing.

KP brought up the hours at Mason and whether to close a half hour earlier on a few nights. ADeG brought up the fact that a number of town committees use the library as a meeting place, often staying till 7pm.

EA left at 6:40 for another engagement.

**B. Audience Comments:**

Patrick Hollenbeck has information to be shared with our consultant for the Ramsdell CPA application regarding how one library at the other end of our state was able to address patron concerns regarding accessibility.

P. Hollenbeck has also agreed to chair a capital campaign fund towards the accessibility issue at Ramsdell.

**V. Adjournment:**

KP made a Motion to Adjourn.

HH seconded.

The Board voted (5 - 0) to adjourn at 6:58 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

## Statistics: October

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Item add.
Ramsdell	874	12 programs 81 attending	8 programs 68 attending	58	3	-	
Mason	11,727 (includes Halloween Party)	7 programs 98 attending	13 programs 243 attending	1867 (291 kids)	157	37	

## News, Projects and Proposals:

- ❖ **Ramsdell Open House:** The weather the day of the Open House was rather blustery and cold. There were a few other events going on that we were competing with but we had twenty attendees. Several said they had never been in the library before. They all mentioned having received the postcard and that it was a nice touch. We have had 71 surveys returned, which is the best result we've had for a survey at Ramsdell. Talya will be going through the surveys this month and I will present the data at the meeting in December.
- ❖ The electrical work at Ramsdell has been completed and they installed the new light fixtures upstairs. The knob and tube wiring is gone and the insulation work will take place on Monday, November 10<sup>th</sup>.
- ❖ **eBooks and eAudio Update:** I have completed the trial of RecordedBooks' OneClickDigital service, which is available for eBooks and downloadable audio. Of the two I have tested, this one seems the most user friendly and easiest to possibly implement. RecordedBooks' is heavily centered on eAudio but we could purchase eBooks to supplement the subscription options they have available. RecordedBooks does require a yearly subscription to one of their platforms and they do have low cost ways to do this. We can then purchase additional titles. This platform would not integrate with our current catalog so patrons would have to use the RB platform to search. (They currently can see the eBooks and eAudio available on OverDrive in our online catalog.) This does mean we would have to do more promotion and assistance to get people familiar with it and encourage use. I do have figures for using this platform and I can share them when we are ready.
- ❖ **Budget:** I have been working on the Budget for FY2016 and I have brought what I have completed for you to look over and vote on. I have asked, again, for \$400 extra in our Copying Supplies, which pays for our toner and printer paper for the public side of

Quarterly Report (June through September)

September 2014

Mason Library Children's

**Mason Programs**

Time Period	Title	Description	Program Quantity Offered	Attendance
Ongoing monthly (ended in June)	Storytime	weekly storytime for children ages baby to preschool & their caregivers	3	20
Ongoing monthly	Dad and Me Playgroup	CHP/South Berkshire Kids sponsored program for fathers & children	4	17
Ongoing monthly	Read to Cody	Children read to certified therapy dog	1	5
Ongoing weekly	Baxter the Bear	taking home a stuffed bear & his suitcase	10	10
Ongoing weekly	Sing-A-Song	CHP sponsored program for children ages 2-5 & their caregivers	2	46
summer	Summer Reading Program (SRP) Kick Off party	fun activity-based invitation to join the SRP	1	75
summer	Forest Park Zoo	live animals to pet and learn about for all ages	1	70
summer	Little Scientists early literacy	promoting STEM in baby through 5 yrs	6	95
summer	Family SIK Science	children & caregiver cool science activities	4	92
summer	Map Camp with Joey Chernila	week-long	4	52
summer	4H Clubs	weekly science 8 yrs & up curriculum sponsored by national 4H organization	7	96
summer	Crafts	assorted crafts designed for various ages	5	25
summer	Get Ready for Kindergarten with South Berkshire Kids	South Berkshire Kids sponsored for children entering grade K & their caregiver	1	6

summer	Mad Science "Fire and Ice"	received Cultural Council grant; STEM programmer for ages 5 & up	1	33
summer	Dystopia Teen Movies with Pizza	teens chose selections via online survey	3	14
summer	Rhonda's Reptiles	touching and learning for ages 6 & up	1	40
summer	Sciencetellers, "Dragons and Dreams"	STEM programmer for ages 5 & up	1	26
summer	End of Summer Reading Program Ice Cream Party	celebrating childrens' reading & thank you to parents	1	45
Summer & ongoing monthly	Family Movies	selections newly out on DVD with refreshments	4	171
<b>Total patrons served</b>			60	938



## **Programs**

### **Summer Program "Fizz Boom Read!"**

This was the fourth year that Great Barrington Libraries joined the Massachusetts Library System-sponsored national CSLP (Collaborative Summer Library Program). State membership gives us the website for online registration, book reviews, prize drawing system, access to a manual of summer program ideas, and posters and electronic artwork for marketing. It also gives us ready access to use statistics. Kids at Mason & Ramsdell registered for one of three age-based programs.

We had 208 registered children who logged over 125,000 minutes. I hired a 4H-paid teacher to do regular weekly science-based programs; I hired a teacher to run the family STEM weekend programs; CHP/South Berkshire Kids offered a regular weekly STEM program on Fridays. We gave away small prizes to children who completed activity sheets--most completed them in the library, which nourishes the belief that the library is a friendly place. We also had weekly drawings of gift certificates and other prizes for those children who completed the required minimum minutes per week and who logged their reading into the website. The weekly drawing prize sponsors this year were:

- 528 Cafe
- Barts Ice Cream
- Berkshire Bike & Board
- Berkshire Co-op Market
- Berkshire Mountain Bakery
- Berkshire Museum
- Big Y
- Chesterwood
- Fuel
- Gifted Child
- Gorham & Norton
- Great Barrington Pizza House
- Guidos
- Hancock Shaker Village



Jacob's Pillow  
Local-Lee Scooped  
Marty & Jim's sandwich shop  
Norman Rockwell  
Out of hand  
Pittsfield Suns Baseball  
Robin's Candy  
Siam Square  
The East  
Tom's Toys  
Ward's  
WMLA-Western Mass Library Advocates

### **Non-Summer Programming**

Cultivating families with young children is an important goal to guarantee future generations of patrons. Starting in September South Berkshire Kids is sponsoring "Brain Builders," a STEM-based learning program occurring every Tuesday morning. Every six weeks this alternates with "Every Child Ready to Read." They are also sponsoring our "Sing-A-Song" program, a movement-based singing program on Fridays. Both are for parents/caregivers and children 5 and under.

The Berkshire Museum's Festival of Trees theme this year is "Yesterday, Today & Tomorrow." We have three craft time programs in early November when we'll make the decorations for the tree that will be displayed the week of November 17.

Our MCBA (Mass Children's Book Award) Book Club began again for the school year. We bring in print and audio from other libraries so we have a ready supply of all 25 nominee books. Every Thursday we alternate between MCBA Book Club and Kid's Chess. the chess club is sponsored and run by a parent.

We're continuing our monthly programs of "Dad and Me" playgroup, "Read to Cody," therapy dog, and our popular family movie. We will be repeating our "sold out" annual gingerbread house making, occurring on December 13th.

For next year I've planned a Waldorf puppet show, a double author event in March, and an astronomy show by Rick Costello (our resident amateur astronomer who offered his telescope viewings in front of the library this summer). For the 2015 summer reading program we have booked a colonial reenactment program, that includes historical artifacts. The summer themes are:

Children: Every Hero Has a Story

Teens: Unmask!

Adult: Escape the Ordinary

I'm working with 4H to offer a tween/teen multi-session babysitting course to take place in Spring.

### **Collection**

Thanks to many staff and our Miss Hall's girls, we successfully completed relabeling the YPY picture books. We recently completed labeling the PG-rated DVDs with a new spine label. We also re-catalogued all of our early readers which were formerly all located in "non fiction, to better reflect actual circulation statistics. We changed them to fiction, made a new easier to identify spine label, and edited the spine label in the catalog so they could be easily located by patrons and on a paging list.



**Book Displays**

Our large display showcases our books about cats. This goes nicely with our program on Nov 19, "Toto the Tornado Cat," when we will see Toto and hear the rescuer read from his two books. Purradise will also be here with adoptable cats.

Small displays will focus on the upcoming Thanksgiving and Christmas/Hanukkah holidays.

***Volunteers***

This is our third year as a Miss Hall's Horizon's Program host site. We have two juniors as interns learning about public service in a library. They will assist in various projects: decorating for programs, locating books for displays, and leading a children's craft program. Their big project this school year will be to revamp our children's ipads with free and paid apps that are educational and entertaining.

Weekly regular volunteers include Pat Kujawski and Phyllis Graham.

Respectfully submitted by Laurie Harrison November 2014

## HOURS - RAMSDELL

### Current

Sunday	closed
Monday	closed
Tuesday	12-6
Wednesday	12-8:30
Thursday	12-6
Friday	12-6
Saturday	10-5

**Total: 33.5**

### Proposed

Sunday	closed	Sunday	1-4 volunteers	Sun.	1-4
Monday	closed	Monday	closed	Mon.	closed
Tuesday	10-5	Tuesday	10-5	Tues.	closed
Wednesday	12:30-8:30	Wednesday	12:30-8:30	Wed.	10-8:30
Thursday	10-5	Thursday	10-5	Thurs.	10-5
Friday	10-5	Friday	10-5	Fri.	10-5
Saturday	10-3	Saturday	10-3	Sat.	10-4

**Total: 34**

**37**

**33.5**

### Stockbridge Library: 43

Monday Closed  
Tuesday 9-8  
Wednesday 9-5  
Thursday 9-5  
Friday 9-8  
Saturday 9-2  
Sunday Closed with winter programs

### Sheffield Library: 41

Monday Closed  
Tuesday 10-5  
Wednesday 10-5  
Thursday 10-5  
Friday 10-8  
Saturday 10-5  
Sunday 2-5

### Lee Library: 48

Monday 10-8  
Tuesday 10-8  
Wednesday 10-5  
Thursday 10-8  
Friday 10-5  
Sunday - closed

### Mason Library: 50

Monday through Friday 10-7  
Saturday 10-3  
Sunday Closed

### Sundays

Jan. -4  
Feb. - 3 one holiday  
March -5  
April - 4  
May -3 before Mem. Day  
Saturday 10-2