

Great Barrington Libraries Board of Trustees
December 8, 2016
Mason Library
231 Main Street
Great Barrington, MA 01230

- I. Call to Order: Meeting called to order at 5:32 pm.
 - a. Attendance: Kathy Plungis (KP), Dana Coleman (DC) present and left at 5:55pm, Patrick Hollenbeck (PH), Hilda Banks-Shapiro (HBS) and Adam Gudeon (AG). Lauren Clark (LC) was late. Absent: Amanda DeGiorgis (AD), Director. Audience: 3
 - b. Approval of November minutes: HBS motion to approve November minutes, PH second. Vote 6-0.
 - c. Trustee Announcements: none
- II. Reports of Officers, Boards, and Standing Committees
 - c. Friend's Report: Ed Abrahams (EA). Book Sale is in progress at Mason and is more gift book oriented. Friends' Board has not met to go over library wish list but hope to have considered the requests by the next meeting. EA gave report on the Saturday Film Series at the Senior Center (attached). The Friends' set out their goals before the series and met all of them except one: driving business into the library.

1. Friends' Saturday Film Series, New Location:

The Friends propose a new four month trial of a Saturday Film Series at Mason Library. It would run the first Saturdays of January, February, March and April from 7-10pm. The Friends are requesting that the Board apply for a liquor license from the Selectboard for the event. AD asked about security of the holdings of the library and how the room would be set up for the event. Holly Hamer (HH) spoke as a Friend Board Member and stated that they planned to cordon off areas of the main floor to prevent people from wandering into the stacks. LC asked if more volunteers were needed to help with the event but EA stated that he and HH had a system in place. KP asked about hanging the screen and the need to get DPW to hang the screen before the event. KP also requested the Friends provide warnings regarding foul language before the films. Motion was made by KP to approve the Friends use of Mason Library after hours on the first Saturday of January, February, March and April for the showing of films. AG seconded. Vote: 6-0.

KP stated that she does not like the beer/wine at the event. An audience member commented that she had been alarmed at first and when she attended the first film saw that the atmosphere was akin to an art reception and that people were not there to get drunk. DC asked

if the Friends would be willing to try the event without alcohol and asked if teens would be allowed to attend the movie. EA said they could attend but that they would not be served. He also mentioned that both EA and HH were TIPS certified. HH said the driving force was the desire for a larger space and alcohol and a program on a weekend night have been the driving factors for successful programs. DC asked what kind of food was being served and HH reported cheese, crackers, fruit, cookies and non-alcoholic drinks were available. LC provided her experience with smaller events at her gallery and that the alcohol has never caused a problem. KP asked EA about what funds were purchasing the alcohol as she is not comfortable with money from the Book Sale paying for alcohol. EA reported that donations at the Film Nights themselves more than covered the purchase of the wine and beer. KP asked if the Friends' had investigated their own liability insurance; HH stated that they had and it would run between \$300 and \$500 per event. HBS remarked that it is sad that people will only come to these events when alcohol is involved. LC motion to approve the co-sponsorship of the Friends First Saturday Film Series and the approval of serving wine and beer at the events. That a Board of Trustees representative will approach the Selectboard to obtain and wine and beer license for the four events and ask them to grant inclusion of these events under the Town's insurance liability policy. PH second. Vote 4 Yes, 1 No, 1 Abstain.

DC left meeting at 5:55pm

- a. Director's Report: AD (see attached report). AD requested \$5,000 from State Aid for programming January 1, 2017-June 30, 2017. KP motion to appropriate \$5,000 from State Aid to be used for library programming January 1, 2017 to June 30, 2017. LC second. Vote 5-0. AD requested \$293 from the E.E. Smith Fund in order to purchase some of the Children's items from the wish list. KP motion to approve the appropriation of \$293 from the E.E. Smith Fund to be used for the purchase of STEM items and a globe for the Children's Room at Mason. HBS second. Vote: 5-0.
 - b. Treasurer's Report: AD stated that accounts were on target. FY2018 Budget Packets had not been sent out and AD informed Board she would need to meet with them once she had finished the FY2018 budget.
 - d. Buildings and Grounds: KP reported that a new DPW Superintendent had been hired and would begin in January.
- III. Unfinished Business: None.
IV. New Business: None.
V. Citizen Speak: None.
VI. Adjournment: LC made motion to adjourn at 6:10 pm, HBS second. Vote 5-0.

Next Trustee Meeting: Thursday, January 12, 2017

Kathleen C. Plungis
Chairman

Director's report for November 2016

December 8, 2016

Statistics: November

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	535	2 programs 12 attending	4 programs 15 attending	29	0	-	176
Mason	9,458	6 programs 49 attending	22 programs 260 attending	1,314 (381 kids)	135	23	493

News, Projects and Proposals:

- ❖ **Long Range Plan:** Our long range plan was officially accepted by the Board of Library Commissioners. The plan will be valid until 2021.

- ❖ **Mason and Ramsdell:**
 - A reminder that the HousaTonics Performance will be December 10th at 3:30pm. The library will provide cider and cookies. Donna, Talya and I will all be there to help out.
 - Food for Fines was a bigger success this year than last year and we delivered nearly ten boxes of food to The People's Pantry. We received a kind thank you note from the director, Rosemary Carpenite. The program ran from November 1-November 16 at both libraries.
 - The new bookcase/display area is up and functioning at Mason! It is nice to have two dedicated spaces to promote our programs and highlight our collections. Thank you again for approving the funds to purchase this.

- ❖ **Staffing:**
 - Our substitute staff member, Dorothy, started on Monday. Dorothy is a nurse and a book lover who will be helping us out while one of our part time staff members is out on medical leave. She will also be available to help fill in when we have vacations or other staff vacancies.

- ❖ **Fiscal Matters:**
 - FY2018 Budget: I have not yet received my budget documents but this will be coming up soon. Depending on the due date I am given we may need to have a brief meeting to go over it and for the Board to approve it in late December/early January. I am not planning on asking for any increases as we are doing quite well with our current budget. The only increases will be in the salary line and these will be determined by Union Negotiations, which will start in January.
 - Programming Money: With the end of the year almost upon us, I would like to request \$5,000 from the Trustees out of the State Aid account to cover programming from January 1, 2017 to June 30, 2017.

Appropriated Account	Date	Adult		LP		YA		Child		Contin.		Ramsdell		Ramsdell LP		Start	Rollover FY16	Balance	total spent
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End				
Books/Subscriptions	12/8/2016	\$29,700	\$15,600.53	\$6,400	\$3,531.15	\$3,375	\$1,051.21	\$16,925	\$8,524.75	\$2,000	\$15,100	\$8,079.99	\$1,500	\$1,036.70	\$75,000	\$4,249.21	\$44,073.54	\$35,775.67	
Dues	12/8/2016	\$410	\$133.00												\$410		\$133.00	\$284.00	
Equipment Repairs	12/8/2016	\$1,255	-\$85.47												\$2,000		\$659.53	\$1,340.47	
Non-Print	12/8/2016	\$17,000	\$9,690.57			\$2,000	\$1,660.64	\$7,000	\$4,530.47		\$8,000	\$5,139.57			\$34,000	\$2,542.19	\$23,563.44	\$17,975.78	
Office Supplies	12/8/2016	\$6,300	\$2,970.55							\$1,000	\$2,500	\$719.23			\$9,800	\$433.60	\$5,123.38	\$5,110.27	
Program Supplies	12/8/2016	\$800	\$461.57			\$100		\$1,500	\$1,183.81		\$600	\$356.39			\$3,000		\$2,101.77	\$898.23	
Water/Sewer	12/8/2016	\$1,500									\$1,000	\$862.72			\$2,500		\$2,362.72	\$137.28	

Non-Appropriated In-Library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	12/8/2016	\$75.00	\$0.00
Copier Fees	12/8/2016	\$1,692.17	\$106.95
Fines	12/8/2016	\$5,962.52	\$480.61
Donations	12/8/2016	\$12,780.26	\$12,519.20

Non-Appropriated Trusts Account	Date	Balance	Stipulations
Ramsdell Trust	12/8/2016	\$2,548.93	Spend interest only. Ramsdell only.
Chesnow	12/8/2016	\$606.07	Spend interest only. Literacy related
Wheeler	12/8/2016	\$273.40	Unrestricted by library or purpose
Hollenbeck	12/8/2016	\$139.74	Spend interest only. New books for Mason.
Dewey	12/8/2016	\$169.42	Spend interest only. Nonfiction books for Mason
McKinley	12/8/2016	\$4,281.71	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	12/8/2016	\$1,197.99	Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	12/8/2016	\$3,033.64	Improvements for Ramsdell only.

Capital Accounts	Date	Balance
M Capital Donations	12/8/2016	\$1,739.06
R Capital Donations	12/8/2016	\$5,118.00

Mason only. For capital projects.
Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	12/8/2016	\$700.00	\$0.00
Mason Children's	12/8/2016	\$2,300.00	\$0.00
Ramsdell	12/8/2016	\$1,500.00	\$788.82
Other	12/8/2016	\$500.00	\$320.00
Total Allotted		\$5,000.00	\$1,108.82
Total In Account		\$36,401.70	
Total Available after allocation			\$35,292.88

Library Wish List FY 2017

High Priority (\$3,700 total):

1. New sturdy cart for ILL bins (\$320)
2. Museum passes (\$2,000)
3. Carpet for play/craft room (Children's Room, Mason) (\$846)
4. Back jack chairs (Children's Room, Mason) (\$329)
5. Literature Station (Children's Room, Mason) (\$205)

Medium Priority (\$7,893 total):

1. STEM Specimens (Children's Room, Mason) (\$75)
2. STEM Magnifiers (Children's Room, Mason) (\$18)
3. Proper picture hanging systems at Ramsdell and Mason (\$350 for hardware for Ramsdell; \$350 for hardware for Mason)
4. Replace two free standing shelving units plus endcap display space) in Children's Room at Ramsdell with double sided free standing shelving. (\$3600)
5. Good sized glass enclosed bulletin board on outside wall at the side entrance to Mason (\$500)
6. Additional shelving for DVDs at Mason (\$2,000)
7. Additional programming money (\$1,000)

Low Priority (\$5,373 total):

1. Globe (Children's Room, Mason) (\$100)
2. Crab cushion (Children's Room, Mason) (\$153)
3. STEM Toys (Children's Room, Mason) (\$100)
4. Conference attendance fees (American Library Association annual meeting, or Tech in Libraries meeting) - (Total: \$2,000: \$1,000 for hotel and registration, airfare \$600-800)
5. A smaller rolling cart to use for shelving books (\$220)
6. Panic buttons at Mason and Ramsdell (\$100 each)
7. New cordless phones at Mason (compatible with our current system) (\$100)
8. Refreshments for Ramsdell Sundays (\$2,600 for year)

Trustees of the Great Barrington Library
Kathy Plungis, Chair
Mason Library
231 Main Street
Great Barrington, MA 01230

November 10, 2016

Dear Kathy,


I am writing to request the Trustees support for a performance of The HousaTonics, a barbershop group, on Saturday December 10. This group is conducted by Donald Sosin, an internationally known composer and accompanist for silent films (you can find a full bio for him here: <http://silent-film-music.com/about/>). December 10th is the Holiday Stroll in Great Barrington, and I have already been in touch with Betsy Andrus at the Chamber of Commerce. Although many events take place later in the afternoon and into the evening, there are programs throughout the day, so a 3pm performance will fit in well. She will be happy to include this performance in the schedule and publicity they send out.

Although the library closes at 3pm that day, we would like to keep the building open later in order to host this performance. Amanda and I are both willing to set up, staff the event, and close the building afterwards. Ed Hunt, who suggested the program, is also willing to stay and help close. It is not our intention to keep the Children's Room or circulation desks open, but we would like to have an "open house" atmosphere in the Main Reading Room, with warm drinks and small snacks.

We are covering the group's \$300 fee out of our programming budget, but are hoping to enlist the Trustees' support for publicity (help getting the word out and putting up fliers is always appreciated) and refreshments. If one or two Trustees were available to act as hosts for the event, along with me and Amanda, we would be very grateful.

I hope you will be willing to support this program.

Sincerely,



Talya Leodari, Assistant Library Director - Programming/Outreach

Trustees,

Kathy asked me to send this to you so you will have seen the proposal before the next trustee meeting.

As you know, the Friends' mission now calls for us to bring library programming outside of the library buildings to attract new patrons who aren't using the libraries now. Our first project has been a documentary film series on the first Saturday of the month held at the Senior Center.

Our first night attracted 40 people and ended with a lively community discussion about politics, the 60s, and early use of video. The second film had an audience of 70 people! An average film in the community room at the library would attract anywhere from 10-15 people.

This pilot was a success by all measures except one, the most important one. It has been difficult for us to brand these events as library events. We have written materials about the library and upcoming library programming, and we make announcements before and after the movie about the library's role in the films and the availability of the films at the library after the screening, but to most attendees it's a movie at the senior center.

We would like to continue this successful series but we want to move the films to the Mason Library. While the community room with its low ceiling has been more suitable for 10 to 20 viewers, the main reading room could accommodate 50 or more and is especially appealing at night in the winter. I have shown Amanda the possible locations for the screen and discussed the timing with her and she had no objections.

The program would go like this:

3:00 pm after the library closes, Holly and I will set up the room, including roping off access to the stacks and other areas of the library not in use.

7:00 pm we open the doors to the main floor. Beer, wine and food served.

7:45 pm the film starts

9-9:15 the film ends and there is discussion.

10:00pm everyone leaves. Holly and I do most cleanup that night. Occasionally we come in Sunday to finish if we're exhausted.

Because it is town property, a liquor license is needed. The Council on Aging applied for the license for the first three films. The Trustees would need to apply for a license if the programs are held at the library. There is no cost to the library for the license.

There are no costs to the library for any of this. The Friends pays all costs including food, drinks, and licensing fees if the library doesn't already have access to the film rights.

We put out a donation jar each evening. Donations vary but well exceed our cost of alcoholic beverages.

If you have questions, please reply to me only, so as not to be deliberating outside of an open meeting. I will be at the next trustee meeting to answer questions

Thanks,

Ed Abrahams

Report of the Friends of the GB Libraries to the Council On Aging

Pilot Film Series: First Saturday Documentaries for Everyone

Friends of the GB Libraries wishes to thank the Council On Aging (COA) for agreeing to test this pilot program and for cosponsoring the events with us. Following is an evaluation of the program and recommendations.

The goals of the project were to :

- Attract people who don't usually come to library events by using a different venue in order to promote library programming to a new audience.
- Attract more and younger senior citizens who are not using the center.
- Provide an opportunity for community members to meet and engage in civil discussion.
- Have fun.

Description of the program:

Friends of the GB Libraries has shown documentary films inside the two Great Barrington libraries in various series for 6 years. We generally attract between 5-20 audience members for these events.

So far we have co-hosted two of the three planned films at the senior center in partnership with COA. The first film had an audience of 40 people, the second one had 70. At both films audience members talked about how much they enjoyed the social aspect of the evenings. Both nights audience members stayed to help clean up.

At first, marketing was a problem. In tests of our outreach we had trouble overcoming the belief that the events were for seniors only. We tried various outreach methods. (One email attempted to use humor to meet head on the stereotypes we were hearing. This email offended several recipients and was not repeated). Finally we hit on the strategy of using the words "For Everyone" in the title of the series. We also listed the location at the end of the advertisements and press releases, rather than the beginning.

Written materials outlining future library programming were made available and announcements about the library's involvement in the program were made before and after the film.

Results and Recommendations:

The events succeeded in achieving all goals with one notable exception.

Most attendees of the films had never been to the senior center before and knew nothing about what was offered. In that respect, it was a success in bringing new seniors into the building. If a program like this continues or is tried again, better coordination should be used to promote senior center programming.

There was definitely lively discussion and fun was had. There was discussion about the films and about the community, both formally in the panel discussions, and informally before and after the scheduled portions of the event.

The notable exception to our success was in driving business into the library, our main goal of the program and the reason we moved the series out of the library. While we did attract many more people, most perceived the evenings as "a film at the senior center," rather than as a library program outside the library walls. Despite printed materials and announcements, it is difficult to brand the evening as a library event.

Friends of the Libraries has one more scheduled film. After that film, we recommend that the COA consider hosting film evenings if it fits in with their mission, and we will happily provide advice and logistical help. These events bring in large numbers of people. But since the events did not fulfill the main goal of the Friends of the GB Libraries mission, to attract new patrons to the library, it is difficult for us to justify continuing the series at the senior center. We will look to continue the program in the Mason Library building.

With the permission of the Library Trustees, the Friends of the GB Libraries would be happy to continue to cosponsor the series with COA if it would serve the mission or goals of COA to host such a film series off premises.

Trustee Meeting Dec. 8, 6
Friends killed out

Fee: \$25.00 (per day) wave?



APPLICATION FOR ONE DAY LIQUOR LICENSE

TO THE LICENSING AUTHORITY:

The undersigned hereby applies for a License in accordance with the provisions relating thereto:

Applicant's Name: _____

Organization Name: Board of Library Trustees

Applicant's Address: 231 Main Street, G.B.

Telephone Number: 528-2403

Type of License: ONE DAY BEER & WINE ONE DAY ALL ALCOHOLIC
(Circle one)

Event: First Saturday Films for Everyone

Date: 1/7/17 2/4/17 3/4/17 4/1/17 Start Time: 7:pm End Time: 10:pm

Event Address: 231 Main St. G.B. MA

Is the Event on Town property? YES NO

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. TIPS or ServSafe Alcohol certification for anyone serving alcohol. *on file*
2. Certificate of Insurance showing proof of Liquor Liability coverage. *waived?*
(If the event is on Town property, the certificate must name the Town of Great Barrington as additional insured.)
3. ~~If the event is not on applicant's property, a letter of permission from the owner is required.~~

Four Da
1/7/17
2/4/17
3/4/17
4/1/17

Liability: The below individual agrees to take responsibility for the above-noted event and further agrees to indemnify, save harmless, and defend the Town of Great Barrington, its officers, employees and agents, from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto, which may occur in connection with this event.

Signature of Applicant Date

FOR TOWN USE:

Approved _____ Denied _____ Postponed _____