

Great Barrington Libraries Board of Trustees
March 4, 2016
2:45 PM
Mason Library
231 Main Street
Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 2:48 p.m.

A. Attendance: Kathy Plungis, Patrick Hollenbeck, Adam Gudeon,
Amanda DeGeorgis, Director, Donna Brown, Asst. Director Audience: 1

II. Long Range Plan

A. Review of current plan: The Director handed out copies of the libraries' current Long Range Plan. The Director and Trustee Chairman addressed the Planning Methodology and Library Information pages, stating that the information will be updated using 2015 and 2016 information.

It was agreed that pages 3 & 4, "Assessment of User Needs", will be updated with a survey. It will be determined later whether to use the previous survey.

"Supplement to Long Range Plan 2011-2016", pages 5 – 8: The Committee went through each goal and objective to determine what has been accomplished.

Goal 1: Technology: 1st objective: Numbers 1, 2, 3, 5 have been accomplished. Number 4, sending a staff member to the Technology in Libraries Conference, no money in the budget to do so.

2nd objective: updating of the library's technology systems and offerings on a regular basis: Numbers 1, 4, 5, 6, 7 accomplished. Number 2, surveying the community re tech support and communication tools, no. Number 3 was not applicable due to number 2. Number 6, the 3 year technology replacement program is being done on a 5 year plan.

Goal 1a: Continue to provide a welcoming atmosphere: Numbers 1, 3, 4, 5, 6 (on an individual basis), 7 have been accomplished. Number 2 creating a spot on the website to post patron recommendations for books and materials has not been accomplished.

Goal 2: Increase usage through internal and external publicity: Number 5 has been accomplished. Number 1 regarding better publicity for the library is a work in progress. A program committee has not yet been formed. Number 2: the town website has the library webpage that can be accessed for programs at the libraries. The Senior Center website has been determined to not be an avenue for library publicity. Number 3: an online tour (Youtube) of the libraries has not been accomplished. Number 4: reviewing the website for increased traffic and adjusting the platform is ongoing. The Director states that the library website needs a revamp to make it easier to use by all. Number 6: publicity does go out to the mentioned areas.

Goal 2a: Increase usage through interesting programs and materials that support patron interests. 1st objective: offer entertaining and enriching programs: Numbers 1, 2, 10 (at the elementary school and will consider this during the Car Show and Holiday Stroll), and 11 have been accomplished. Number 3 occurs a couple times a year. Number 4 was handled by the Trustees. Number 5 was not accomplished. Number 6 re offering a foreign language, Spanish has been offered, but not on a regular basis. Number 7: creating 6 artist workshops at Ramsdell, the

affording of such workshops has been an issue re budget. Number 8 is done on an individual basis. Number 9 has not been accomplished, has been deemed unnecessary.

2nd objective: offering enticing and interesting material in formats best suited to our patrons: Numbers 1, 2, 3 (will need more promotion of), 5 (am looking for a curator), 6 (was completed in 2013, will be pursued again). Number 4 has not been accomplished. Number 7, has been determined to keep the Dewey Decimal System.

Goal 3: Maintain and improve existing buildings in order to provide current, accessible, and sustainable facilities for all: 1st objective: Number 1 has been accomplished. Numbers 2,3,4, 5, and 6 have not been accomplished. The handicap accessibility of Ramsdell continues to be an ongoing discussion.

2nd objective: Maintain buildings by working with DPW, Trustees and other groups: Number 5 was accomplished. Number 1: inspections of the buildings has not been formally done with the Trustees in attendance. Number 2: a schedule has been set up, the annual cleaning has been an issue. Yearly maintenance of the tile and brick floors has been an issue. Number 3: the steps at Mason were repaired however the mortar continues to fail. The steps were repaired at Ramsdell, the outside door needs to be sealed yearly and has been a continuing issue to have this followed through on. A few new windows were installed at Ramsdell. Number 4: has not been accomplished. Number 6: has not been accomplished because of ADA law.

Goal 4: Establish the libraries as information centers and build toward collaborative use of buildings: Objective: Number 1 has been accomplished, number 3 has had a menu binder put together. Number 2 has not been accomplished due to weak website. Also not sure if this is a feasible objective. Number 4: again, weak website. Numbers 5 & 6 has not been accomplished due to ADA law.

Goal 5: Foster relationships and collaboration with other local organizations and community groups: Objective: Numbers 1,3, 5 have been accomplished. Number 2 can be made stronger. Number 4 has happened a few times. Number 6 is a work in progress.

Goal 5a: Offer a rewarding volunteer experience for library patrons: Objective: encourage volunteerism at both libraries: Numbers 1, 2, 3 have been accomplished. Number 4 is a work in progress. Number 5 has not been accomplished. Number 6 is ongoing. Number 7 is a work in progress.

A general discussion occurred during the above goals, objectives.

1. A survey can be pursued during the summer when our patronage is higher.
2. Money should be added to the FY 18 budget for attendance at the Library Conference (depending on where it will be held).
3. The overall consensus was that the website does need an update. We need to explore funding for a consultant. Can the library donations be used for this?
4. Is the suggestion box still in use at Ramsdell?
5. Suggestion that younger families need appropriate programming and exhibit tie-ins.
6. Ramsdell's accessibility needs to be a priority.
7. There needs to be realistic and follow through on building maintenance.
8. More performing arts in the libraries.
9. A "full" staff with all positions filled is needed (due to a variety of reasons, a "full" staff has been lacking for at least 6 months).

10. The Director needs time in the schedule to meet on a regular basis with the staff for training such as technology, procedures, etc. A discussion ensued as to how this can occur and the Town Manager will be contacted regarding this. Acknowledge that the Trustees, Town Manager, and Selectboard will need to approve this.

11. Better communications with the Trustees, Director.

V. Citizen Speak: During Goal 3, a patron spoke of possible grants and gave a general overview as to how this can be pursued. She gave the Library Chairman a copy of the Massachusetts Public Library Construction Program overview.

VI. Adjournment: K. Plungis made a Motion to adjourn at 3:52 pm. A. Gudeon seconded.

Vote: 5 - 0

Respectfully submitted,

A handwritten signature in blue ink that reads "Kathleen Plungis". The signature is written in a cursive, flowing style.

Kathleen Plungis
Chairman