

Great Barrington Libraries Board of Trustees
March 9, 2017
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), Dana Coleman (DC), Patrick Hollenbeck (PH), Hilda Banks-Shapiro (HBS), Lauren Clark (LC). Absent: Adam Gudeon (AG).
Amanda DeGiorgis (AD), Director. Audience: 3
 - b. Approval of January minutes [No meeting in February due to weather]:
HBS motion to approve January minutes, PH second. Vote 5-0.
 - c. Trustee Announcements:
 - a. KP announced HBS and AG are up for re-election and had taken out nomination papers.
 - b. Bernice Olsen, former Mason Library librarian, passed away. KP made a donation on behalf of the Trustees and received a thank you note.
 - c. On February 1, the Tree Committee voted to remove the dying tree. KP will write a note to thank Tom Ingersoll for the donation of the new tree. Sean VanDeusen and DPW will coordinate the tree removal and planting.
- II. Reports of Officers, Boards, and Standing Committees
 - a. Director's Report: AD (see attached report). PH attended the Berkshire Library Legislative Breakfast with AD and Talya Leodari where he saw the Berkshire Athenaeum demonstrate the use of a 3D printer. He suggested that the library book into the purchase of one. AD concurs. AD will research the cost of the printer and supplies.
 - b. Treasurer's Report: AD stated that accounts were on target. (see attached report)
 - c. Friend's Report: KP delivered report for Ed Abrahams (EA). Friends' Saturday Film had 40 and 50 attendees for February and March. The last movie will be April 1, 2017. The Friends have requested that the Board joint host a Staff and Volunteer Appreciation Party on Saturday, May 6, 2017. PH made a motion to request a one day liquor license for May 6, 2017 for Mason Library and the Friends of the GB Libraries to host a Staff, Trustees, Volunteers appreciation event. LC second. Vote 4-1. Motion passes.
 - d. Buildings and Grounds Report: KP shared list from Sean VanDeusen (SD) of projects in progress. SD has requested the Trustees appoint a representative that he can meet with. PH volunteered to be Trustee liaison.
- III. Unfinished Business:

- a. Mason and Ramsdell Hours: AD referred to options for changing the hours at Mason and Ramsdell that are detailed in her director's report. KP shared AG's opinion that he would like to see 23 hours a week for Ramsdell instead of 21. Both KP and DC preferred Option 2. LC requested that one more morning be considered for Ramsdell's hours. It was decided that the Board would like to request that the Sunday hours be seasonal instead of year-round. KP requested that AD draft and send a letter to the Town Manager with the recommendations of the Board and requesting the change in Sundays.
- IV. New Business: None.
- V. Citizen Speak: Audience member asked if Board had reached a decision on his request to be readmitted to the library after being banned in April 2016. Board responded that they would not be deciding and thanked him for his attendance.
- VI. Adjournment: HBS made motion to adjourn at 6:40 pm, LC second. Vote 5-0.

Next Trustee Meeting: Thursday, April 13, 2017

Kathleen Plungis
Chairman Board of Trustees

Statistics: March

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	758	6 programs 41 attending	8 programs 54 attending	47	0	-	174
Mason	11,115	4 programs 33 attending	14 programs 292 attending	1,639 (517 Kids)	185	29	469

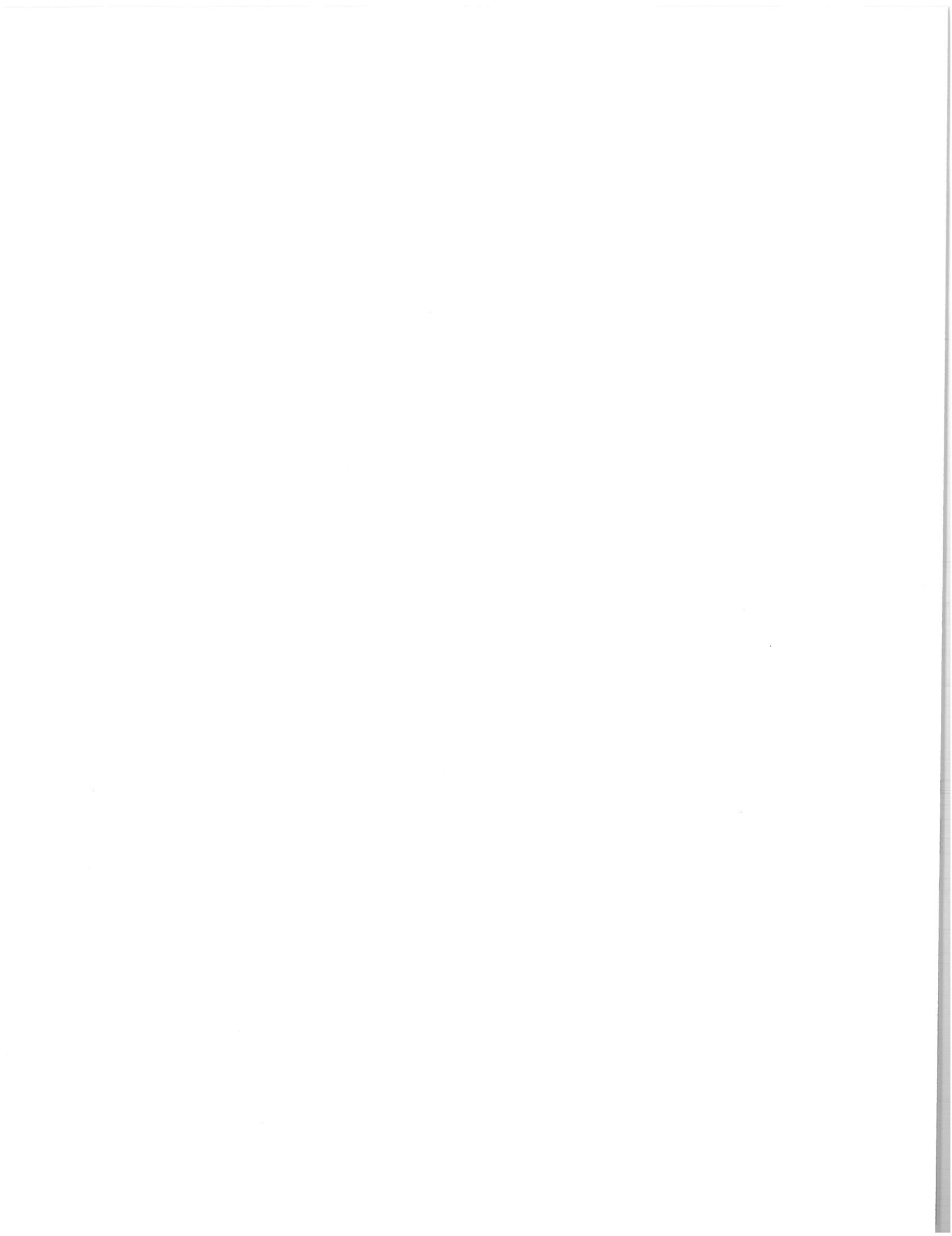
News, Projects and Proposals:

❖ **Mason and Ramsdell:**

- Both libraries have been busy this past month as have I. I'm currently operating with two staff vacancies (one temporary) and shortly will be operating with three staff vacancies (two temporary). Donna and I have spent a lot of time working on the Circulation Desk and other projects have been put on hold for the time being. I am interviewing candidates for a part time circulation technician but it is likely this position will not be filled until mid to late May.
- David Rutstein has placed a WWI exhibit in both of the glass display cases at Mason in celebration of the hundred year anniversary of the war's end.
- Repair of the front door at Mason is complete and the entire grounds at Mason have been spruced up. I met with Sean at Ramsdell on Wednesday and we walked through the building. We are in agreeance that both buildings are in need of work and we are looking to do what projects we can right now.

❖ **Miscellaneous:**

- Laurie Harrison (the Children's Librarian) and I are requesting to spend \$225 out of Mason Donations to order reusable bags for the Children's Summer Reading Program. We have done this several years in a row and used to ask the Friends to shoulder the expense. This year we would like to take the money from Mason Donations. Leftover bags are sold for \$2 apiece and the funds will be put back into Mason Donations. The bags will have the Summer Reading slogan "Build a Better World" and our logo on them. [There is currently \$14,286 in the account].



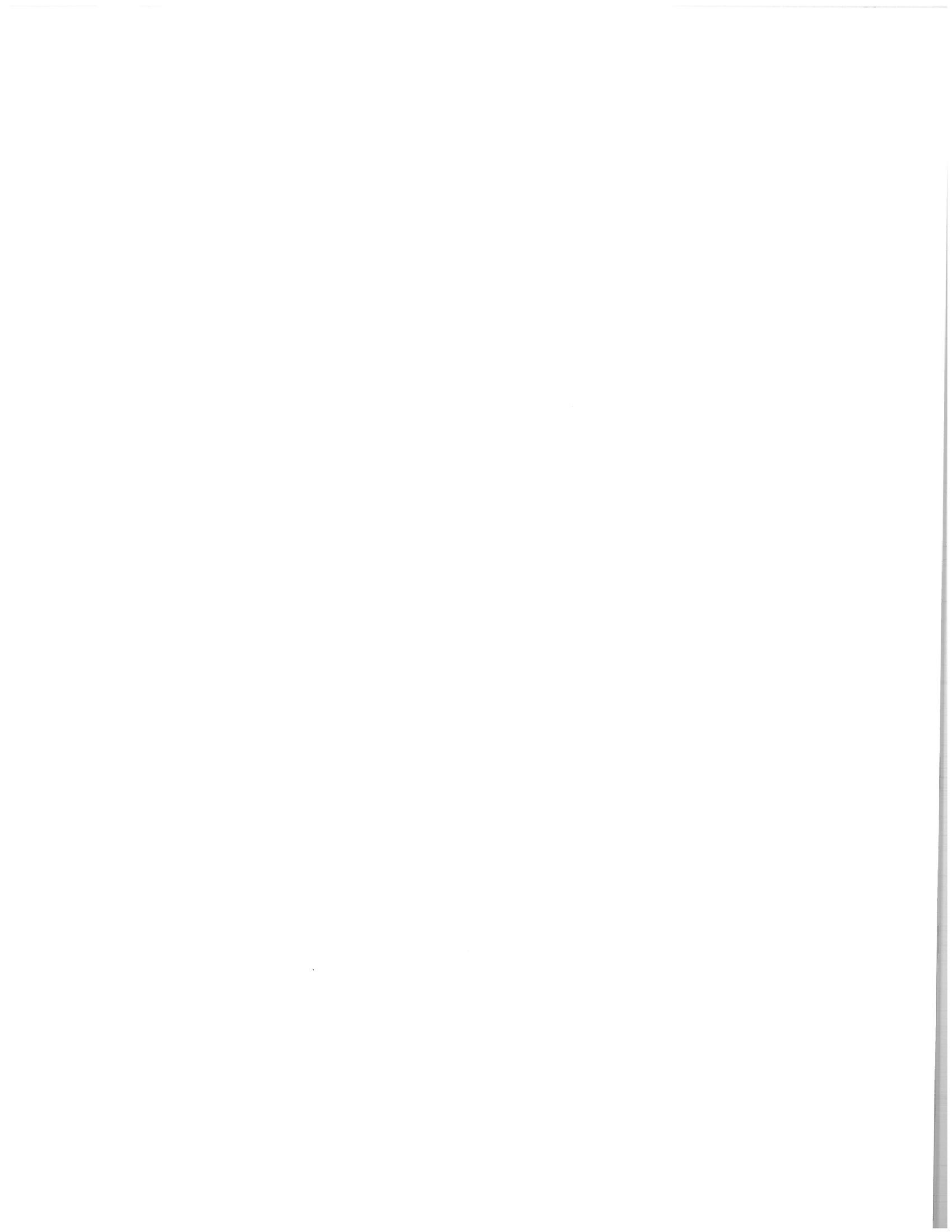
Appropriated Account	Date	Mason										Ramsdell							
		Adult		LP		YA		Child		Contin.		Ramsdell		LP		Start	Rollover FY16	Balance	total spent
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End				
Books/Subscriptions	3/9/2017	\$29,700	\$8,561.71	\$6,400	\$2,255.45	\$3,375	\$688.23	\$16,925	\$4,358.23	\$2,000	\$15,100	\$5,529.33	\$1,500	\$850.53	\$75,000	\$4,249.21	\$28,492.69	\$50,756.52	
Dues	3/9/2017	\$410	\$80.00												\$410		\$133.00	\$277.00	
Equipment Repairs	3/9/2017	\$1,255	\$85.47								\$745				\$2,000		\$659.53	\$1,340.47	
Non-Print	3/9/2017	\$17,000	\$5,839.39		\$2,000	\$1,613.65	\$7,000	\$2,150.14		\$1,000	\$2,500	\$3,715.47		\$34,000	\$2,542.19	\$15,860.84	\$20,681.35		
Office Supplies	3/9/2017	\$6,300	\$1,974.90								\$600			\$9,800	\$433.60	\$3,949.86	\$6,283.74		
Program Supplies	3/9/2017	\$800	\$163.93			\$100								\$3,000		\$1,670.56	\$1,329.44		
Water/Sewer	3/9/2017	\$1,500	\$1,407.84								\$1,000	\$739.90		\$2,500		\$2,147.74	\$352.26		

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	3/9/2017	\$150.00	\$0.00
Copier Fees	3/9/2017	\$2,569.00	\$169.10
Fines	3/9/2017	\$10,459.55	\$612.82
Donations	3/9/2017	\$14,240.94	\$12,988.20

Non-Appropriated Trusts		Balance		Stipulations	
Account	Date	Mason	Ramsdell		
Mason Trust	3/9/2017	\$165.37		Spend interest only.	Mason only.
Ramsdell Trust	3/9/2017	\$2,548.93		Spend interest only.	Ramsdell only.
Chesnow	3/9/2017	\$606.07		Spend interest only.	Literacy related
Wheeler	3/9/2017	\$273.40		Unrestricted by library or purpose	
Hollenbeck	3/9/2017	\$139.74		Spend interest only.	New books for Mason.
Dewey	3/9/2017	\$169.42		Spend interest only.	Nonfiction books for Mason
McKinley	3/9/2017	\$4,281.71		Spend interest only.	Traditionally for large print for Mason but otherwise unrestricted
Smith	3/9/2017	\$1,013.68		Spend interest only.	Traditionally for children's but no library specified
Ramsdell Improvements	3/9/2017	\$3,033.64		Improvements for Ramsdell only.	

Capitol Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capital Donations	3/9/2017	\$1,739.06	
R Capital Donations	3/9/2017	\$5,118.00	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	3/9/2017	\$700.00	\$700.00
Mason Children's	3/9/2017	\$2,300.00	\$1,600.00
Ramsdell	3/9/2017	\$1,500.00	\$1,250.00
Other	3/9/2017	\$500.00	\$84.00
Total Allotted		\$5,000.00	\$3,634.00
Total in Account		\$32,990.51	
Total Available after allocation			\$29,356.51



FRIENDS REPORT FOR MARCH 2017

Ongoing Book Sale

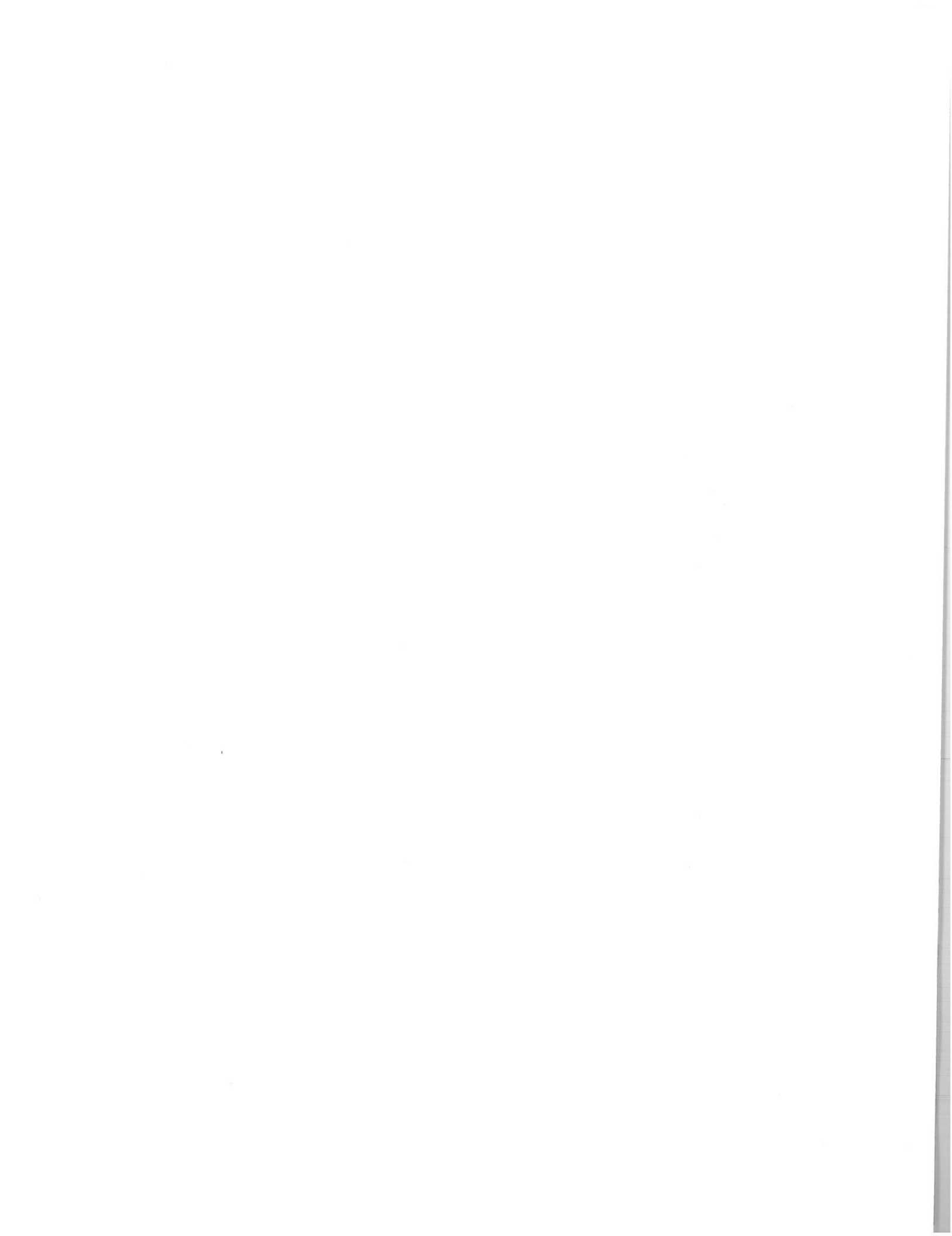
We continue to get donations at just about the rate we sell books from the shelves near the door and the money has been steady. We have no plans for a larger book sale, although we may have a book give away if we get enough books.

Saturday Movies

Our first Saturday movies have been great. The last two had between 45 and 50 people. It takes us about an hour to set up and we've been cleaning up on Sunday mornings. People arrive right at 7 and mingle until the film starts. Everyone stays for a discussion after and most people stay after that for more socializing.

Alcohol consumption is still low, between 15 and 20 drinks served all night. Donation money still far exceeds the cost of the alcohol.

Our last scheduled film is for April 1. We had planned to stop for the spring and summer, partly because we aren't sure if we can block enough light and partly because of competition with the numerous summer activities.



623 Main St
Great Barrington, MA. 01230
March 3, 2017

Dear Board of Selectman,

At a meeting of the Tree Committee on 2/1/2017 the Committee voted in favor of the request from Kathleen Plungis, Chairman of the Library Board of Trustees, to remove the unhealthy tree on the corner of Maple and Pleasant Street. We would also like to express our gratitude to Tom Ingersoll for his offer to donate a healthy replacement for this tree. The replacement will be installed near the plaque honoring his distant relative, Laura Ingersoll.

Thanks for your consideration in this matter.

Lisa Bozzuto
Tree Committee Chairperson

cc: Michael Peretti
Kathleen Plungis

