

Great Barrington Libraries Board of Trustees
April 13, 2017
Mason Library
231 Main Street Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 5:33 pm.

a. Attendance: Kathy Plungis (KP), Dana Coleman (DC), Patrick Hollenbeck (PH), Hilda Banks Shapiro (HBS), Lauren Clark (LC), Adam Gudeon (AG). Amanda DeGiorgis (AD), Director.
Audience: 2

b. Approval of March minutes: HBS motion to approve March minutes, DC second. Vote 6-0.

c. Trustee Announcements: KP announced that Town Elections will be held on May 9, 2017. HBS and AG's papers were short signatures. HBS will be running as a write-in and AG is undecided. Susan Beacco from Housatonic is running as well. The next Trustee Meeting will be on Thursday, May 11, 2017 where the Board will re-organize. KP shared that Sally Atwood (a former Trustee and chair of the Trustees) had passed away. KP mailed a card and donation on behalf of the Trustees to the Thursday Morning Club.

II. Reports of Officers, Boards, and Standing Committees

- a. Director's Report: AD (see attached report). AD requested \$225.52 from Mason Donations be spent on re-usable bags for the Children's Summer Reading Program. KP made motion; HBS second. Vote 6-0.
- b. Treasurer's Report: AD (see attached report). Spending is on track.
- c. Friends Report: Holly Hamer (HH). HH reported that the Friends' projector had been stolen and the Friends replaced it. Due to the replacement costs of the projector the Friends are canceling the Staff and Volunteer Appreciation Party they had planned for May. The Friends spent \$543 on the library's wish list items for a new ILL cart, literature stand and chairs. Seventy-five people showed up for the April film. The library WiFi went down and staff member Jim Martin could not get it up again. A film goer offered his WiFi Hotspot, which cost the Friends \$45 to use. A Book Giveaway is being planned for an upcoming holiday weekend. KP added that Library Appreciation Week was last week and that the Trustees would be planning a luncheon in appreciation of the staff. HH volunteered to provide paper goods and drinks on behalf of the Friends.
- d. Buildings and Grounds: KP reported that Sean van Deusen and AD met at Ramsdell and went over projects there. The landscaping at Mason was hired out and the grounds look great. The removal of the tree at Mason has to be publicly posted, which means it is still in process. Sean van Deusen met with the engineer regarding the rot at Mason and the corner will be fixed this spring by using the left over renovation money. PH reported that he had meet with Sean and was given an update on the status of the Widow's Walk repairs. Sean said that accessibility at Ramsdell is on his list and that he will be providing updates on all

projects. An audience member brought up the money that Sean was proposing to tap and expressed concern that the funds will be depleted by Mason, leaving none for Ramsdell projects. Audience member suggested CPA funding for projects as well as using the Capital Improvement Funds that are assigned every year. KP brought up the need for a sign at Mason to better promote the space as a library. KP and AD agree that the sign should be close to Main Street and readable from the street. Sean will need to solicit bids, obtain the permit and get permission from the Historic District Commission. Discussion over what type of sign this would be resulted in a free standing sign with Mason Library and a smaller attachment for Open and Close. KP made motion for a free standing sign at Mason Library not to exceed \$1200, which would be taken from Mason Donations. PH second. Vote 6-0.

III. Unfinished Business

- a. Mason and Ramsdell Hours – Result of Selectboard’s Meeting. AD presented how the Selectboard meeting went and that the Selectboard voted to accept the changed hours for Mason and Ramsdell. An audience member spoke and recommended a different slate of hours for Mason and Ramsdell. PH requested a response from the Town Manager regarding the consultant they had asked for almost a year ago.

IV. New Business

- a. None

V. Citizen Speak

VI. Adjournment. HBS made motion to adjourn at 7:04pm. PH second. Vote 6-0.

Next Meeting Date: Thursday, May 11, 2017

Kathleen Plungis

Statistics: April

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	613	4 programs 22 attending	8 programs 56 attending	27	0	-	90
Mason	8,780	6 programs 63 attending	13 programs 139 attending	1,300 (396 Kids)	164	27	299

News, Projects and Proposals:

❖ **Mason and Ramsdell:**

- **LRP:** An update is at the end of this report. A few things have been completed but generally we are on target.
- Final interviews for the part time position took place on Tuesday. We will be making an offer this week. I am investigating the feasibility of a Sunday/On-Call list of local librarians who would be willing to work on Sundays or help fill in when staff is on vacation or when we have a vacancy. We have heard from two potential volunteers to help with Sundays but do not have any definite commitment yet. A flyer was put in Eileen Mooney's NEWSletter and it was also emailed to her list. We will be using the Shopper's Guide ad one week when there are not a lot of library programs to advertise.
- The Library Budget and all the warrant articles having to do with the Libraries passed at Town Meeting on May 1.
- THANK YOU to all of you for the staff lunch in April. It was delicious and we enjoyed it so much. Thank you for your support in what we do and for wanting to be a part of our libraries.

❖ **Miscellaneous:**

- **Hover Boards:** We have seen an increase in the number of kids bringing and attempting to use hover boards in the library. They are using them in the elevator, in the halls, down the ramp and have attempted the stairs as well. No one has gotten hurt yet but we have routinely been telling kids that they cannot use them in the library. Going forward, I would like to ban hover boards from the library. Given what we have seen so far (and the near misses that have been witnessed), I think it is safer if they are not allowed in the building.
- **Ramsdell/Unitarian Church Garden:** Karen Clark of the UUMSB approached the Town Manager about working with Greenagers to build some raised beds for a Community Garden space in Housatonic. The proposed beds would be placed in the shared area between Ramsdell and the Unitarian Church. Jennifer asked that the Board discuss this and decide whether or not to take part in it. One thing that would need to be clear is that when work is done at Ramsdell there is a risk that the beds would be disturbed during the construction process.

Action Plan 2017

1. By start of 2017, determine with Town Manager and Trustees if library will pursue funds from the Massachusetts Public Library Construction Program.
Completion Date: February 2017
Result: Town Manager does not want to pursue MBLC Construction Program at this time. It was also discovered that we cannot qualify as we tapped this program to renovate Mason and there is a 20 year moratorium on projects in the same town.
2. By 2017, with Town Manager, Town Planner, DPW and Trustees hire consultant to determine best way to renovate Ramsdell Library.
Completion Date:
Result:
3. Conduct inspections of buildings and grounds with DPW and Trustees
Completion Date: March 2017
Result: Amanda, Kathy and Sean did a walkthrough of both Mason and Ramsdell. Projects have been identified and Sean is working on triaging the work needed.
4. Annually provide staff training on new technologies and the opportunity to attend continuing education workshops.
Completion Date:
Result:
5. Annually provide performance reviews for all staff.
Completion Date:
Result:
6. By July 1 negotiate an equitable contract with the union.
Completion Date:
Result:
7. By late 2017, complete policy and procedures manual for staff.
Completion Date:
Result:
8. By the middle of 2017, update portfolios of businesses/restaurants in Great Barrington & Housatonic.
Completion Date:
Result:
9. By the end of 2017, have a plan for the immediate future of Ramsdell.
Completion Date:
Result:
10. By the beginning of 2017, review website needs (coding, platform, etc.) in preparation for redesign.

Completion Date: January 10, 2017

Result: Jim has evaluated the website and is in the process of creating a new template in WordPress. We will be moving to the new website once he has been able to test all of the pages and links. There were a lot of dead links on the old site.

11. By the end of 2017, advertise for local artists, DIYers, writers, etc. to teach workshops at both libraries.

Completion Date:

Result:

12. By the end of 2017, weed collections at both Mason and Ramsdell.

Completion Date:

Result:

13. By mid-2017, re-launch updated technology classes at both libraries.

Completion Date: February 2017

Result: Jim started technology classes at Mason and was in the process of doing the same at Ramsdell before going out on medical leave. We will continue with this when he returns.

14. By the end of 2017, redesign and launch new mobile friendly website.

Completion Date:

Result:

15. By the end of 2017, assess volunteer program and make appropriate changes.

Completion Date:

Result:

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	5/11/2017	\$29,700	\$4,518.38	\$6,400	\$1,251.17	\$3,375	\$198.78	\$16,925	\$363.43	\$2,000	\$15,100	\$3,204.77	\$1,500	\$552.40	\$75,000	\$4,249.21	\$16,338.12	\$67,911.09	
Dues	5/11/2017	\$410	\$80.00												\$410		\$133.00	\$277.00	
Equipment Repairs	5/11/2017	\$1,255	-\$85.47												\$2,000		\$659.53	\$1,340.47	
Non-Print	5/11/2017	\$17,000	\$2,919.55			\$2,000	\$639.94	\$7,000	\$775.55	\$1,000	\$2,500	\$2,282.84			\$34,000	\$2,542.19	\$9,160.07	\$27,382.12	
Office Supplies	5/11/2017	\$6,300	\$1,226.64												\$9,800	\$433.60	\$2,806.91	\$7,426.69	
Program Supplies	5/11/2017	\$800	\$122.76			\$100	\$40.78	\$1,500	\$740.58		\$600	\$240.15			\$3,000		\$1,144.27	\$1,855.73	
Water/Sewer	5/11/2017	\$1,500	\$947.84								\$1,000	\$428.02			\$2,500		\$1,375.86	\$1,174.14	

Non-Appropriated in-Library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	5/11/2017	\$150.00	\$0.00
Copier Fees	5/11/2017	\$2,848.70	\$169.10
Fines	5/11/2017	\$11,800.28	\$635.82
Donations	5/11/2017	\$14,184.34	\$12,896.20

Non-Appropriated Trusts Account	Date	Balance		Stipulations
		Mason	Ramsdell	
Mason Trust	5/11/2017	\$169.96		Spend interest only. Mason only.
Ramsdell Trust	5/11/2017	\$2,556.82		Spend interest only. Ramsdell only.
Chesnow	5/11/2017	\$612.02		Spend interest only. Literacy related
Wheeler	5/11/2017	\$273.81		Unrestricted by library or purpose
Hollenbeck	5/11/2017	\$141.50		Spend interest only. New books for Mason.
Dewey	5/11/2017	\$172.16		Spend interest only. Nonfiction books for Mason
McKinley	5/11/2017	\$4,329.41		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	5/11/2017	\$1,024.25		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	5/11/2017	\$3,033.64		Improvements for Ramsdell only.

Capitol Accounts	Date	Balance		
		Mason	Ramsdell	
M Capital Donations	5/11/2017	\$1,739.06		Mason only. For capital projects.
R Capital Donations	5/11/2017	\$5,118.00		Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	5/11/2017	\$700.00	\$390.00
Mason Children's	5/11/2017	\$2,300.00	\$1,475.00
Ramsdell	5/11/2017	\$1,500.00	\$800.00
Other	5/11/2017	\$500.00	\$84.00
Total Allotted		\$5,000.00	\$2,749.00
Total in Account		\$37,120.87	
Total Available after allocation			\$34,371.87