

Great Barrington Libraries Board of Trustees  
May 11, 2017  
5:30 P.M.  
Mason Library

I. CALL TO ORDER

Meeting called to order at 5:30 pm.

A. ATTENDANCE:

Kathy Plungis (KP) Hilda Banks-Shapiro (HB-S) Lauren Clark (LC)  
Patrick Hollenbeck (PH) Amanda DeGiorgis, Director (ADeG)  
Audience: 2 Absent: Dana Coleman, Susan Beacco (newly elected Trustee)

B. APPROVAL OF APRIL MINUTES:

HB-S Motion to approve. LC 2<sup>nd</sup>. Short clarification. Vote: 4 - 0

C. TRUSTEE ANNOUNCEMENTS: KP announced that Hilda Banks-Shapiro was re-elected as a Trustee and that Susan Beacco was also elected. S. Beacco was unable to make this evening's meeting.

That a thank you note was received from the family of Sally Atwood, former Trustee.

That a thank you note will be written to Adam Gudeon for his three year term on the Board. Mr. Gudeon had decided to not run again for Trustee.

III. REORGANIZATION:

A. NOMINATION FOR OFFICE OF CHAIRMAN: KP Motion to nominate Patrick Hollenbeck. Mr. Hollenbeck accepted. HB-S 2<sup>nd</sup>. No discussion. Vote: 4 - 0

B. NOMINATION FOR THE OFFICE OF TREASURER: LC Motion to nominate Kathleen Plungis. Mrs. Plungis accepted. HB-S 2<sup>nd</sup>. No discussion. Vote: 4 - 0

C. NOMINATION FOR THE OFFICE OF SECRETARY: No nominations. Tabled until June meeting.

\* After KP brought up that there has not been a Vice President, an audience member clarified the situation, saying that the position had been removed from the recently rewritten By-Laws, that with a Board of 6 members, no need for 4 Officers.

IV. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES:

A. DIRECTOR'S REPORT: A. DeGiorgis (see attached report): The Director went over the LR Plan goals and objectives and the progress made for the 2017 year. A short discussion ensued as to so few objectives accomplished. ADeG stated that with the person who takes care of the library website out on medical leave, which has hampered the progress of a goal. That the over-all shortage of Staff has resulted in some goals not being worked on yet.

ADeG asked that the Trustees could become involved in an "out reach" to the public, to increase traffic, programs. A short discussion ensued. LC asked if artist talks, workshops would be welcome. ADeG stated in the affirmative and that such artists would receive a small stipend.



An audience member asked about the first goal dealing with Ramsdell.

KP replied that it is being handled by the Town Manager. Another question from the audience asked about what other libraries are doing re remodeling, accessibility. A discussion ensued and the Director stated that monies from the State's Mass. Library Association cannot be tapped because monies were granted for the Mason Library expansion. Such libraries need to wait 20 years before reapplying. It was pointed out by an audience member that the Trustees' overall function is to approve the release of small amounts of money (State Aid use, Donations, Trust Fund). The discussion ended shortly.

KP asked that the Director look into library conferences for her and or Staff as no one has attended a conference in a few years. The Director said she is hoping to attend a national conference later this year.

ADeG stated that the use of hoverboards within the library has become a concern for the safety of the patrons and the users (see her report). A discussion ensued. It was noted that patrons may carry such objects into the library but that the patrons are not allowed to use them within the library.

KP: Motion to ban the use of hoverboards and skateboards within and outside Mason Library. LC 2<sup>nd</sup>. A short discussion ensued. The Motion was amended to now state:  
KP: Motion to ban the use of hoverboards and skateboards within and outside both libraries.  
Vote: 4 - 0.

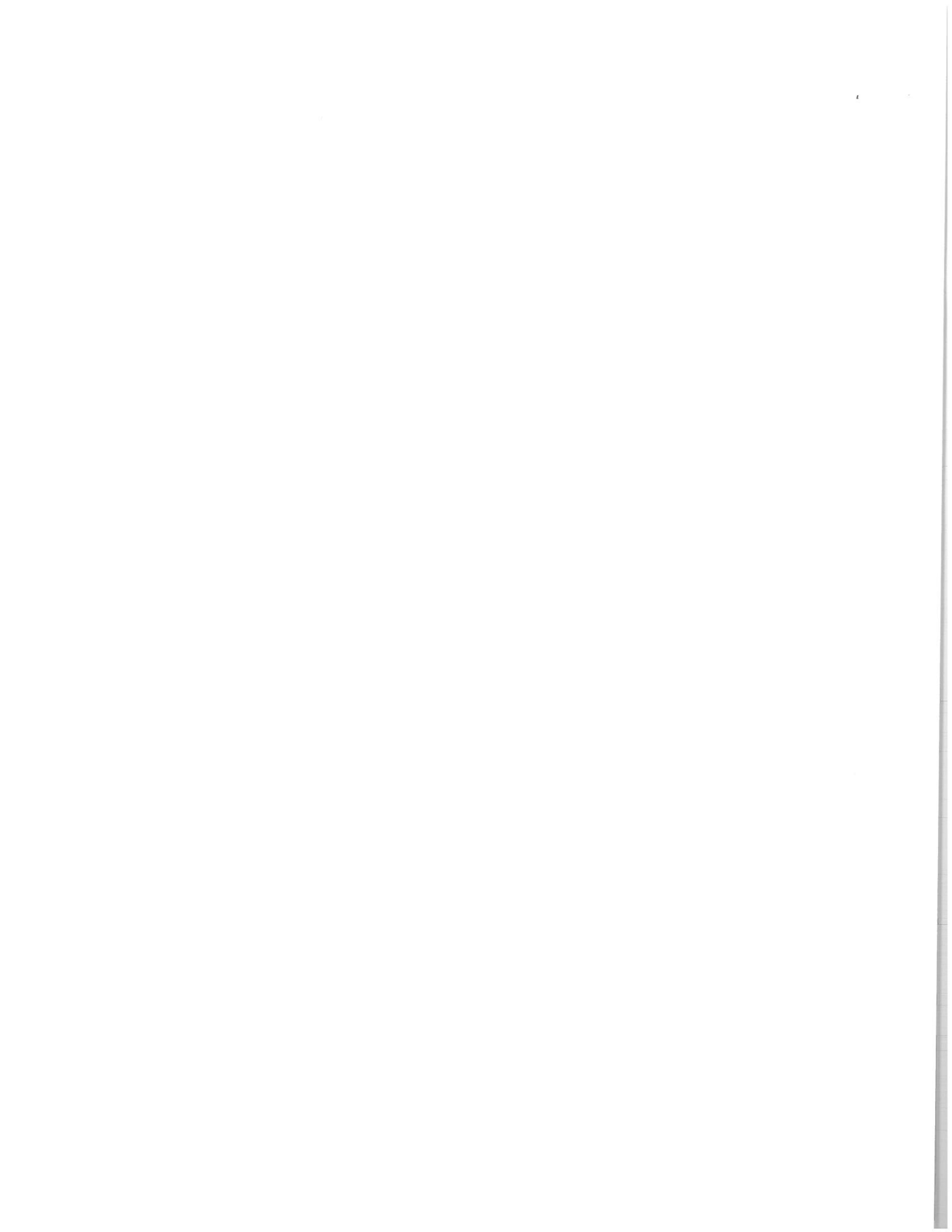
ADeG stated that a representative of the Housatonic Unitarian Church (that was unable to attend tonight's meeting) has asked for Trustee approval for the use of the lawn area between the church and Ramsdell Library to be used for raised gardens. The gardens would be built with funds from the Unitarian Church and the gardens would be built by the local Greenagers. The Housatonic community would be able to apply for a raised bed.

KP stated that she forgot to place the request on the Agenda and so, a vote would not be able to be taken tonight. However a discussion ensued. An audience member stated that the town DPW trucks often drive on that lawn to access the building's back door and the hatchway area. A Trustee asked if because the building has a historic designation, whether the raised beds could be placed on the property. A Trustee stated that library water will not be available to be used for the gardens. An audience member asked that the area for the raised beds be staked out so that the Trustees and Director can see where they are proposed. KP and the Director will follow up on this.

**B. TREASURER'S REPORT:** ADeG (see attached report): ADeG stated that finances are on track. She has also been notified that the library will receive the second half of the State Aid check for the fiscal year ending June 30, 2017.

**C. FRIENDS REPORT:** Holly Hamer stated that donated children's books are for sale on the main floor of Mason. On Saturday, May 27<sup>th</sup>, there will be a giant book give-away of both adult and children's books in order to make space in the downstairs storage area of Mason Library. Monetary donations will be accepted.

**D. BUILDINGS AND GROUNDS:** KP went over the list of projects that the DPW supervisor is working on. That the Mason catwalk should begin in a matter of weeks. The final adjustments to the design have been made. That other work on the exterior of Mason



should begin once the catwalk is finished.

The installation of an air conditioner at Ramsdell should occur before the warm weather sets in.

PH stated that the DPW supervisor will have the front doors at Ramsdell sanded and sealed before the year is out.

Anything dealing with Ramsdell and the handicap accessibility issue will come from the Town Manager. When the DPW supervisor knows more, he will contact the Trustee Chair. PH, the new Chair, suggested that in regard to LR Plan #2, that a Library Consultant and not an engineering consultant needs to be hired first in order to determine what the 21<sup>st</sup> century needs are to revitalize Ramsdell.

A suggestion from the audience was for a Trustee to go before the Selectboard asking for movement on the plans for Ramsdell. PH also stated that he would like to see a temporary handicap ramp installed as soon as possible for Ramsdell's patrons. These are available for rent.

A discussion ensued as to the second floor of Ramsdell, and the storage up there. Further discussion ensued as to how to proceed with bringing Ramsdell's situation to the attention of the Selectboard.

PH stated he will set up a meeting with the Town Manager to discuss the above.

#### IV. UNFINISHED BUSINESS:

A. PROPOSED MASON SIGN: HH questioned why the Trustees approved money for a sign for Mason's front lawn. A discussion ensued, explaining that the library does not have a sign on the front stating it's name or purpose. It was also stated that a sign was proposed to be able to post the upcoming events in the library but it was voted to have a sign state the building's name. It was then suggested that the sign say "Mason Public Library, 231 Main Street".

LC stated that she will meet with the Director to plan the design of the sign that should also include the library's logo. A meeting will occur with the DPW Supervisor once our plans are firmed up for him to pursue a firm to construct the sign, building permit, permission from the Historic District Commission, etc.

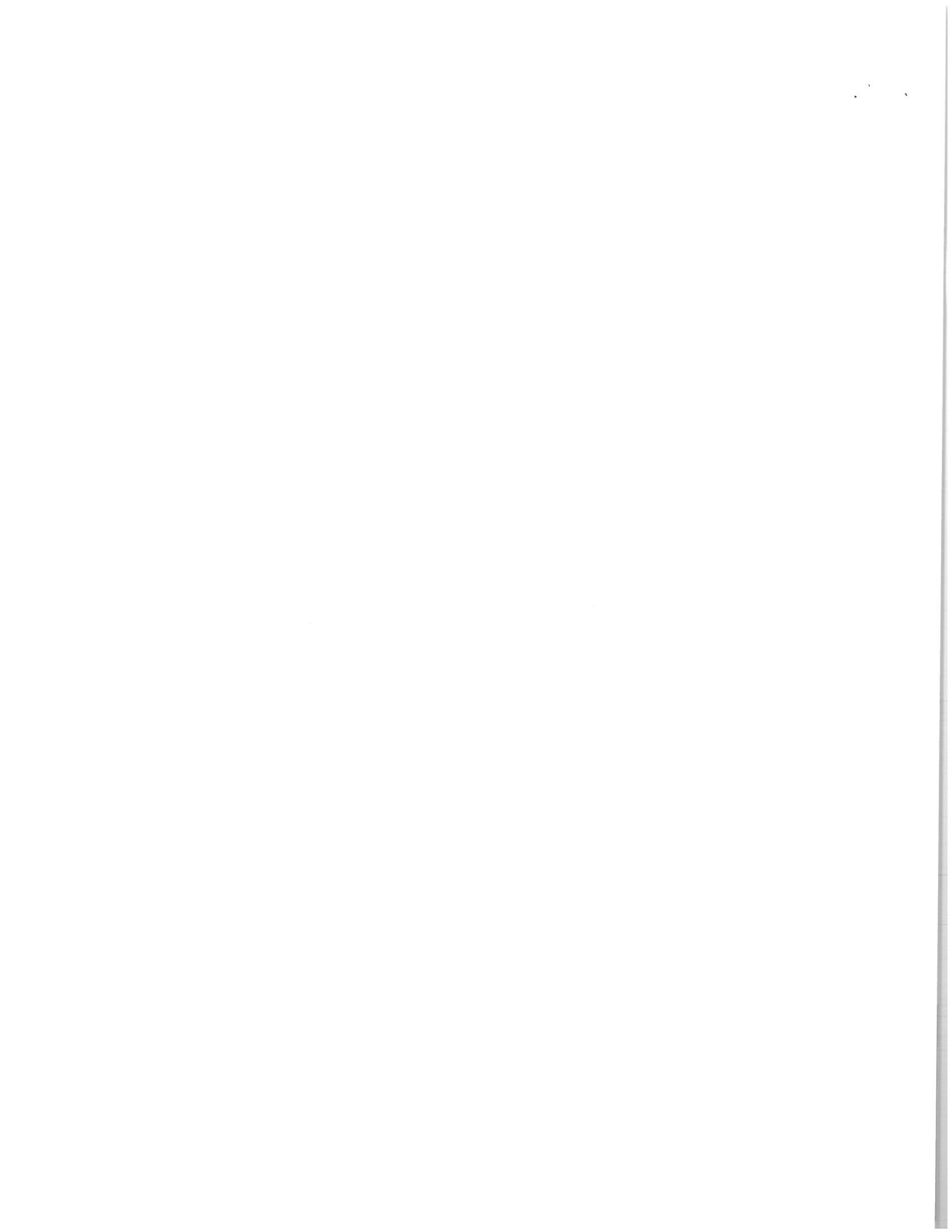
A suggestion from HH was that Saturday adult programs all begin at a certain time.

Currently programs may begin at 12:30 or 1:00, etc. If patrons knew that there would always be a Saturday program at a certain time, we may attract more attendees.

HH stated that she would like to see a committee or such set up so that patrons can suggest books, etc. to be purchased for the libraries. She stated her disappointment in the selection that has been placed on the shelves of the libraries. She wondered how often the newly purchased books have actually been checked out. A discussion continued with info given about other libraries seeming to see an increase in computer, WiFi use and more people in the library for the WiFi, newspapers, a social place to gather. That DVD's, audio books, e-Books are becoming more popular. That newspapers can be downloaded.

It was asked what are the monthly numbers for the downloaded material in our libraries.

The Director replied that she only gets that information yearly.



LC asked that the circulation numbers for both libraries be included in the monthly Director's report. The Director agreed to begin doing this.

#### V. NEW BUSINESS:

While there was no new business, PH stated that on June 8<sup>th</sup> there will be a meeting for new and current Library Trustees at the Lee Public Library, from 6:00 to 8:00pm. The Massachusetts Board of Library Commissioners will be conducting the session.

In order for the GB Trustees to attend, PH made a Motion to move the June Trustee meeting to Thursday, June 1, 2017. LC seconded. There was a short discussion as to the merits of attending the meeting in Lee. Vote: 4 – 0.

The two absent Trustees will be notified by PH.

A discussion ensued as to how future fundraising for Ramsdell could occur (A library consultant would be able to assist with this).

It was noted that any fines collected for late, missing, damaged books, printer copying fees, etc., is handed over to the town, that that money is not put in the library's account.

Currently, that amount is over \$15,000. A discussion ensued that that money does help pay for the part time help. It was suggested that a petition or warrant should be explored to place it on next year's town meeting agenda for those monies to be placed in a revolving account for the library's use.

VI. CITIZEN SPEAK:       None

#### VII. ADJOURNMENT:

HB-S made a Motion to Adjourn.

LC seconded.

The Board voted (4-0) to adjourn at 6:55 pm.

Respectfully Submitted,



Kathleen Plungis, Trustee





**Statistics: May**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell		programs attending	programs attending		0	-	
Mason		programs attending	programs attending				

**News, Projects and Proposals:**

❖ **Mason and Ramsdell:**

- Talya and Laurie have begun the Word of Mouth Marketing Training program with the Massachusetts Library Service. We were one of 25 libraries chosen for this year long program. Between workshops and peer reviewing, Talya and Laurie will learn marketing strategies to help us better promote our programs. I am very proud of us for receiving this honor and I hope you all will support us in this program. We will need your help in spreading the word! I will have an initial report from Talya and Laurie for the next meeting.
- Talya is preparing a "Summer Road Trip" Adult reading program for the summer. She has selected a few of the great road routes in the US and has found corresponding books to go with them. This will launch later in June and will be at both Mason and Ramsdell.
- Laurie's annual Summer Reading Program for children is set to launch on June 23 at 4pm. The theme this year is "Build a Better World". Laurie has weekly activities planned and has revamped the computer program that we use to help kids and families keep track of their reading. This party begins a busy period for the library staff.
- Leslie will be offering a more art centered summer program. More details about that will be coming shortly.
- Some upcoming adult programming highlights: local musician and songwriter Michael Lesko will be offering a song writing workshop on Tuesday, June 13. There will also be a workshop on ergonomics on Tuesday, June 27.

❖ **Financial Requests:**

- Twice a year I ask for programming money from our State Aid account. Since it is now June, I am asking for the second half of our programming money. I would like to have \$5,000 that will cover the period ~~June~~ <sup>July</sup> 1, 2017-December 31, 2017.

❖ **Did you know?**

- Mason and Ramsdell, when fully staffed, have a staff of twelve, thirteen including the director.
- Of those twelve positions, seven are full time and five are part time.
- The current staff members are:
  - Donna Brown, Assistant Director - Operations



Treasurer's Report for  
June 2017

Appropriated Account	Date	Mason				Ramsdell					
		Adult	LP	YA	Child	Contin.	Ramsdell	LP	Start	Balance	Total spent
Books/Subscriptions	6/1/2017	\$29,700	\$6,400	\$596.92	\$178.81	\$552.10	\$45,100	\$1,500	\$75,000	\$5,650.51	\$73,598.70
Dues	6/1/2017	\$410	\$80.00						\$430	\$133.00	\$330.00
Equipment Repairs	6/1/2017	\$1,255	\$85.47				\$745		\$2,000	\$659.53	\$1,340.47
Non-Print	6/1/2017	\$17,000	\$1,638.41			\$834.69	\$8,000	\$1,549.29	\$34,000	\$5,998.39	\$30,543.80
Office Supplies	6/1/2017	\$6,300	\$265.26				\$2,500	\$74.33	\$9,800	\$1,773.19	\$8,460.41
Program Supplies	6/1/2017	\$800	\$122.76			\$740.58	\$600	\$240.15	\$3,000	\$1,444.27	\$1,855.73
Water/Sewer	6/1/2017	\$1,500	\$947.84				\$1,000	\$387.08	\$2,500	\$1,334.92	\$1,165.08

Non-Appropriated In-Library Account	Date	Balance	
		Mason	Ramsdell
Out of State Fees	6/1/2017	\$175.00	\$0.00
Copier Fees	6/1/2017	\$3,270.55	\$223.10
Fines	6/1/2017	\$14,279.60	\$938.97
Donations	6/1/2017	\$14,191.44	\$12,862.20

Non-Appropriated Trusts Account	Date	Balance		Stipulations
		Mason	Ramsdell	
Mason Trust	6/1/2017	\$169.96		Spend interest only. Mason only.
Ramsdell Trust	6/1/2017	\$2,556.82		Spend interest only. Ramsdell only.
Chesnow	6/1/2017	\$612.02		Spend interest only. Literacy related
Wheeler	6/1/2017	\$273.81		Unrestricted by library or purpose
Hollenbeck	6/1/2017	\$141.50		Spend interest only. New books for Mason.
Dewey	6/1/2017	\$172.16		Spend interest only. Nonfiction books for Mason
McKinley	6/1/2017	\$4,329.41		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	6/1/2017	\$1,024.25		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	6/1/2017	\$3,033.64		Improvements for Ramsdell only.

Capitol Accounts	Date	Balance		
		Mason	Ramsdell	
M Capital Donations	6/1/2017	\$1,739.06		Mason only. For capital projects.
R Capital Donations	6/1/2017	\$5,118.00		Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid Account	Date	Balance	
		Start	Current
Mason Adult	6/1/2017	\$700.00	\$390.00
Mason Children's	6/1/2017	\$2,300.00	\$1,015.00
Ramsdell	6/1/2017	\$1,500.00	\$800.00
Other	6/1/2017	\$500.00	\$84.00
Total Allocated		\$5,000.00	\$2,289.00
Total in Account		\$36,660.87	
Total Available after allocation			\$34,371.87

