

Great Barrington Libraries Board of Trustees
May 19, 2016
5:30 PM
Mason Library
231 Main Street
Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 5:38 p.m.

A. Attendance: Kathy Plungis, Patrick Hollenbeck (5:40), Hilda Banks-Shapiro, Adam Gudeon, Lauren Clark (5:40), Dana Coleman
Amanda DeGiorgis, Director, Audience: 1

B. Approval of April minutes : KP stated that there are corrections regarding the spelling of a name. K. Plungis motion to approve minutes with corrections, H. Banks-Shapiro second, Vote 4 - 0

The Director made the following comments pertaining to last month's Open Hearing. She wanted it clarified that despite what K. Plungis had previously stated at April's Open Hearing that "every instance deals with your refusal to leave at closing time" was not completely accurate, that was one of many reasons for the Notice and the Notice included other examples of his policy violations not related to leaving the library on time. That it be noted that Mr. Magadini was banned for a variety of reasons. He was banned for his aggressive behavior, his threats toward staff and patrons and lack of adherence to many library policies.

C. Trustee Announcements: KP congratulated L. Clark on her re-election and welcomed newly elected Dana Coleman to the Board. KP passed around a card of thanks from the Staff for the Staff appreciation lunch held in early April.

KP has a conflict with the next meeting's date, whether it be moved to the following week. HB-S made a Motion to change the June date to June 16th. PH 2nd, Vote, 5 – 0 (Since then, it has been necessary to change back to the original date, the 9th due to other Trustees being absent. Agreed to keep the June 9th date with Patrick Hollenbeck running the meeting.)

II. Reorganization

A. Nomination for the office of Chairman: PH made a Motion for the nomination of Kathy Plungis for office of Chairman. HB-S 2nd. KP accepted. Vote: 6 – 0

B. Nomination for the office of Treasurer: An explanation of the duties of Treasurer was given. AG nominated Kathy Plungis for the office of Treasurer. PH 2nd. Vote: 6 – 0

C. Nomination for the office of Secretary: There were no nominees. The Director, Amanda DeGiorgis, volunteered for the position. The Trustees accepted.

III. Reports:

A. Director's Report: A. DeGiorgis (see attached report). KP commented on the increase in patrons at Ramsdell Library for April, that the library may be seeing the increase due to the patrons attending the open Sundays at Ramsdell.

B. Treasurer's Report: A. DeGiorgis: (see attached report) The end of the fiscal year 2016 will be June 30th. The budget is on target.

C. Friends Report: KP (see attached report). Ed Abrahams, a member of the audience, stated that the Friends will place a donation box on a table during the used book sale. The Trustees agreed to this.

D. Buildings and Grounds: KP stated that the DPW supervisor stated he will get back in touch re the request for 2 former Main Street benches for the Mason Children's garden. That the DPW stated that the moving forward on the Mason Library widow's walk repair is waiting for a Historical District report. KP has also inquired of the DPW re the replacement of the community room carpet and the carpet in front of the main circulation desk.

IV. Unfinished Business:

A. Beer & Wine Policy, annual review: (see attached policy) KP stated that the Beer & Wine Policy needs to be reviewed annually. PH made a Motion to continue the Beer & Wine Policy from May 2016 to May 2017. HB-S seconded. There was a short discussion. Vote: 5 Yea, 1 No (KP)

V. New Business:

A. Ramsdell Promotion Report: KP stated that it has not yet been placed on the Selectboard's agenda. However, she and the Director will attend the Selectboard meeting when it is. The Director reminded the Trustees that due to Union regulations, that library hours cannot be discussed. She also stated that if Sunday hours at Ramsdell are implemented that the hours at both libraries will need to change. She acknowledged that the Friends group did enormous work to make the Sunday openings occur. However, she does not have the resources to run the libraries with the current hours if Sundays are then included.

She is also concerned about summer Sundays and the number of patrons that would patronize Ramsdell at that time. It was mentioned that Ramsdell has inadequate air conditioning (including being short an air conditioner last year).

KP stated that patron numbers need to be increased or hours will need to be decreased. That having 2 Staff members there with a very low number of patrons can no longer be acceptable. The Director stated that there is a Union contract.

HB-S noted that Housatonic residents feel a special affinity towards Ramsdell. That Ramsdell is the center and heart of Housatonic. She felt that being open year round on Sundays would be successful. DC noted that the Sundays were well advertised and that the special occasions, programs were a big draw.

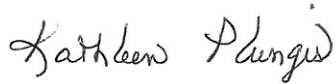
The Director noted that the building is not handicap accessible and with Mason not open on Sundays, that we are non-compliant with handicap laws. It was also discussed that comments have been heard from patrons re the difficulty of being able to enter the building.

V. Citizen Speak: None

VI. Adjournment: PH made a Motion to adjourn at 6:37 pm. HB-S seconded. Vote: 6 - 0

Next Trustee meeting: Thursday, June 9, 2016

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathleen Plungis".

Kathleen Plungis
Chairman

2 sided

Director's report for April 2016

May 17, 2016

Statistics: April

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	714	10 programs 52 attending	10 programs 82 attending	43	0	-	168
Mason	8,186	5 programs 58 attending	14 programs 209 attending	1,346 (251 kids)	131	28	445

News, Projects and Proposals:

❖ Mason:

- The mortar on the front steps has been replaced.
- The artwork from the Berkshire Waldorf High School has been well received. The students did a beautiful job and we have received many compliments, which I have passed on to the art teachers.
- Donna's probation is coming to an end this week and I have been working on the job description for her previous position. I have made some changes as what we need is different than what the job had evolved into. This job should be posted internally by next week.
- Donna and I moved some of the collections around in the Adult Reading Room. We moved the poetry into the Local History room and are looking to expand our Local Authors section in the Reading Room. Molly, Jim and our volunteer Mal did the heavy lifting for us and put things back in order.

❖ Ramsdell:

- The Mural Celebration was a big success and we counted 50 attendees. The performance by FoodPlay was a lot of fun. Thank you to Talya for helping me with the food and to Leslie for finding the performer.
- Talya and I have been moving things around at Ramsdell to find space for different collections. So far we have moved the Young Adult and Tween collections to the area near Leslie's desk. We will be moving the cookbooks and gardening books into the Main Reading Room. With these changes we hope we will have some breathing room for the DVD collection.

Appropriated Account	Date	Mason		LP		YA		Child		Contin.	Ramsdell		LP		Start	Balance	total spent
		Start	End	Start	End	Start	End	Start	End		Start	End	Start	End			
Books/Subscriptions	5/19/2016	\$30,100	\$11,981.00	\$6,000	\$250.17	\$3,050	\$274.35	\$17,250	\$5,460.33	\$2,000	\$15,100	\$3,082.32	\$1,500	\$429.05	\$75,000	\$23,477.22	\$58,247.69
Dues	5/19/2016	\$410	\$18.01								\$745	\$117.29			\$410	\$18.01	\$391.99
Equipment Repairs	5/19/2016	\$1,255	\$75.98								\$8,000	\$2,255.95			\$2,000	\$91.41	\$1,908.59
Non-Print	5/19/2016	\$16,500	\$2,490.98			\$2,500	\$1,598.98	\$7,000	\$2,849.27		\$8,000	\$2,255.95			\$34,000	\$9,195.18	\$24,804.82
Office Supplies	5/19/2016	\$6,300	\$1,050.40							\$1,000	\$2,500	\$734.26			\$8,800	\$2,784.66	\$6,015.34
Program Supplies	5/19/2016	\$1,000	\$680.23			\$200	\$200.00	\$1,300	\$24.89		\$500	\$94.41			\$3,000	\$999.53	\$2,000.47
Water/Sewer	5/19/2016	\$1,500	\$232.82								\$1,000	\$56.50			\$2,500	\$289.32	\$2,210.68

Added \$6724.91 to Books/Subscriptions from FY15 July '2
 Added \$3891.38 to Non-Print from FY15 July '2

Non-Appropriated In-Library Account	Date	Mason	Ramsdell
Out of State Fees	5/19/2016	\$100.00	\$25.00
Copier Fees	5/19/2016	\$4,534.77	\$210.90
Fines	5/19/2016	\$12,239.33	\$1,199.09
Donations	5/19/2016	\$12,208.91	\$12,657.20

Non-Appropriated Trusts Account	Date	Balance
Mason Trust	5/19/2016	\$162.05
Ramsdell Trust	5/19/2016	\$2,543.21
Chesnow	5/19/2016	\$601.77
Wheeler	5/19/2016	\$273.12
Hollenbeck	5/19/2016	\$138.48
Dewey	5/19/2016	\$167.46
McKinley	5/19/2016	\$4,247.33
Smith	5/19/2016	\$1,171.56
Ramsdell Improvements	5/19/2016	\$9,038.64

\$5,745 allocated for chairs (leaves \$3,293.64 available)

Capitol Accounts	Date	Balance
M Capitol Donations	5/19/2016	\$2,189.06
R Capitol Donations	5/19/2016	\$5,118.00

We have used up the balance of unallocated funds.

State Aid Account	Date	Start	Current	Balance
Mason Adult	5/19/2016	\$950.00	\$819.00	
Mason Children's	5/19/2016	\$2,300.00	\$1,465.00	
Ramsdell	5/19/2016	\$1,250.00	\$755.00	
Other	5/19/2016	\$500.00	\$0.00	
Total Allocated	5/19/2016	\$5,000.00	\$3,039.00	
Total In Account	5/19/2016		\$43,157.88	
Total Available after allocation	5/19/2016			\$40,118.88

Trustees Allocated \$5,000 1/1/2016 through 6/30/2016

Great Barrington Libraries
On premise Serving Beer and Wine Policy

Alcoholic beverages will be served at the Great Barrington Libraries in compliance with state and local laws. All alcoholic beverages served must be given away free and the library must not be reimbursed for this cost in any way.

Wine and beer are the only kinds of alcoholic beverages which may be served. All occasions in which wine/beer are served shall have previous approval by first, the Great Barrington Libraries Board of Trustees and then, by permit from the Great Barrington Selectboard.

On each occasion, wine/beer will be served for no more than a three hour period.

Wine/beer will only be served if food is also served.

Non-alcoholic beverages will always be available and plentiful when wine and beer are being served.

Persons serving wine and beer to guests shall be of legal age and will not consume wine or beer.

Those serving the wine/beer will monitor the alcohol consumption of individual guests and discontinue service to individuals if deemed appropriate or necessary.

No wine and beer served will be purchased with operating funds.

This policy will be reviewed annually by the Great Barrington Libraries Board.

Re approved May 19, 2016