

Great Barrington Libraries Board of Trustees
June 12, 2014
5:30 P.M.
Mason Library

I. Call to Order

Meeting called to order by Holly Hamer at 5:35 PM

A. Attendance:

Present: Ed Abrahams (EA) Kathy Plungis (KP) Holly Hamer (HH)
Lauren Clark (LC) (5:35) Amanda DiGeorgis (ADiG)

Absent: Hilda Banks-Shapiro, Adam Gudeon **Audience:** 1

B. Approval of May minutes:

EA made a motion to approve the May minutes.

2nd KP

Vote: 4-0

C. Trustees' Announcements:

EA has decided to continue as a Trustee (is a recently elected Town Selectman).
HH asked that the Trustees brainstorm citizens' names should EA decide to step
down at a future date.

II. Reports of Officers, Board, and Standing Committees

A. Chairman's Report:

HH thanked EA for remaining on the Board.

B. Director's Report:

ADiG: See attached report. ADiG thanked the Trustees for her welcome party
that was held at Mason.

She noted that the Historical Society has placed art work on the first floor of Mason.
There was a higher number of patrons using Mason Library for the month of May.
She noted that again the drain outside the Children's Room door overflowed due to
heavy rains and that the waters came under both doors down there. That carpets
were soaked. This is the third major flood in that area.

It was noted that the DPW is aware of the problem and that the drain is on the list
of repairs (to have a larger drain installed). It was asked if sandbags should be kept
in a convenient location in order to try and stem the water.

EA made a motion to request that the Town Manager roll over the monies
designated for Ramsdell Library (to improve a storage area and to hire an archivist
for the historical papers, items stored at Ramdsell) which were approved at the 2013
Town Meeting (\$15,000 and \$2,500) onto the Fiscal Year 2015.

EA moved that the "Quiet Study Room Policy" be approved.

2nd: KP

No discussion.

Vote: 4 - 0

C. Buildings Maintenance/Repair:

HH reviewed the building repair list that had been drawn up in the fall, noting the repairs that have been completed and the repairs that were to have been completed in the winter have not yet been done. Main items not yet completed are the cleaning of the upholstered chairs at Mason, the resealing of the floors in both libraries, and the drain in front of the Children's Room at Mason.

It was agreed that a letter will be written to the DPW Supervisor and a copy sent to the Town Manager regarding the unfinished issues.

D. Logo Update:

LC stated that the logo has been completed and will be used by the libraries from now on.

E. Brochure Update:

AG was absent, tabled till next month.

IV. New Business

A. Extension request for the art show: HH stated that a request from the Historical Society was received to extend the art show to the end of August.

A discussion ensued and it was decided to extend the show but that it needs to be removed on Sept. 2nd, a Tuesday. It was also decided that they end the silent auction on July 1st in order to free up floor space (they're using two long tables).

The Library Director agrees with our suggestions.

The art show can run to the end of August.

B. Ramsdell Survey:

HH brought up the need to get more residents of Housatonic to use the Ramsdell Library. Discussion about this noted that performances bring in the largest audiences but that many of those attendees are from surrounding towns. That craft programs are well attended. Brainstorming ideas included renting out the second floor space to outside groups, such as rehearsal groups and whether the library hours should be rearranged in order to encourage parents of young children to use the library more.

It was noted that Ramsdell Library is open 33 and 1/2 hours a week which is more hours than recommended by the MBLC (Massachusetts Board of Library Commissioners). However, the number of Housatonic residents that use the library are low. Patrons also come from other towns to use the library.

It was noted that Mason Library is open 50 hours a week.

It was discussed having Ramsdell hours on Tuesdays and Thursday be 9:00 to 1:00

in order to appeal to parents of young children.

The hours for Wednesdays and Fridays to be 12:30 to 6:30 and that during the winter, Friday hours would be extended to 8:30 to allow a family movie or other family orientated programs to be scheduled.

That Saturday hours be 9:00 to 3:00. It was noted that the current Saturday closing hour is 5:00 and that few if any people are in the library at that time.

A member of the audience noted that there are a variety of people in the Ramsdell Library at 2:00, often to read the newspapers.

A discussion centered on the patrons that use both libraries and how they are counted. At Mason, there are automatic door counters on all three doors, that "click" whenever a person enters or leaves the library. Thus, they are counted twice. A discussion continued on this, noting that any employee leaving the building for lunch or the Post Office, etc. is also counted - leaving and reentering. The same for UPS, etc. Are they "discounted" and how?

At Ramsdell, the librarian at the check-out counter keeps count on a chart set up for that purpose.

It was decided to make the recommendation to the Library Director (that was at our meeting) and then to the Town Manager that the hours at Ramsdell Library be shifted around in order to see if that would increase the residential patron use.

Bookmarks would be printed with the new hours once the Town Manager approves the suggested hours for Ramsdell.

A trustee voiced concern that if the library hours were decreased, that staff members would lose pay. The Director noted that the reduced hours would be shifted to Mason Library which needs an increased staff, therefore no one would lose pay. It was stated that the Friends would guarantee a volunteer on Fridays in order to staff Ramsdell till 8:30 should the need arise.

It was noted that the library's Facebook page does not seem to generate much traffic. Should the page be deleted? No decision.

VI. Adjournment

EA made a Motion to Adjourn.

LC seconded.

The Board voted (4 - 0) to adjourn at 6:34 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

Director's report for May 2014

June 10, 2014

Statistics: May

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	790	14 programs 63 attending	4 programs 26 attending	44 + 1	7	-	164
Mason	11,647	11 programs 375 attending	11 programs 177 attending	1371 (337 Kids) + 1 iPad	146	25	287

News, Projects and Proposals:

-Mason flooded again on May 28th. Service Master has been in and out working on drying out the affected areas. The water came in the lower Pleasant St door, made its way down the hallway into part of the Children's Room, the Community Room, the back pantry and back hallway. There is some mold damage that Service Master has reported. They have shampooed the carpet in the Community Room but we are waiting for them to come back and clean and buff the pantry and back hallway and to shampoo the hallway and the Children's Room. I do not know the entire background on the situation but I understand it is a design flaw from the renovation. I would like to look into getting this fixed permanently.

-C/W MARS came on June 4th and hooked up our Mass Broadband so we are now on the broadband network. This is for our C/W MARS circulation computers only – our patron Internet is still through Time Warner but we will be told when that part is ready to go live. There is no timeline on that as of right now.

-New items are coming into both Mason and Ramsdell including new DVDs, audio books and books. There has been a lot of interest recently on permaculture and I have been ordering quite a few interesting new titles on that subject.

-I have been updating the policies with Holly. I am currently working on re-vamping the borrowing policies and staff procedures as well as what is need to obtain a library card. Once we have the policies approved I will be working on writing the staff procedures. I would like to update the Staff Manual to be a helpful training resource at some point.

-Summer Reading will start at the end of June for both Mason and Ramsdell. The theme this year is Fizz, Boom, Read and both Laurie and Leslie have some great programs planned for the summer.

-I would like to work on expanding our eBook holdings in FY15. Patrons are requesting more eBooks, especially bestsellers, and our current platform, OverDrive, is part of our C/W MARS membership. It has its merits and offers quite a bit but the new and popular titles are slow in arriving and the wait lists are long. I would like to look into using a platform other than OverDrive, to make new and much requested eBooks available to our local patrons. I propose to look at the pricing of adding to OverDrive (our current system) as well as other systems: OneClick Digital (Recorded Books), 3M Cloud Library, Axis360 (Baker and Taylor, which is a book distributor) and EBSCO eBooks (EBSCO is a database provider). I will see about getting trials for each one and will take a look at pricing and requirements. I think this would be an opportunity to develop an area that has been neglected and one that is in high demand.

-We need approval to roll over the \$15,000 and \$2,500 for Ramsdell for the FY15 and a formal request must be made by the Trustees to Lauren and Jennifer for this to happen.

Computer and Wi-Fi Use and Access Policy

Public access computers and wireless internet access are available at Mason Library and Ramsdell Library.

Policies and Procedures

The Internet offers access to many valuable sources of information, some of which may be inaccurate, incomplete, dated or offensive to some individuals. The Great Barrington Libraries cannot be held responsible for the content or quality of the information accessed through the Internet. The library staff does not actively monitor or have control over the subject matter being accessed by any patron. Neither the Great Barrington Board of Library Trustees, nor the library staff, nor the town of Great Barrington is liable for any negative consequences that may result from using the library computer services.

As with other library materials, the Great Barrington Libraries request that parents or legal guardians assume the responsibility for monitoring his or her child's use of electronic resources. See Children's Behavior Policy for complete children's computer policy.

Availability

Mason Library

Terminals in the Reading Room and on the right side of the stairway are available for one hour long sessions. The terminals on the left side of the stairway are available for twenty minute sessions. Both types of access require a PIN from the front desk. Patrons are allowed one hour long session and one twenty minute session per day.

iPads are available to check out at the Circulation Desk. These are loaned out for two hours at a time and cannot leave the library. Patrons must present their library card and ID when checking out an iPad. The library will hold onto the patron's ID until the item is returned.

Patrons under 17 years of age must have the signed consent of a parent or legal guardian to use computers at Ramsdell or Mason. The form can be accessed on the website or requested of Circulation staff.

Computers and iPads in the Children's Room at Mason are for the exclusive use of children, teens and accompanying adults. It is expected that parents will be aware of what children are viewing.

Ramsdell Library

Laptops and iPads are available to borrow from the circulation desk. They are loaned out for two hours at a time and can be used in the library only. Patrons must have their library card and ID to check out a laptop or an iPad. The library will hold onto the patron's ID until either item is returned.

Wireless (Wi-Fi)

Both Mason Library and Ramsdell Library have free Wi-Fi access available for patron use. The wireless networks are not secure. Information sent over these networks can be captured by others. Library staff is not able to provide advanced technical assistance and no guarantee can be provided that you will be able to make a wireless connection. We do not offer printing via the wireless network at this time but users may save their data or send it via email and then use one of the library's computer workstations to print out information.

Printing

All of the library desktop and laptop computers are connected to a printer.

Black and white printouts are \$0.15 a page. We do not currently offer wireless printing for iPads or other devices. Students may print up to twenty pages a day of homework-related material. Whether material is home-work related is determined by the library staff.

Use

Headphones are required for listening to any resource with an audio component. Users may purchase headphones from the circulation desk or use their own.

A USB-ready memory device is required to save your work. Items saved to the computer will be deleted at the end of your session.

Public Access Computers are to be used in a manner that is both legal and respectful to other patrons.

Public access computers may not be used to:

- Harass others
- Commit fraud, libel or slander
- Violate copyright
- Deliberately display obscene images.

In addition, patrons may not deliberately damage equipment, software, files or data or attempt to violate system security.

The deliberate display of obscene materials and images is prohibited by Massachusetts General Law (Chapter 272, Section 29). If a patron accidentally enters an offensive site and is unable to exit, notify a librarian immediately so they may provide assistance.

Patrons violating these and other library policies may lose all library privileges.

Replacement costs will be charged for damages caused to hardware, software, or furnishings.

Approved by the Board of Library Trustees on June 12, 2014

Parent/Guardian Consent Form for Open Access Computer Use

All patrons younger than seventeen (17) years of age must have a copy of this form on file with the Great Barrington Libraries. Forms must be signed by a parent or guardian in the presence of a member of the library staff, who must countersign the agreement.

As the parent or legal guardian of _____, I give permission for my minor child to use the open access internet computers

at the Great Barrington Libraries with the understanding that I am responsible for monitoring my child's appropriate use of the computers, and that I am also responsible for any damage that may occur by inappropriate use.

Child's Name _____ Child's Date of Birth _____

Parent/Guardian Signature _____ Date _____

Address _____

Telephone _____

Library Staff Witness _____

Approved by the Board of Library Trustees on June 12, 2014

Great Barrington Libraries Display and Exhibition Policy

General Guidelines for Use

Displays are for the enjoyment, education or enlightenment of the people of Great Barrington, or for the benefit of a Great Barrington based non-profit organization. Although the display cases are locked and the building is protected by burglar and fire alarms, the owners of the displays are urged to make sure they have sufficient insurance to cover vandalism, theft or any other damage that might occur. The Library is not responsible for theft or damage of items.

No prices may appear on the items.

Holes may not be put in the walls.

Exhibitors are responsible for any sales in the library.

The exhibitor is responsible for setting up and dismantling all exhibits in a time mutually agreed upon with staff members.

Applications must be submitted at least two weeks before desired use date.

A complete exhibit inventory must be submitted to the Assistant Director no later than the time of installation.

The library must be supplied with biographical material and descriptions of the display for use in library publications when space permits.

Special events related to any exhibit will be coordinated separately with the Assistant Director.

Application for Use of Library Exhibit/Display Space

Exhibitor Information

Name: _____

Contact Person, if a Group: _____

Address: _____

Telephone: _____

Exhibit Information

Title/Subject: _____

Medium: _____

Space Requirements: _____

Number of Pieces: _____

Preferred Dates: _____ to _____

Signature and Date: _____

LIBRARY USE ONLY

Approved Dates: _____ to _____

Authorized Signature: _____

Liability Waiver

Exhibit to be held in _____

Dates _____

I, _____, hereby lend the following works of art of other material to the Great Barrington Libraries for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release Great Barrington Libraries, the Town of Great Barrington and employees thereof from responsibility for any loss, damage, or destruction while they are in the possession of the library.

Description of materials on display:

Signature _____ Date _____

Print Name _____

Address _____ Phone _____

Museum Pass Policy

Museum passes are purchased annually by Friends of the Great Barrington Libraries and are made available on a first come, first served basis. Passes offer free or reduced admission to local museums. The passes are good for one day and must be returned before 7:00 PM the next day. To provide the maximum benefit to all our patrons, there is a \$10 fine added (per day) for keeping any pass more than one day.

Approved by the Board of Library Trustees on June 12, 2014

Quiet Study Rooms

There are two small study rooms available at Mason Library for individual or small group use. Both rooms have a two hour time limit for either room. One is available to reserve up to two weeks in advance by stopping by or calling the circulation desk at 413-528-2403 ext. 3. The second room is available on a walk-in basis.

The rooms are reserved for educational and community purposes and must be vacated promptly when the time period ends.

Local History Room

The Local History Room is a dedicated space to use the library's collection of local history books, cemetery listings, family genealogies, and material on microfilm. Patrons doing historical or genealogical research using the library's collections have precedence over patrons wishing to use the space as a quiet room, a space to hold meetings or a tutoring space. The exception to this, and the only time the room can be reserved, is when it is necessary for a meeting to be held to conduct library or town business during normal hours of operation. When the room is not being used, patrons may use it on a walk-in basis with the understanding that they will have to vacate the space when required. Patrons must check in with staff at the circulation desk before using the room.