

Great Barrington Libraries Board of Trustees
June 14, 2012
5:30 P.M.
Mason Library

**PRESENT: HOLLY HAMER
TOM BLAUVELT
HILDA BANKS SHAPIRO
KATHY PLUNGIS
EMILY SHAW**

Kate Deviny - Director

1. Call to Order

Meeting called to order by Kate Deviny (acting Chairman) at 5:30 P.M.

A. Attendance - Absent: R. Cunningham

H. Hamer noted that the Recording Sect. (Cara Becker) has resigned. A note of thanks will be written by H. Hamer.

Election of Officers

MOTION: H. Banks Shapiro to nominate H. Hamer to position of President

SECOND: T. Blauvelt

VOTE: 5-0

MOTION: H. Hamer to nominate E. Shaw to position of Treasurer

SECOND:

VOTE: 5-0

MOTION: H. Hamer to nominate K. Plungis to position of Secretary

SECOND: T. Blauvelt

VOTE: 5-0

B. Approval of minutes from April, 2012 meeting. Changes to #5: Previous statements were read and corrected.

MOTION TO ACCEPT: ...

SECOND:

VOTE: 5-0

Approval of minutes from May, 2012 meeting.

MOTION: T. Blauvelt

SECOND: H. Shapiro

VOTE: 3-0

Abstain: K. Plungis, E. Shaw

C. Trustees' Announcements - K. Deviny was thanked for purchasing the new furniture for the Young Adult Room at Mason and furniture for the Kids' Room at Ramsdell.

A Trustee related the positive comments he heard about the Mason Library by the BIFF.

Discussion about the wear and tear on the building when it's rented out and who's coordinating the events.

Discussion continued about what other Libraries charge for rental, janitor fees. Is there a need for an Event Planner to be at the Event and who pays for insurance coverage, etc.

Kudos to the Gt.B. Chamber of Commerce for the Scavenger Hunt evening around Town last Thursday. The Library's front lawn was used as a stopping point on the Hunt.

2. Report of the Officers, Boards, & Standing Committees

a. President's Report - None

b. Director's Report - Please see full report on file. Areas covered included: the Staff and their willingness to publicize events. Technology and the computers. Offering of Spanish classes, are we duplicating services that are provided by Multicultural Bridge in Housatonic?

Cost of laminating material.

Discussion of how to publicize future events. A future goal will be a calendar set up a month in advance. Discussion of better signage to be posted in front of each Library.

Discussion of maintenance upkeep of Libraries and grounds.

Discussion of policy on how Libraries maintain coverage when a Staff is absent and that Staff feel secure in the buildings.

Received a Specific Bequest for Ramsdell Library from a deceased citizen in the amount of \$5,000. A Thank you note will be written.

Volunteers are needed for Ramsdell Library's event on June 22nd.

c. Treasurer's Report - H. Hamer presented spread sheets to the new Treasurer, E. Shaw. E. Shaw was directed to find out the Principal in various accounts and what the restrictions are.

Discussion as to various Grants, amounts, restrictions, timelines.

Discussion on handicap access at Ramsdell. Architectural services may be donated in the future by a local couple's business.

d. Friends Report - R. Blumenthal: Book Sale is all set. Compliments to Julia for all the work she and her volunteers put into it. The party is all set for Ramsdell Library on the 22nd.

The future films to be shown at Mason Library: no film in June, July & August's films will be repeats.

Continued discussion on Ramsdell Library's accessibility issues. What are our serious

considerations?

e. Buildings & Grounds - H. Hamer: see K. Deviny's report.

Discussion of Ramsdell: shades on the back windows, lots of overgrowth, plexiglass will be reinstalled on the back windows in the future.

A local citizen is looking into placing the building on the Nat'l Historical Register. What will be the restrictions that we will need to follow? A cost of \$22,000 for the process, how to fund?

The Director will be hanging up old maps of Housatonic. Frames will be provided for the maps. Discussion as to displays of old postcards, photos.

Discussion about the positive changes at Ramsdell, the building looks more inviting.

f. Long Range Planning Committee - Committee will meet in the next couple weeks.

The President asked E. Shaw to join the B & G committee. She accepted.

K. Plungis was asked to join the L R Planning committee. She accepted.

3. Unfinished Business:

a. Will continue to look at Library policies. The Director shared her comments on the current Meeting Room policy. Discussion. Time for discussion will be placed on next month's Agenda. The Director will research the policies of other Libraries.

b. Discussion as to holding a future Trustees meeting at Ramsdell. One issue is lack of handicap accessibility for citizens wanting to attend a meeting there.

4. New Business:

a. Discussion as to identity of Staff and their names.

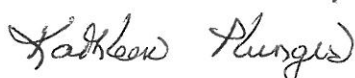
b. Discussion as to how Staff is feeling with the changes being made. Trustees have been stepping forward to volunteer. Discussion as to an Appreciation function. Friends of the Library will be able to assist with refreshments. Director will look into an appropriate time, date for the event.

5. Citizen Speak Time: None

6. Adjournment: On a motion by H. Hamer, seconded by the Board adjourned at 6: 55 PM

Respectfully submitted,

Kathleen Plungis
Recording Secretary



Director's Report for May 2012

Statistics: due to increase publicity by the staff and the currentness of our website, more people are visiting Ramsdell; last Saturday 103 people visited the library (41 children came to the program with 30 Adults)

Ramsdell had a total of 748 people visit; 59 adults 38 children came to 9 programs. 66 people used the computers.

Mason had a total of 11,328 people come through our doors with 165 adults, 6 teens and 98 children come to our 25 programs. While we have instituted a computer timing software in order to know how many people (really sessions) are using our computers, the number of uses so far this month is 1,310. I would translate that into being 800 people used the computers.

Volunteers are needed for both Ramsdell's celebration and Summer Reading. We are trying out Signup Genius to see if it will meet our needs for ease of use, signup, monitoring & privacy.

Spanish classes ended: The libraries will start another round of beginning Spanish, but will not be continuing the classes for level two as this is something that Multicultural Bridge does. People can further their understanding by coming to our Conversational Spanish sessions, but the library does not want to duplicate Bridge's program.

Town Manager increased our Programming Supply Budget and our Office Supply Budget from unused monies from salaries. The Programming Supply Budget is not adequate for the amount of programs that we now have at Ramsdell and Mason. We are printing up more flyers and distributing more material when people check out so that we keep our patrons informed. Previously Programming Supplies were taken out of donations and fines; since those are now turned into the Town, we will try to buy in bulk and track our expenditures closely so we don't have the same problem next year.

Going Green: I have contacted the Coop to purchase bio-degradable utensils, cups and plates. We are purchasing battery chargers with rechargeable batteries, as well as recycle bins. As the libraries join the town in going green, I would ask the Trustees to only buy easily biodegradable or recyclable products- no Styrofoam.

Technology: New computers are in place and we are getting used to them. Evergreen has caused some delays of service and some problems as new software does. The new timing software is not being used to limit people's access to the computers, but to keep track of how much they are being used. Purchasing the Apple products is still in process.

Mason Library: Young Adult room is now fully functioning and feedback has been positive. YA room needs two more bookcases.

New shades are in the history and archive rooms so the historical materials are better protected.

The magazines have been shifted to the Reading room & the rest of the fiction & non-fiction collection: are being shifted.

Ramsdell Library: Chairs have been purchased and Jim will clean out the closets so the chairs can be stored. New shades are in Ramsdell in preparation for showing movies downstairs. Amanda Martinson has started so

we have full staffing for a second week in my tenure. Amanda will be at Ramsdell on Tues, Thurs and Fridays/Saturdays and will take care of the adult collection.

Maintenance of both Ramsdell and Mason Libraries is being addressed by Joe Sokul and DPW.

Policy on low staffing:

In the event of many of the staff being sick, please call staff in this order: Director, Asst. Director, Children's Librarian, Circulation Coordinator, Operations Coordinator. Call in other staff, even if they are not scheduled. Send an email to all the Trustees and volunteers, asking for help covering. Mason Library cannot be run with less than two staff (or volunteer) for more than 2 hours - and the Children's room will have to refer people upstairs or be closed. Ramsdell Library can be run with less than two staff (or volunteers). Because Ramsdell serves fewer people, it can be closed, after notifying the Director, to keep Mason operational.

New Business:

Margaret K. LaMudge has generously left Ramsdell Library a Specific Bequest in the amount of \$5,000. **Need Trustee signatures.**

Need to change the Meeting Room use policy in light of contradicting policy on alcohol and paying a fee and other discrepancies. We could go with a shorter policy that leaves decisions up to the Board of Trustees to make individual decisions. Our current policy states:

- 1. Meeting rooms are not available for social gatherings, the benefit of private individuals, commercial enterprises, or any closed meeting.*
- 7. No after-hours access to the library itself is permitted.*
- 10. Any publicity must include the following statement....*
- 15. Alcoholic beverages may not be dispensed or consumed on library property.*

Lastly: June 22nd event at Ramsdell- need to borrow out door games and need volunteers