

Great Barrington Libraries Board of Trustees

July 14, 2016

Mason Library

231 Main Street

Great Barrington, MA 01230

- I. Call to Order: Meeting called to order at 5:32 pm.
  - a. Attendance: Kathy Plungis (KP), Patrick Hollenbeck (PH), Dana Coleman (DC), Hilda Banks-Shapiro (HBS) and Lauren Clark (LC). Absent: Adam Gudeon (AG) Amanda DeGiorgis (AD), Director. Audience: 1
  - b. Approval of May minutes: KP explained there was no meeting in June so need to approve the May minutes. HBS motion to approve minutes, PH second. Vote 5-0.  
Approval of June minutes (no quorum). KP motion to approve statement that meeting was not held due to lack of quorum, PH second. Vote 5-0.
  - c. Trustee Announcements: KP congratulated HBS on the release of her new CD and reminded Trustees that there will be a party on Sunday, July 17<sup>th</sup> at the Unitarian Church in Housatonic to celebrate the release.
  
- II. Reports of Officers, Boards, and Standing Committees
  - a. Director's Report: AD (see attached reports). KP pointed out that visits were up at Mason Library but that Ramsdell's numbers continue to go down. Observation by LC that maybe Sunday people only wanted to come on Sundays. KP mentioned that she and AD were talking about how to change the situation at Ramsdell.
  - b. Treasurer's Report: AD. FY2016 is over and AD is working on closing books and a year-end report. AD asked Board for \$5,000 from State Aid to cover programming from July 1, 2016 to December 31, 2016. PH made motion to approve \$5,000 from State Aid for the use of programming to cover the period July 1, 2016 to December 31, 2016, LC second. Vote 5-0.
  - c. Friends' Report: Ed Abrahams (EA) gave verbal report. Book sale will continue until end of August with AD's permission, which had been granted. EA said book sale had raised \$1,400 to date. Book Sale's purpose has been to raise money, sell books to people who love them and offer people a place to bring their books that need new homes. Friends are working on regaining 501(c)3 status. They have been deemed up to date by the State and are working on the federal items now. They average taking in \$7,600 and spend the same amount per year. This is up from previous years. EA mentioned the Friends are working on their mission statement and doing some reorganizing. A preliminary report will be ready for discussion at the August meeting. DC asked how many members the Friends have. EA gave brief history on Friends (founded by Board and members appointed by Board, thereafter self-perpetuating) including that they were revived not too long ago by Ellie Smith. EA explained the Friends are currently formalizing their organization and looking to improve the organization. EA does not know the number of current members but there are currently four board members. EA mentioned that the MBLC (Massachusetts Board of Library Commissioners) does not endorse Friends and Trustees serving on both boards.
  - d. Buildings & Grounds: KP gave verbal report. KP mentioned new bench in the Children's Garden. Barrington Outfitters gave it to us at cost and covered the delivery. KP mentioned AD had sent thank you letter to them. LC asked about town benches that KP had talked about previously. KP said the town benches were solid concrete and that Pete Soules suggested they would not be appropriate for children and would require a front loader to move from their storage.

KP has cleaned up the shrubs in the Children's Garden and will work on the front of Mason next. She also weeded at Ramsdell. KP stated that the mowing has been happening every two weeks and the guys have been doing a good job.

Numerous emails have been sent to Joe Sokul by KP asking about the following tasks. Ramsdell: Air conditioner, sealing the front doors, repointing the bricks in the upper back corner of the building, exterior painting of windows and the basement to the second floor. Mason: replacing carpet in the Community Room and in front of the Adult Circulation Desk, cleaning and sealing the tile on the main level, fixing the lock mechanism on the left front door, repairing the cracked marble on the base of the main circulation desk. KP stressed that sealing Ramsdell's door was the most important.

III. Unfinished Business

- a. Reporting on the presentation of the Ramsdell Sunday report to the Selectboard: KP reported that EA of the Friends presented a summary of the report to the Selectboard on Monday, July 11. The Selectboard then voted to direct Jennifer Tabakin (JT) to implement Sunday hours at Ramsdell year round with the understanding that they be budget neutral. JT mentioned that the union needed to be negotiated with first. KP mentioned that the Union Contract was up as of June 30, 2017 and that JT will ask to begin negotiations. KP referenced the sample schedule that the Friends had come up. KP stated that AD had said that Thursdays are actually the slowest days at Ramsdell. KP mentioned the large number of hours that Ramsdell is open and how many more hours it is open than libraries in towns many times its size. KP brought up the year round issue and the problem with heat and the lack of A/C.

IV. New Business:

- a. AD brought up Shopper's Guide Ad that had been running from January-June 30, 2016. She said the ad has been a great success and early survey results have stated that many people are getting their information there. AD asked board for \$1,350 to continue the ad for the remainder of the year. PH asked about the possibility of a color ad. AD said she would investigate. PH made a motion to allocate up to \$1,500 from State Aid to cover the cost of the Shopper's Guide Ad from July 1, 2016 to December 31, 2016, HBS second. Vote 5-0.
- b. LC brought up a conversation she had with a potential volunteer at the Candidate's Forum several months ago. AD will be investigating and getting in touch with said volunteer. DC did ask about CORI checks and if they were required for all volunteers or just those in the Children's Room. AD said they were required of all volunteers.
- c. PH brought up the MBLC Construction Grant and the need for the Trustees to take action. KP brought up who writes it and mentioned that for Mason it was the Trustees and the Library Director who wrote it. PH made a motion to formally request that the Library Director write a letter to the Town Manager, requesting a meeting regarding the steps necessary to formalize accessibility and maintenance issues at Ramsdell Library, LC second. Vote 5-0.

V. Citizen Speak: none

VI. Adjournment: HBS made a motion to adjourn at 6:21 pm. PH seconded. Vote 5-0

Next Trustee meeting: Thursday, August 11, 2016

Respectfully Submitted,

Amanda M. DeGiorgis  
Library Director

## Director's report for May 2016

June 8, 2016

### Statistics: May

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	648	5 programs 41 attending	7 programs 89 attending	60	0	-	93
Mason	8,525	6 programs 69 attending	16 programs 176 attending	1,224 (235 kids)	130	28	491

### News, Projects and Proposals:

#### ❖ Mason:

- Website seems to have stabilized. Bob O'Haver, who helps with our website hosting, changed a few of the settings and it seems to be back on track. I put the old template back and have updated it a few times with success. The new Adult Circulation Supervisor will be taking over the website as part of their duties.
- The display cases for May hosted art from students at Muddy Brook Elementary and Monument Valley Middle School. It was fun to have the projects and many of the students came in to visit their pieces!

#### ❖ Ramsdell:

- The big A/C is in but we are still having issues with the A/C in the Art Room. When the outside contractors did the energy work they sealed the windows shut so well that Mike and Chuck could not get the sealant out. They are exploring other options for cooling that room. In the meantime, Ramsdell could use more five more fans to help keep the building cool. I can get another five Vornado fans (what we already have) for about \$400 on Amazon. There are funds in both Ramsdell Donations and the Ramsdell Improvement Fund.

- ❖ **Job Highlight:** This month I will highlight the position of Assistant Director – Community Outreach. This is a new position as of 2014 and is held by Talya Leodari.

The AD-Community Outreach is responsible for adult programming for both Mason and Ramsdell. This includes booking rooms for meetings, setting up library programs and handling other programs that are hosted in the library. Talya handles the process from start to finish and keeps track of the paperwork we require for both room bookings and programs. Hand in hand with programming is publicity. Talya is responsible for the monthly MailChimp, for updating the adult and Ramsdell events on the website calendar, the ad in the Shopper's Guide and any other online publicity. She creates flyers for the adult programs; Laurie creates flyers for the Mason Children's events and Leslie creates flyers for the Ramsdell Children's events.

In addition to programming and publicity, Talya also creates book displays at both Mason and Ramsdell. These are often in conjunction with programs we have going on in the library but there are also certain themes that she chooses to highlight around events, trends and seasons.

Talya is mainly based at Ramsdell and while there she is the staff member in charge. She helps out with the circulation desk and addresses any problems that arise. She spends two days a week at Mason in order to attend to programming and other tasks. Talya does have research and grant writing experience, which will help us going forward with renovation plans for Ramsdell.

## Director's report for June 2016

July 12, 2016

## Statistics: June

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	574	7 programs 61 attending	3 programs 22 attending	48	0	-	110
Mason	12,829	6 programs 65 attending	15 programs 327 attending	1548 (264 kids)	152	28	497

## News, Projects and Proposals:

## ❖ Survey:

- Long Range Plan survey is out as of June 28. It is available in paper copies at Mason and Ramsdell as well as a link on the website and Facebook page. So far we have had 132 responses, which surpasses our last long range plan survey by 30. The responses keep coming in and I plan to have the survey up until August 1. At that point I will take the survey down and start tallying up the responses.

## ❖ Programming Funds/State Aid:

- I am requesting that the Board allocate \$5,000 for programming to be used from July 1-December 31, 2016.

## ❖ Mason:

- Website seems to have stabilized and has behaved for the last two weeks. I would like, as part of our new LRP, to investigate revamping and updating the website to be mobile friendly as well as update friendly.
- Talya has put up a summer book display on Fact or Fiction, encouraging patrons to read a fiction and nonfiction book on the same topic or person.

## ❖ Ramsdell:

- Leslie is leading a summer long children's workshop series on creating imaginary worlds. The first session was to determine what the children would like to create and they will be planning and building from there. Leslie will be making use of the raised beds to display these worlds.
- The Ramsdell Readers book group is going strong and their monthly meetings are well attended.

## ❖ Staffing:

- Jim Martin has been promoted to Adult Circulation Supervisor. This position will be responsible for the training and running of the circulation desk as well as technology needs and support.
- Mimi Hassett is being transferred from her role as assistant director at the Senior Center to a part time circulation technician at the libraries. She will start on July 19.
- We are advertising for one part time circulation technician to get us back up to full staff. The deadline for that application is July 18.