

Great Barrington Libraries Board of Trustees  
August 11, 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 Adam Gudeon (AG). Absent: Lauren Clark (LC)  
Amanda DeGiorgis (AD), Director. Audience: 1
  - b. Approval of July minutes: HBS motion to approve July minutes, PH second. Vote 5-0.
  - c. Trustee Announcements: none.
- II. Reports of Officers, Boards, and Standing Committees
  - a. Director's Report: AD (see attached report). DC commented on growth of Young Adult Collection and explosion of adult authors now writing Young Adult books. PH commented on Leslie's "Create Your Own Imaginary World" program and its success.
  - b. Treasurer's Report: AD (see attached sheets). AD gave run down of FY 2016 and the start of FY 2017. PH asked for clarification on the Trusts and Donations Accounts. AD explained that the Trusts had conditions and she would provide a rundown of those accounts and their conditions at the September meeting. AD mentioned that she has asked the Town Manager for permission to roll over the balances from FY 2016 in print, nonprint, office supplies and water/sewer to cover items that were not able to be delivered in time for the end of the fiscal year. KP made motion to roll those funds over, HBS second. Vote 5-0.
  - c. Friend's Report: KP delivered report as Ed Abrahams was not present to do so (see attached). KP mentioned success of Friday Fiction Sale, which she staffed. KP noted that they sold around 300 books but that the library has seen that many come in since then. KP drew attention to the Friend's announcement that they are starting a film series at the Senior Center this fall. KP will be asking the Friends if this means they are stopping the film series at Mason and Ramsdell as the library staff will need this information to plan programming.
  - d. Buildings and Grounds: KP reported she has continued to e-mail Joe Sokul regarding the air conditioner at Ramsdell this week. Was given response that the men will look into removing the caulk and installing A/C at Ramsdell. KP was also told that there would be people going to Ramsdell to look at installing a split unit to cover the upstairs and the downstairs. There has not been any further information. KP mentioned that she, LC, PH and AD met with the Town Manager regarding Ramsdell and its ADA accessibility. KP gave the Town Manager the current

maintenance list and expressed her frustration with the state of projects at Ramsdell and Mason. KP made a motion to direct AD and KP to draft a letter requesting the Town Manager solicit RFPs for a designer to make Ramsdell ADA compliant as well as update the heating and cooling systems, electrical and other needed improvements. PH brought up that he felt the Board should focus on hiring a consultant at this point in time to help the Board and Library come up with a plan for what to do at Ramsdell. PH expressed his concern that the Board is not at the right place to hire a designer. There was further discussion regarding the need for fundraising and how other local libraries have funded renovation projects including starting foundations, book sales, galas and state resources. KP withdrew her earlier motion and said she would like to task the Ramsdell Subcommittee to come up with a list of consultants to bring to the next Board meeting.

III. Unfinished Business

- a. Ramsdell Sunday report update: KP reported that the Selectboard had tasked the Town Manager to implement Sunday hours at Ramsdell. This will involve negotiating with the library union. KP and AD both believe that year round Sunday hours are not advisable.
- b. PH brought up the Friend's Mission Statement preliminary report and questioned if the Friends had voted on the Mission Statement. KP requested Board to read over statement as it will be discussed at the September meeting. Board was asked to make note of areas of agreement and disagreement. KP will be asking Ed Abrahams to explain mission statement and its deviation from what other Friends groups (and the Massachusetts Board of Library Commissioners) follow. PH questioned if there had been an update on the 501 (c)3 status. Neither KP nor AD had information.

IV. New Business: none

V. Citizen Speak: Audience asked for clarification on if the Board was asking the Town Manager for money right now. KP said that the Board was not asking for money right now but would be preparing a list of consultants for the September meeting.

VI. Adjournment: HBS made motion to adjourn at 6:24 pm, PH second. Vote 5-0

Next Trustee Meeting: Thursday, September 8, 2016

Respectfully Submitted,

Amanda M. DeGiorgis  
Library Director

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**Director's report for July 2016**

**August 10, 2016**

**Statistics: July**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	656	6 programs 23 attending	5 programs 50 attending	41	0	-	136
Mason	9,411	4 programs 47 attending	18 programs 178 attending	1,708 (285 Children's)	153	30	543

**News, Projects and Proposals:**

- ❖ **Long Range Plan:** The survey is done and I have a total of 227 responses (135 online and 92 in the library). Donna, Talya and I will be working on going through the data and getting the results tallied.
- ❖ I completed the first part of the Annual Report Information Survey (ARIS) for the Massachusetts Board of Library Commissioners (MBLC). The first part focuses on our statistics (circulation, holdings, etc.) while the second part, which I will do in the fall, focuses on money and material expenditures.

I'm including some of the information here, but the trend is that the Main Street reconstruction really impacted the circulation and visits at Mason last year. This comes as no surprise. Ramsdell's attendance was still down, even with the Sunday hours boost. On a positive note, our young adult usage is up and our eBook/eAudio usage has exploded.

**Holdings**

Category	FY 2015	FY 2016
Books	39,249	40,822
Periodicals	1,131	1,018
Audio (CD)	2,627	2,866
DVD	4,335	4,950
eBooks (Adult and Kids)	30,858	174,052
eAudio	8,887	12,321
Young Adult Books	2,655	2,731
Young Adult Audio (CD)	307	314
Young Adult DVD	181	212
Children's Books	21,098	22,162
Children's Audio (CD)	1,103	1,157
Children's DVD	1,692	1,773
Misc (laptops, passes)	623	614
Total	114,746	264,992

\*our holdings jumped so much due to joining the Commonwealth eBook collection\*

**Circulation**

Category	FY2015	FY2016
Books	44,258	41,616
Periodicals	1,738	1,559
Audio (CD)	10,544	9,927
DVD	26,990	26,629



eBooks (Adult and Kids)	1,837	2,691
eAudio	1,006	1,480
Young Adult Books	4,791	5,861
Young Adult Audio (CD)	527	506
Young Adult DVD	921	1,113
Children's Books	44,614	45,562
Children's Audio (CD)	2,766	2,708
Children's DVD	8,853	7,194
Misc (laptops, passes)	1,374	1,364
Total	150,219	148,210

#### Interlibrary Loan

Type	FY 2015	FY 2016
Items RECEIVED	19,414	20,652
Items LOANED	19,485	18,717

#### Services

Service	FY 2015	FY 2016
Hours Mason open	2,486	2,514
Hours Ramsdell open	1,709	1,775
Attendance (both)	133,698	121,622
Children's Programs/Attendance	269/3,861	273/13,857
Adult Programs/Attendance	204/2,017	141/1,151

#### Ramsdell

	FY 2015	FY 2016
Holdings	19,931	21,248
Circulation	15,985	14,748
Attendance	8,809	8,613

#### Mason

	FY 2015	FY2016
Holdings	54,918	57,208
Circulation	131,398	129,331
Attendance	124,889	113,009

#### ❖ Mason:

- Debbie Kain's artwork has been up for the month of July in the Main Reading Room. It will stay up for a few weeks and August and will be replaced by the photography of Mark Chester.

#### ❖ Ramsdell:

- Thanks to the article in the Berkshire Edge, Leslie's "Create your own Imaginary World" workshop took off in July. The garden has been planted and the houses placed. There have been many compliments on the project!

#### ❖ Staffing:

- Deadline for open part time position has passed and I am in the midst of first round interviews.

## Friends' Report 8/11/16

The Mason Reading Room sale and the Friday outdoor sale have brought in \$2224.53 to date. Many thanks to Kathy P. for staffing the Friday fiction sale during a very hot day. It was great public relations for the library as many customers were first timers to the library. The sale continues through the end of August and will be followed by an outdoor give-away event, date tbd., possibly during Columbus Day weekend.

Ed A. continues to maintain and stock the well used Little Free Book House at Giggle Park.

In keeping with our mission to bring the library to the people by going outside the traditional four walls and in harmony with the Council On Aging's direction to attract a younger, more diverse population, the Friends have scheduled a three film series at the Senior Center for the first Saturday evenings: October 1, November 5 and December 3. We plan for the documentaries to be timely, discussion worthy, free and appealing to a transgenerational group. Library information will be given to participants, the discussions will be led by community members and we hope the trial period will encourage a year 'round series.

Holly Hamer