

Great Barrington Libraries Board of Trustees
August 14, 2014
5:30 P.M.
Mason Library

I. Call to Order

Meeting was called to order by Holly Hamer at 5:30 P.M.

A. Attendance:

Present: Ed Abrahams (EA) Holly Hamer (HH) Kathy Plungis (KP)

 Hilda Banks-Shapiro (HB-S) Lauren Clark (5:35)

Amanda DeGiorgis, Director (ADeG)

Audience: 2

Absent: Adam Gudeon

B. Approval of July minutes:

EA moved to accept.

HB-S seconded.

Vote: 5-0

C. Trustee Announcements:

HB-S passed out a flyer on an upcoming fundraising dinner that will feature locally raised food.

HH mentioned the upcoming "Fermenting Food" workshop that will be held at both Ramsdell and Mason libraries. She noted that the workshop is free.

HH stated that the library will have a booth at the Gt. B. Summerfest next week.

Info on the libraries will be printed in both English and Spanish. Info on the "Friends" group and free bookmarks will be offered.

II. Reports of Officers, Boards & Standing Committees:

A. Chair's Report:

HH - None

B. Director's Report:

ADeG: See Report. The Director gave a brief summary of her report.

HB-S made a suggestion that a monthly free raffle to be set up and that a book be raffled off as a possible way to increase library use.

The Children's Librarian made a request via ADeG that an additional \$200.00 be added to the programming budget for the remainder of the year.

ADeG also requested an additional \$150.00 be added to the adult programming.

EA made a motion to approve the transfer of \$350.00 from the State Aid account to cover these two requests.

LC seconded the motion.

A brief discussion about the Halloween party on Nov. 1st ensued. That performer's fee is \$450.00.

Vote: 5 - 0

ADeG stated that the library has book bags left over from the summer reading program and that she would like to offer them for sale at the check-out counters. A brief discussion ensued with an OK given for this.

ADeG stated that new supplies, including library cards, will need to be ordered with the newly approved logo on them. A question was asked as to where the money would come from (State Aid).

KP made a motion to approve up to \$1,200.00 for the purchase of new library cards, etc. that will have the new logo.

HB-S seconded the motion.

ADeG stated that she would solicit bids for this.

Vote: 5 - 0

C. Friends:

Thanks to HH and EA, a total of 70 boxes of books were given away at the Barter Market that took place on the Mason Library lawn on a July Sunday. It was noted that the donation jar received just over \$200.00 that afternoon. It was also noted that any monies raised goes to both libraries, whether in the form of programs, films, necessary items that need to be purchased.

The Friends are still looking for a volunteer to take over the running of the Wednesday film nights at Ramsdell, the 3rd Wed. of each month. That person would begin in January, 2015.

D. Buildings & Grounds:

EA stated that the flooding that occurred in July through the downstairs doors, is on the Town Manager's list.

Further discussion stated that the water appears to be water coming from the roof and that the sump pump, along with the drain, need to be put on a maintenance plan schedule. It was noted that when the addition was built onto Mason, there was a maintenance plan drawn up. It was asked as to how closely it has been followed over the years.

It was noted that the soap dispensers, hand sanitizers, and paper towel dispensers at Mason seem to be continually empty.

The Trustees requested that the DPW Supervisor be notified and that these items be monitored more closely and refilled on an as needed basis.

It was noted that Ramsdell Library's lawn needs to be mowed on a more consistent basis.

E. Building Maintenance/Repair:

This was addressed during the Buildings & Grounds report.

IV. Unfinished Business:

A. Ramsdell Library use by Historical Commission and Society:

HH & EA have met with Paul Ivory and engaged in an informal discussion regarding the request by the Historical Commission's use of the first floor at Ramsdell. He was told that the main floor will continue to be used by the library and that the 2nd floor can be continued to be used for storage of the current artifacts up there. A meeting will be held on Aug. 21st at 11 am for further discussion.

LC noted that a long term goal for Ramsdell has been the installation of a climate control device and to make the building handicap accessible.

HH stated that until money is available and approval of such renovations at a Town Meeting, that the Trustees are willing to have the status quo continue regarding the artifacts on the 2nd floor.

A member of the audience pointed out that the Trustees had already offered the 2nd floor.

After a brief discussion and a referral to the July minutes, it was noted that that was true.

HH then made a motion to formally recommend to the Town Manager that the Historical Society and the Historical Commission be allowed to occupy the 2nd floor space until we are able to obtain funding for Ramsdell (see the notes under IV: A)

HB-S seconded.

No discussion.

Vote: 5 - 0

IV. New Business:

A. Community Preservation Fund proposals:

There will be two proposals coming from the Trustees (pertaining to Ramsdell Library) and that we will need the Historical Commission to sign off on them.

ADeG noted that one proposal will be for the cataloging and digitalizing of materials in the archive. This proposal will give the library and the Commission and Society a better handle of what is in storage. The funding would be for a person and supplies. The application timeline for the CPA funds is Sept. 1st till Oct. 1st. If approved, then the proposal will move onto the second part of the Community Preservation process.

The second proposal will deal with Ramsdell. The ensuing discussion revolved around what is wanted/needed at Ramsdell? It was brought up that the bathrooms need updating and the the need to be handicapped accessible.

LC stated that handicap accessibility to the building should be the first priority.

HH stated that with the h'cap accessibility, the building could then be used for public meetings.

Currently there is no plan for a h'cap ramp, but for 2 parking spaces and an elevator. There was further discussion regarding the possible cost and the time line. It was noted that such renovations under the state's Library Fund currently has an 8 year wait.

It was asked and then noted that the proposals will be filled out by representatives of

the libraries' Staff, Trustees, and the Historical Commission. Letters of recommendation will also be needed.

It was suggested that we contact someone for estimates regarding a possible ramp, etc.

It was noted that interested Trustees can go online to the CPA of Massachusetts site to review proposals that have been accepted in other towns.

HH and LC will look into finding names of relevant people that can assist us with estimates of the work we would like to see completed.

B. Audience:

A member of the audience offered his support with what we are planning on doing, especially regarding the preservation of the historical documents at Ramsdell.

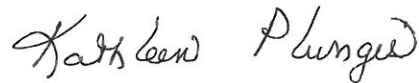
VI. Adjournment:

HH made a Motion to Adjourn.

HB-S seconded.

The Board voted (5-0) to adjourn at 6:46 pm.

Respectfully Submitted,

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

Kathleen Plungis, Secretary

Statistics: July

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Item added
Ramsdell	717	11 programs 41 attending	8 programs 40 attending	53 + 3 iPad	1	-	1
Mason	13,635	7 programs 236 attending	23 programs 364 attending	2408 (483 kids)	183	37	5

News, Projects and Proposals:

- Talya Leodari, our new assistant director, started on Monday. We are working on getting her up to speed on being a librarian as well as her other new duties.

- July was very busy at Mason with a lot of visitors using the computers and viewing the art show. The Museum passes provided by the Friends are one of the most requested items.

- I have completed the ARIS report and will be attending training on the State Aid Workshop in September. The next set of reports for State Aid (the State Aid Application, Compliance Form and Financial Report) will be due in October.

- DPW is working on the cosmetic repairs at Ramsdell: the light posts are in process (sanding and repainting). The railings and inner glass door will be done next.

- We did have trouble on July 27/28th with flooding again at Mason. It was not as bad as the flood earlier this summer but water was still in the public hallway and the Children's Room.

- The re-useable bags Laurie in Children's put together have been used for welcoming new families and Summer Reading in the Children's Room. I was thinking of offering some of the bags for sale at the Adult Circulation desk for patrons who need/want bags. I'm not looking to make money off of them – just to help cover the cost of the bags and provide a service that we provided before the plastic bag ban.

- We are going to be ordering new library cards in the near future and I would like to change the front of them to reflect our new logo.

ARIS Comparisons FY2014 versus FY2015

Holdings (Mason & Ramsdell)	FY 2013 (ARIS FY2014)	FY 2014 (ARIS FY2015)
Adult Books	37,425	40,201
Young Adult Books	3,247	2,920
Children's Books	20,866	21,419
Adult Audio	2,195	2,459
YA Audio	251	273
Children's Audio	966	1,046
Adult DVD	3,032	3,542
YA DVD	92	146
Children's DVD	1,484	1,820
EBooks (all levels)	17,027	24,555
<i>TOTAL</i>	<i>86,585</i>	<i>96,381</i>

Circulation (Mason & Ramsdell)	FY 2013 (ARIS FY2014)	FY 2014 (ARIS FY2015)
Adult Books	44,943	44,360
YA Books	4,477	4,294
Children's Books	43,317	43,075
Adult Audio	9,416	10,084
YA Audio	595	547
Children's Audio	3,325	2,640
Adult DVD	27,379	27,231
YA DVD	1,033	861
Children's DVD	8,986	9,237
eBooks (all levels)	1,171	1,652
<i>TOTAL</i>	<i>144,642</i>	<i>143,981</i>

Interlibrary Loan	FY 2013 (ARIS FY2014)	FY 2014 (ARIS FY2015)
Items RECEIVED	17,458	17,958
Items LOANED OUT	17,243	18,311
	<i>(net borrower)</i>	<i>(net lender)</i>

For FY 2014 we were open 2,483 hours at Mason and 1,693 hours at Ramsdell. In FY 2013 we were open 2,592 hours at Mason and 1,739 hours at Ramsdell. We did have a greater number of snow days during the winter of 2014 and that accounts for the difference.

Our total attendance (library visits) is up from 138,004 during FY 2013 to 139,807 in FY 2014. We have 5,776 registered borrowers with 4,791 of those being residents of Great Barrington. The previous year we had 5,701 registered borrowers and 4,566 of those were residents of Great Barrington.

State Aid

Board of Trustees voted on January 9, 2014 to allocate \$8,000 to be used on programming for Calendar Year 2014. The money was allocated as follows: Mason Adult programming \$1,500. Mason Children's Programming \$3,500. Ramsdell Adult and Children's Programming \$2,000. Other/Contingency \$1,000. Below lists the details of expenditures to date.

Mason Adult Programming (\$1,500)

Program	Date	Amount	Balance
Too Human Concert	February 2014	\$400	\$1,100
Dan Kennedy (Piano)	March 2014	\$300	\$800
Chocolate Springs (book signing)	May 2014	\$100	\$900
Jennifer Phar Davis	June 2014	\$200	\$700
Michelle Kaplan (Fermentation Workshops)	Upcoming – August 2014	\$100	\$600
Radical Mycology	Upcoming – September	\$200	\$400

Mason Children's Programming (\$3,500)

Program	Date	Amount	Balance
MCBA Book Club (Anne Marie Genco)	January 2014	249.97	\$3,250.03
History of Swords	January 2014	\$396	\$2,854.03
Family Astronomy Night	March 2014	\$250	\$2,604.03
Hollyhock Puppet Show	April 2014	\$300	\$2,304.03
Massage Chair for Parents	April 2014	\$150	\$2,154.03
Read with a Llama	May 2014	\$195	\$1,959.03
MCBA Book Club Part 2	May 2014	\$214.26	\$1,744.77
Face Painting – Summer Reading	July 2014	\$125	\$1,619.77
Map Camp	July 2014	\$200	\$1,419.77
Forest Park Zoo	July 2014	\$260	\$1,159.77
Rhonda's Reptiles	July 2014	\$175	\$984.77
Sciencetellers	July 2014	\$325	\$659.77

Ramsdell Programming (\$2,000)

Program	Date	Amount	Balance
Clay Mask Making (Kids)	January	\$112.50	\$1,887.50
Watercolor Painting (Adult)	March	\$270	\$1,617.50
Powder Keg Writing Sessions (Adult)	April	\$270	\$1,347.50
Tap and Blues (Adult)	April	\$200	\$1,147.50
Shakespeare & Co. (Kids)	April	\$500	\$647.50
Vegetarian Cooking (Adults)	July	\$125	\$522.50

Other (\$1,000)

Item	Date	Amount	Balance
Movie Licensing, USA	February 2014	\$350	\$650
Ads r' us (Neighborhood Diner placement)	April 2014	\$170	\$480
Ads r' us (Neighborhood Diner placement)	July 2014	\$170	\$310