

Great Barrington Libraries Board of Trustees  
September 10, 2015  
5:30 PM  
Mason Library  
231 Main Street  
Great Barrington, MA 01230

- I. Call to Order: Meeting called to order at 5:34 p.m.
  - A. Attendance: Kathy Plungis-Chairman, Ed Abrahams, Patrick Hollenbeck and Adam Gudeon, Jessica Magelaner, Asst. Director
  - B. Absent: Hilda Banks-Shapiro and Lauren Clark Audience: 2
  - C. Approval of August minutes: E. Abrahams motion to amend minutes with amendment-add 2<sup>nd</sup> motion to Citizen Speak, A. Gudeon second, unanimous vote 4-0.
  - C. Trustee Announcements: K. Plungis announced the birth of a baby girl, Amelia Jane, born on August 29<sup>th</sup> to Amanda DeGiorgis- Library Director.

II. Reports of Officers, Boards, and Standing Committees

- A. Director's Report – J. Magelaner- New hire at library turned down offer and current applications will be used for new hire. This position will not be advertised again. See attached report.
- B. Treasurer's Report – J. Magelaner- see attached
- C. Friends' Report – H. Hamer- see attached
- D. Buildings & Grounds Report – K. Plungis- DPW feedback on air conditioner-nothing to report, railing on library-nothing to report, and water damage at library-nothing to report.

III. Unfinished Business

- A. Exhibit Policy update – L. Clark-no report since L. Clark was absent. E. Abrahams made motion to adopt exhibit policy By-laws, P. Hollenbeck second, unanimous vote 4-0.
- B. Ramsdell mural update – A. Gudeon- A. Gudeon displayed a computer view of finished mural. Picture of mural was taken by a professional photographer of children's work. Amanda and Jessica will have final say.

C. To vote on the 2 proposed By-law changes of Article V of the Trustee Bylaws:

- 1. 1<sup>st</sup> Motion: That the Board of Library Trustees amend Article V of the bylaws to add the following two paragraphs to the end of the agenda for every Board of Library Trustee meeting: Withdrew motion (Attorney General approved).

This meeting may be recorded by members of the media and/or members of the public. The listing of agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

All voters, taxpayers and other interested members of the public in attendance are welcome and encouraged to participate and

Speak to any agenda item, or to other issues of concern to the library during New Business, subject to recognition by the chair.

2<sup>nd</sup> Motion: That the Board of Library Trustees amend Article V of the bylaws to read as follows:

- I. Call to order
  - A. Attendance
  - B. Approval of minutes
  - C. Trustees Announcements
- II. Reports of Officers, Boards and Standing Committees
- III. Unfinished Business
- IV. New Business
- V. Citizen Speak
- VI. Adjournment

K. Plungis motion to amend Article V of the bylaws, P. Hollenbeck second, unanimous vote 4-0

#### IV. New Business

- A. Addition of the next Trustee meeting date onto future Agendas. K. Plungis motion to include next meeting date on future agendas, next meeting will be on October 8, 2015 at 5:30 p.m.
  - E. Abrahams second, unanimous vote 4-0

V. Citizen Speak: Member of audience mentioned maintenance to libraries has been on issue since 2001.

VI. Adjournment: E. Abrahams motion to adjourn at 6:02 p.m., P. Hollenbeck second, unanimous vote 4-0

Respectfully submitted,

Terry Walker  
Secretary

*Kathleen Plungis*  
Chairman

**Statistics: June**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	735	3 programs 7 attending	5 programs 45 attending	54	6	-	448
Mason	10603	6 programs 92 attending	13 programs 243 attending	1337 (236 Kids) + 3 iPad	108	22	346

**News, Projects and Proposals:**

-Summer Reading has concluded for the year. We had 9 Summer Reading programs in August, with 205 attendees, bringing the total for the summer to 45 Summer Reading programs with 818 attendees.

-Jessica and Talya are working with Jennifer to find a new part-time staff member.

-We are in the process of replacing our Clean Slate software on the adult Internet computers with Deep Freeze. We have already made the switch with the children's computers, and we have Deep Freeze loaded on one of the adult computers as a trial.

Appropriated Account	Date	Mason		LP		YA		Child		Contin.	Ramsdell		LP		Start	Balance	total spent
		Start	End	Start	End	Start	End	Start	End		Start	End	Start	End			
Books/Subscriptions	8/31/2015	\$30,100	\$30,214.83	\$6,000	\$4,948.34	\$3,050	\$3,050.00	\$17,250	\$16,372.02	\$2,000	\$15,100	\$11,928.08	\$1,500	\$1,315.58	\$74,000	\$69,828.85	\$70,673.54
Dues	8/31/2015	\$410	\$53.01												\$410	\$53.01	\$356.99
Equipment Repairs	8/31/2015	\$1,255	\$570.00												\$2,000	\$1,315.00	\$685.00
Non-Print	8/31/2015	\$16,500	\$16,231.33			\$2,500	\$2,500.00	\$7,000	\$6,380.63		\$8,000	\$7,623.13			\$34,000	\$32,735.09	\$1,264.91
Office Supplies	8/31/2015	\$6,300	\$5,459.29							\$1,000	\$2,500	\$2,384.21			\$8,800	\$8,843.50	-\$43.50
Program Supplies	8/31/2015	\$1,000	\$997.00			\$200	\$200.00	\$1,300	\$1,105.50		\$500	\$500.00			\$3,000	\$2,802.50	\$197.50
Water/Sewer	8/31/2015	\$1,500	\$1,500.00								\$1,000	\$938.11			\$2,500	\$2,438.11	\$61.89

Added \$6724.90 to Books/Subscriptions from FY15 July 2  
 Added \$3891.38 to Non-Print from FY14 July 28

Non-Appropriated In-Library Account	Date	Mason	Ramsdell
Out of State Fees	8/31/2015	\$25.00	\$25.00
Copier Fees	8/31/2015	\$793.66	\$67.40
Fines	8/31/2015	\$2,111.99	\$329.01
Donations	8/31/2015	\$11,057.47	\$12,237.24

Non-Appropriated Trusts Account	Date	Balance
Mason Trust	8/31/2015	\$148.89
Ramsdell Trust	8/31/2015	\$2,520.13
Chesanow	8/31/2015	\$584.71
Wheeler	8/31/2015	\$272.65
Hollenbeck	8/31/2015	\$133.51
Dewey	8/31/2015	\$159.66
McKinley	8/31/2015	\$4,110.84
Smith	8/31/2015	\$1,066.60
Ramsdell Improvements	8/31/2015	\$13,216.86

Capitol Accounts	Date	Balance
M Capitol Donations	8/31/2015	\$6,201.87
R Capitol Donations	8/31/2015	\$5,118.00

State Aid Account	Date	Balance	Current
Mason Adult	8/31/2015	\$950.00	\$650.00
Mason Children's	8/31/2015	\$2,300.00	\$1,500.00
Ramsdell	8/31/2015	\$1,250.00	\$1,250.00
Other	8/31/2015	\$500.00	\$380.00
<b>Total Allotted</b>	<b>8/31/2015</b>	<b>\$5,000.00</b>	<b>\$3,780.00</b>
<b>Total In Account</b>	<b>8/31/2015</b>	<b>\$36,886.69</b>	<b>\$35,666.69</b>

Trustees Allotted \$5,000 7/1/2015 through 12/31/2015

Reed Sept. 10, 2015

Appropriated Account	Date	Mason		LP		YA		Child		Ramsdell		Start	Balance	total spent	
		Adult	End	Start	End	Start	End	Start	End	Start	End				
Archiving	6/30/2015	\$500.00	\$8.43										\$8.43	\$491.57	
Books/subscriptions	6/30/2015	\$30,000	\$5,831.95	\$6,000	-\$46.73	\$3,000	-\$433.30	\$16,500	-\$1,921.14	\$2,000	\$15,000	\$688.86	\$1,500	\$6,616.32	\$70,673.54
Copying Supplies	6/30/2015	\$1,600	-\$251.01								\$400	\$251.01		\$0.00	\$2,000.00
Dues	6/30/2015	\$410	\$100.00								\$745	\$149.12		\$0.00	\$410.00
Equipment Repairs	6/30/2015	\$1,255	\$40.29								\$7,000	\$936.72		\$3,000	\$1,810.59
Non-Print	6/30/2015	\$15,900	\$764.97			\$2,500	\$510.46	\$7,600	\$1,679.23		\$2,000	\$531.70		\$3,891.38	\$29,108.62
Office Supplies	6/30/2015	\$4,400	-\$524.86											\$6.84	\$6,393.16
Postage	6/30/2015	\$200	\$27.84											\$27.84	\$472.16
Program Supplies	6/30/2015	\$800	\$326.51			\$200	-\$35.43	\$1,300	\$122.86		\$700	\$147.27		\$561.21	\$2,438.79
Water/Sewer	6/30/2015	\$1,500	-\$53.45								\$1,000	-\$45.39		-\$98.84	\$2,598.84

Added \$4811.77 to Books/Subscriptions from FY14 July 28  
 Added \$5964.45 to Non-Print from FY14 July 28  
 Added \$312 to Program Supplies from FY14 July 28

Non-Appropriated In-Library		
Account	Date	Balance
Out of State Fees	6/30/2015	\$350.00
Copier Fees	6/30/2015	\$3,900.56
Fines	6/30/2015	\$16,966.56
Donations	6/30/2015	\$10,816.16

Non-Appropriated Trusts		
Account	Date	Balance
Mason Trust	6/30/2015	\$156.10
Ramsdell Trust	6/30/2015	\$2,532.78
Chesnow	6/30/2015	\$594.06
Wheeler	6/30/2015	\$272.59
Hollenbeck	6/30/2015	\$136.22
Dewey	6/30/2015	\$163.93
McKinley	6/30/2015	\$4,185.62
Smith	6/30/2015	\$1,124.11

Capitol Accounts		
Account	Date	Balance
M Capitol Donations	6/30/2015	\$6,201.87
R Capitol Donations	6/30/2015	\$5,118.00

State Aid			
Account	Date	Balance	
		Start	
		Current	
Mason Adult	6/30/2015	\$950.00	\$385.00
Mason Children's	6/30/2015	\$2,300.00	\$832.00
Ramsdell	6/30/2015	\$1,250.00	\$315.00
Other	6/30/2015	\$500.00	\$117.00
<b>Total Allotted</b>	6/30/2015	\$5,000.00	\$1,649.00
<b>Total In Account</b>	6/30/2015	\$28,554.97	\$36,886.69

Trustees Allotted \$5,000 1/1/2015 through 6/30/2015

Friends' Report Sept. 10, 2015

Unfinished

- \* Free Library on hold while other matters press -leaning towards putting it in Housatonic, possibly outside the Housy Market or Pleasant and Main restaurant which is also school bus stop.

\*The canopy/craft tent was seen by Tayla and Amanda within the last 6 months in the rear staircase closed at Ramsdell. It is missing. Who will contact anyone having a key to the entrance as no one remembers being asked if it could be borrowed?

If it has been taken, what does that mean about the security of the building and other contents? Its absence created a hardship for volunteers at the book give away and means there will not be a library promotion event at the farmer's market.

Films:

- Starfish Throwers at Mason Sept. 1st- 20 attendees, excellent film, Board Pres. for The People's Pantry gave information about her organization during the discussion. Tayla did a bookshelf around the film which was well received and she

will follow-up with something similar at Ramsdell for "The Girls in the Band" about women jazz instrumentalists (Sept. 16th)

-Out Here - Sept. 9th -an additional film suggested by Michelle Kaplan - 19 attendees, also a very interesting film, discussion led by Atalanta Sunguroff from Wake Robin Botanicals.

Book Give Away Sept. 3rd - over 2000 items given away - about \$500 collected in donations and extra sales of books in ongoing sale -major good-will event, big cross section of people - freed up much needed space. Including the ongoing sale started in July and this event, we have moved out over 4,500 items.

\* We recently received over 50 boxes of donations from the estate of Paul Margulies (father of Julianna - The Good Wife).

Purchases - a museum pass for each library for Mass MOCA - \$300

- a wood drafting table for the art room at Ramsdell Library - \$300

To Do - \*metal tables arrived at Ramsdell - who will get the two oak tables (one in art room, one between the metal stacks) moved to Mason to flank the main entrance aisle (replace utility tables holding ongoing book sale) and when will that happen? Final cost?

\*Do we want to purchase mobile, adjustable stools for those tables from The \$15K fund? Would need about 12 stools that can adjust for kid's and adult height tables - Uline fixed/adjustable @\$50 or rolling adjustable \$135 - up to \$1800 ?

\*YA etc. books to be moved out of art room to make way for Hickey collection and library books on art on Sept. 24th - volunteers?

\* Existing book case in interior wall to be removed for gallery/hanging/demonstration space.

Holly Hamer

9/10/15