

Great Barrington Libraries Board of Trustees
September 12, 2013
5:36 P.M.
Mason Library

A. ATTENDANCE:

PRESENT: ED ABRAHAMS (EA) HOLLY HAMER (HH)
 KATHY PLUNGIS (KP) HILDA BANKS-SHAPIRO (HB-S)
 LAUREN CLARK (LC) (5:55)

Absent: Emily Shaw, Kate Deviny

Audience: 1

I. Call to Order

Meeting called to order by Ed Abrahams at 5:36 P.M.

B. Approval of August minutes .

There was one correction (under CitizenSpeak).

EA made a motion to accept as corrected.

2nd HB-S

Vote: 4-0

C. Trustees' Announcements:

EA made the announcement that Trustee Emily Shaw has resigned, effective Friday, September 13, 2013. The vacancy notice will be posted on the Town website.

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

A. PRESIDENT'S REPORT:

EA stated that we will need a Treasurer, now that E. Shaw has resigned.

B. Director's Report

KD was unable to attend tonight's meeting. Please see the attached report.

A positive comment was made about the new website for the library, that it is much faster.

Trustees were reminded to sign up for the "New Trustees" orientation seminar to be held Nov. 5th at Mason Library at 6:30 pm.

Re ARIS report, a couple Trustees wanted clarification on the report. They will email KD.

A discussion on the Policies was tabled to October and it was requested that KD forward a copy of each policy to each Trustee.

A short discussion ensued as to whether moving the afternoon lecture time to lunch time would draw more of a crowd from the Main Street businesses.

A question was asked regarding the shelving for Ramsdell Library in relation to the bookcases that was going to be ordered for the Young Adult room in Mason

Library. Could bookcases be moved to Ramsdell?

The Trustees would like elaboration regarding the Letter of Intent for the Design

and Plan for Ramsdell Library. A short discussion ensued as to how previously drawn up plans can be utilized.

LC arrived.

Regarding the Logo, LC will be submitting the proposal to a few designers and hopefully the new design can be moved along.

IV A. Buildings Maintenance/Repair Review: Building and Maintenance was then moved to here.

EA had requested that each Trustee come up with a list of maintenance, repair issues for both libraries. It was stated that the main floor of Mason Library will be repaired and refinished and that 3 days will be needed to complete this, that it may affect the operating hours and will affect access to the front of the main floor of Mason Library. It was asked if completing the work over a 3 day holiday could be looked into.

Carpets need to be shampooed, especially in the Community Meeting Room (Mason) The pointing and repairing of steps at Mason are scheduled to be completed next week.

HB-S stated that she knows of an organization that may be willing to donate towards the repair of Mason Library's cupola. She was told to tell the organization to contact KD.

Items to be considered are the replacement of some of the windows at Ramsdell Library, the placement of a larger storm drain on the Pleasant St. side of Mason Library.

There are marble squares that need to be put back into place at Ramsdell and Ramsdell's main floor needs to be cleaned and refinished. The wood floors at Ramsdell needs to be refinished.

It was noted that some of these items have been on lists from past years.

A discussion ensued as to the history of monies that has been spent on audio-visual items for the libraries.

HH made a motion to appropriate money from the Mason Donations (instead of the Mason Capital Fund) up to a total of \$2,400 to pay for the previously approved sound & projection equipment for Mason Library.

HB-S 2nd the motion.

A discussion ensued as to whether the projector is needed, as EA had stated that KD did not feel it was needed. The discussion centered around the appropriateness of the Smart Board and whether it was interactive (it was stated that the Smart Board is used by outside groups and programs that are brought in). Currently, the Smart Board is in a place that makes it difficult to use the screen that is recessed in the ceiling. Currently the Smart Board is off the wall because it was blocking the recessed ceiling screen being extended in order to use it. Discussion included moving it to another wall.

It was stated that because of different venues now showing films and in order to present the libraries as a viable place, a new projector is needed to show films in the best possible way and a new projector would do that. It was stated that the projector can be moved between Mason and Ramsdell. The projector is also 3D. A Blue Ray

player and cable will also need to be purchased.

Vote 5 - 0.

Discussion continued as to the best place to rehang the Smart Board. The Children's Librarian will be consulted as to her opinion as to where it should be placed.

Further discussion on the Smart Board is tabled to the next meeting.

E. Teen Room:

(the Teen Room was now moved to here) While KD was not here to present a report, Trustees suggested that she use money from the Mason Capital Fund account to purchase the bookcases. Discussion ensued and it was suggested that KD should use the Building account, not donations.

C. Treasurer's Report:

No report.

D. Friends Report:

HH gave a brief overview of the film that was shown at Ramsdell Library. 22 people attended. A brochure of future movies to be shown has been distributed to both libraries.

She spoke of the picnic, book sale that will take place at Ramsdell on Sept. 21st, in conjunction with the Congregational Church's tag sale. The Friends group has purchased a charcoal grill that can now be used by both libraries.

F. Long Range Plan Report:

Tabled due to KD's absence.

EA will ask KD to provide a copy to each Trustee.

III. Unfinished Business:

A. Ramsdell Initiatives Plan:

No report.

B. Bylaw Review/revision:

No report.

C. Policy Review::

Tabled. KP will ask that KD email the Trustees copies of the current policies.

HH stated that she met with the Town Manager and asked that the Meeting Room policy will be revisited.

EA stated that he is creating a subcommittee to review the policies. The subcommittee will make recommendations at the Oct. meeting. HH and LC volunteered and EA accepted.

D. Tagline:

Tabled. LC will report on this in October.

E. Library/Library Director Evaluation:

EA stated that this will be tabled per a request from the Town Manager.

EA read a quote from the Mass. Library Commissioners, pertaining to who is able to evaluate Directors.

EA wants to make a motion to initiate a process with the Town Manager to involve the Library Trustees in evaluating the Director.

A discussion ensued as to whether she is under (yearly, multi year??) contract (No).

It was brought out that there has not been an evaluation of a Library Director in the past.

KP noted that the current Town Charter does not have the Trustees evaluating the Director. Further discussion regarding privacy, the use of executive session, how to make a Library Director aware of the process.

EA made a motion to authorize the Trustee President to work with the Town Manager to create a process to evaluate Library Directors.

HH 2nd.

Vote: 5 - 0

IV. New Business:

A. Buildings Maintenance/Repair Review:

This was discussed under the Director's Report.

B. Policy: Friends of the Great Barrington Libraries:

HH presented a revised Friends policy.

HH made a motion to approve the submitted policy.

HB-S 2nd.

Vote: 5 - 0

V Citizen Speak:

None.

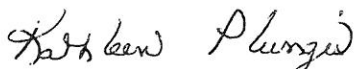
VI. Adjournment:

EA made a Motion to Adjourn.

HB-S seconded.

The Board voted (5-0) to adjourn at 7:04 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

Statistics:

| | Total Patrons | Adult programs | Children's programs | Computer use +iPad | Quiet/ study | Meeting room | Items added |
|----------|---------------|-----------------------------|-----------------------------|------------------------|--------------|--------------|-------------|
| Ramsdell | 858 | 3 programs 54 attending | 3 programs 13 attending | 72 +4 | 2 | 0 | 202 |
| Mason | 12,959 | 9 programs 110 attending | 9 programs 249 attending | 2,452 +1 (493 kids) | 158 | 7 | 363 |

News:

- The website has been moved to Graymatter Hosting and is working well. They are responsive to us and easy to work with. Now that we have space, we will be adding *+ DuBois* pages on Climate and Green Living, Musicals and our Historical holdings.
- Jessica has set up the scanner so we now have all of our warrants available in electronic form.
- The DuBois Reading went very well and we are going to create a special event every year to honor Dr. DuBois probably with cake, gospel singing and reading of his words.
- A Trustee Orientation Workshop led by Mass Library System is going to be offered on November 5, 2013 from 6:30-8:30. Hopefully this will clear up any questions.
- The ARIS Report is done and I have sent you my report explaining the numbers.
- The BSO at Ramsdell was a delight and there was talk of future concerts.
- Some of the library policies have not been formally approved even though they have been submitted to the Trustees; it would be nice to have them approved. (Collection Policy, Museum Pass Policy, etc.)
- Summer Reading has ended, but I don't have the final figures. Adult Summer Reading did well, but we are going to do it a little differently next year (have reading responses put in a glass jar at the desk & pull a winner from them every week.)
- I am waiting on Adam for updated library flyers.
- Having performers/ writers at one o'clock during the week has not been very successful.
- We added over 30 Great Courses on CD or DVD to Ramsdell Library, many in science, math and history. (Mason has some in music and opera.) This will help in home-schooling and life-long learning.
- Ukulele display will be setup soon with a concert or workshop and film in October.
- We need to consider adding more shelving to Ramsdell's children area, as there are a lot of children in Housatonic, but not enough new material is added, so they go to Mason. We have Ramsdell funds to purchase more shelving (adding 2 rows to the bottom of existing shelving where there aren't windows. We are also not convinced the hours are good for children at Ramsdell.
- We will be submitting a Letter of Intention for a Planning & Design Grant and I have the name and number of the architect who drew up the plans we have.

The second account which is the one you are asking about and I have discussed with you and Kate is the donation account for the mason building project. This was a fundraising done by the friends of the library for the project. All of the funds left in there must be spent in the way the donors intended.

The second account, the Mason Donations Capitol, was funded by community donations, and is under the purview of the library director and the library trustees. However, the funds in this account must be spent in accordance with the original donor's wishes. (See underlined sentence of Lauren's e-mail from 1/12/2012) The funds we have remaining in this account are as follows:

Maragaret Whitfield Courant donation, to be used for the Children's Garden: **\$1,205.90**

Blackmur/Wheeler Family Donation, to be used for the Local History Room: **\$3,912.78**

Kiwanis Donation to be used for children's crafts and the Children's Garden: **\$1,436.56**

Donation in honor of Ellie Smith, to be used for a game table and wreaths: **\$95.22**

Donation from leaf (on donor tree) sold 1/25/2012, to be used in any manner: **\$100.00**

These accounts, with the exception of the final \$100.00 have very specific designations; they may not be used to purchase items that are not clearly included in these designations, unless the library receives special permission from the donors. The sound system we purchased from Amazon cost a total of \$1,098.24, and does not fall under the designation of any of the accounts that would have the funds to cover it.

This bill can, with trustee approval, be paid for out of the Elizabeth Wheeler Account, Mason Donations, or State Aid, but not either Mason Capitol account.

Amounts remaining in the above-mentioned accounts as of 9/12/2013:

Wheeler Trust: \$4,188.84

Mason Donations: \$10,030.62

State Aid: \$31,080.10, \$6,292.20 of which is currently allotted for library use.

Which account do you want to use?

MORE ELECTRONICS:

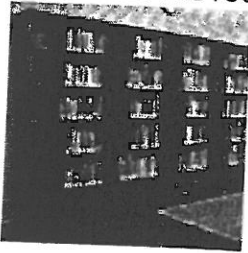
So far we have spent 2,572.80 on electronic equipment to show movies

| | Wheeler | |
|-----------|------------|--|
| 1/12/2012 | \$276.54 | Amazon - AV Cart and cables |
| 2/23/2012 | \$2,104.90 | Amazon - Short Throw projector, speakers, 3D AV Receiver, Ramsdell Screen, X-Assorted cables |
| 9/5/2012 | 191.36 | Amazon - Ramsdell YA Screen and brackets |

Since we are going to have the Smart Board re-installed complete with volume control of the amplifier & microphone, I think that is enough money to spend on electronics for many a year (\$11,493.78).

Teen Room:

Katie has ordered posters for the door to make it more inviting. The Trustees have approved spending \$1,600 from the Mason Capital for 5 shelving units. Could we take that out of some other account, as we don't have money in that account to use? Katie asked for 5 shelving units which would accommodate the collection and growth when she thought the shelves could be higher. As we can only go up to 64", if we only get 5 shelving units, we have no room for expansion. 5 Aurora Quik-Lok® Steel Library Shelving- 64" H x 12" D with shipping will cost \$1,595.52. The room can accommodate 7 shelving units which would cost \$2,104.70.



In answer to Holly question about Teen Room use, we do not know how many people use the room. However, the latest figures do show a definite increase in Mason YA usage 5,629. YA now constitutes 4.1% of our total circulation.

| | |
|---|-------|
| Young Adult Audio (Compact discs (not CD-ROMs), cassettes) | 551 |
| Young Adult Books | 4,006 |
| Young Adult Materials in electronic format | 4 |
| Young Adult Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips) | 14 |
| Young Adult Video cassettes/discs/DVD | 1,022 |
| Young Adult Volumes of Print Periodicals, Newspapers and Other Print Serials | 32 |

This year 6,146 items were circulated versus last year's 3,649. These numbers includes both libraries.

I would recommend that we purchase 7 shelving units to accommodate growth.

Trustees of the Great Barrington Libraries Policy re:
The Friends of the Great Barrington Libraries

The Friends of the Great Barrington Libraries is a non-profit group organized in 1977 and formed to support and promote Ramsdell and Mason Libraries. The Friends group was created by the Trustees and operates within the libraries under the aegis of the Board of Trustees.

The Friends will be encouraged to supplement the library programming, to hold fundraisers, to create contests, town-wide reads, social events, etc. to put the libraries in the public eye.

There will be areas within each library delineated for the ongoing sale of donated books and other Friends' promotional items. A small donations box will be located on each of the three circulation desks for patrons wishing to contribute change and bills to the library. The donations are for the benefit of the Friends of the Library under an agreement reached between the Friends, Trustees, Town Manager and Library Director in 2011 to help compensate the Friends for the films donated to the library after viewing and the performance rights which were expenses formerly made through the library programming funds.

Anyone wishing to make a bequest or larger donation to either library will be given a choice by librarians of making the amount payable either to the Great Barrington Libraries or to The Friends of the Great Barrington Libraries. Donations to the library will go into the town account for donations which carries over each year and can be allocated for any use in the libraries by vote of the Board of Trustees. Donations to The Friends will be used for items not included in the library's municipal budget such as museum passes, refreshments, promotional materials, films with performance rights, social events, flowers and seasonal decorations, etc. These donations, unlike the donations to the town, will be eligible for tax deduction and donors may request a receipt from the Friends.

All book and other material donations to the library shall be made available first to the librarians for possible inclusion in the collection and second to the Friends for sale.

The Friend's steering committee will be asked to submit a monthly report to the library board. The Chair or Treasurer of The Friends will give an annual report and financial accounting to the Trustees during the January meeting.

September 12, 2013