

Great Barrington Libraries Board of Trustees  
September 15, 2016  
Mason Library  
231 Main Street  
Great Barrington, MA 01230

- I. Call to Order: Meeting called to order at 5:35 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: 3
  - b. Approval of August minutes: HBS motion to approve August minutes, LC second. Vote 6-0.
  - c. Trustee Announcements: KP congratulated HBS on being named one of The Berkshire 25 of 2016 by *Berkshire Magazine*.
- II. Reports of Officers, Boards, and Standing Committees
  - a. Director's Report: AD (see attached report). AD mentioned newly cleaned carpet in the Community Room and the replaced carpet upstairs out front of the circulation desk. AD recommended that replacing the Community Room carpet should be added to FY 2018 Capital Budget. AD drew attention to donation made in memory of Children's Library patron, Eden Kend. AD asked Board to create the Eden Kend Memorial Fund and to authorize the spending of any donations towards programs that would honor her memory. PH approved \$50 donation to go into the newly created fund, which would be housed in Mason Donations, HBS second. Vote 6-0. AD brought up the additional movie license requested by the Friends as it requires additional funds to be authorized. Discussion regarding the need for a second license and the fact that the license is site specific. PH asked that request be tabled until more information from the Friends could be obtained.
  - b. Treasurer's Report: AD stated that accounts were on target. AD drew attention to the Shopper's Guide rates, which have gone up. Our ad will increase by \$5 a week. No additional funds are needed at this time as the original approval included additional money for color ads, which were more expensive.
  - c. Friend's Report: Ed Abrahams (EA) delivered Friend's Report. Summer Book Sale netted just over \$3,350, a huge increase over previous years. Friend's Annual Meeting will be September 21, 2016 at 9:15am at the Claire Teague Senior Center. They will vote on their revamped Mission Statement. Giggles Park Book House is doing well and no longer needs to be restocked as often as participants are returning books as they take them. The free book give away will be on Saturday, October 8 on the Mason Library Lawn. This will be held to clean out the storage rooms in the Mason Library basement. The documentary films will

begin on Saturday, October 1 in the evening at the Claire Teague Senior Center. Three films have been scheduled for October, November and December. The reasons for moving the film series from the library to the Senior Center include a later starting hour, a much larger room and screen, better parking, and hopefully to draw a younger crowd. Materials promoting both libraries will be displayed. The 501(c)3 re-certification process is ongoing and the Friends should be receiving their reinstatement as a nonprofit soon. The IRS had changed their rules and it made the process longer. EA gave a brief overview of the new Friends mission statement and responded to questions. A short discussion ensued as to the new mission statement including questions about how the Friends fundraising can help the library. KP asked that the Director ask the staff for a wish list from the Friends and present it at the October meeting.

- d. Buildings and Grounds: KP reported the carpet had been cleaned at Mason, the mat replaced in front of the circulation desk at Mason and the doors were resealed at Ramsdell. KP asks the Town Manager to improve communication between DPW and the Libraries. KP requested head of DPW to go around and check Ramsdell for any loose screens. Mason Widow's Walk project has gone out to bid with four firms bidding on the project. The project has received \$58,000 from CPA funds and the remainder will come from the Mason Capital Fund.

III. Unfinished Business

- a. Ramsdell Subcommittee: KP mentioned meeting between Town Manager, KP, PH, LC and AD regarding the letter needed from the Board to pursue ADA accessibility at Ramsdell. KP presented draft letter to Board. PH brought up research he had done on temporary ramps. Discussion ensued about plans for Ramsdell and the steps the Board needed to follow for work to be done at Ramsdell. PH called a vote on the draft letter; KP motion to sign letter as written and deliver to Town Manager, LC second. Vote 5-1.

IV. New Business:

- a. Long Range Plan: AD presented draft of LRP, which came out of the LRP Subcommittee Meetings and the summer survey. Plan will be reviewed yearly. Suggestion was made to put Ramsdell as priority one. AD agreed to make change.

V. Citizen Speak: Audience member praised the library and its staff. He mentioned the Children's Room at Mason and the Saturday Art Projects at Ramsdell.

VI. Adjournment: KP made motion to adjourn at 6:56 pm, HBS second. Vote 6-0

Next Trustee Meeting: Thursday, October 13, 2016

*Kathleen Plungis*  
Chairman

## Director's report for August 2016

September 14, 2016

### Statistics: September

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	727	1 programs 2 attending	8 programs 68 attending	44	0	-	150
Mason	12,581	5 programs 47 attending	13 programs 144 attending	1,794 (423 Kids)	143	23	514

### News, Projects and Proposals:

#### ❖ Mason:

- Summer Reading ended on August 17 with the customary ice cream party. There were some very impressive sundaes created and children were able to get their certificates for the reading they did over the summer.
- Worn out carpet was replaced in front of the main Circulation Desk
- Carpet was cleaned in the Community Room but I do think we need to prioritize replacing it with something easier to clean in the next budget cycle.
- Mason is currently hosting The Bite Lab, an educational display about tick and mosquito borne diseases. This display was put together by the Massachusetts Department of Public Health and belongs to all of Berkshire County. We are the lucky first recipients of it!
- Mark Chester's photography exhibit of *The Bay State: A Multicultural Exhibition, Photographs of New Americans* was installed in the main Reading Room. There is artwork on the walls and easels on top of the magazine book cases.

#### ❖ Ramsdell:

- "Create an Imaginary World" ended on August 20 with a Fairy and Elf Party. Some of the houses and furniture from the summer workshops are on display upstairs at Mason.
- Front doors at Ramsdell were resealed in August.
- Talya has planned a Book to Film series at Ramsdell to replace the Creative Film Series run by the Friends. October will be "To Kill a Mockingbird", November "The Martian" and December "The Princess Bride".

#### ❖ Staffing:

- Molly McFall (part time) has handed in her notice. Her last day was Tuesday. I have completed interviews for the position posted in July and have recommended two candidates to Jennifer.

#### ❖ Fiscal Matters: