

Great Barrington Libraries Board of Trustees  
September 13, 2012  
5:30 P.M.  
Mason Library

**PRESENT: HOLLY HAMER  
TOM BLAUVELT  
HILDA BANKS SHAPIRO  
KATHY PLUNGIS  
EMILY SHAW  
ED ABRAHAMS**

Kate Deviny - Director  
Audience: 3 in general audience

**1. Call to Order**

Meeting called to order by K. Plungis at 5:40 P.M. as H. Hamer and (H. B. Shapiro) were running late.

A. Absent: None

B. Approval of minutes from August 9, 2012. Corrections made to the spelling of Ed's last name, corrections to the number of Patrons that used the library in June, correction to the spelling of a donor's name.

MOTION TO ACCEPT: T. Blauvelt made a motion to accept the minutes as corrected.

SECOND: H. Shapiro seconded.

VOTE: 6-0

C. Trustees' Announcements - H. Hamer changed the order of Business and that "Citizen Speak Time" be moved up to the beginning of our meeting to allow Terry Wise to speak on behalf of "Mission in Action" sponsored by the Congregational Church in Stockbridge. Trustees agreed.

The group asked for permission to show a Documentary film regarding the Romanian Children's Relief Fund on Oct. 3rd at 7pm. They wish to use the Ramsdell Library's 2nd floor. There will be free admission but will be "passing the hat" for donations. They also requested that wine be served.

H. Hamer made a motion that the "pass the hat" be allowed and that wine be allowed to be served, pending permission by the Selectmen.

A discussion ensued about the serving of wine and how the Trustees determine which organizations would be allowed to serve wine vs. not getting our permission. It was also brought up that materials pertaining to the Documentary will be for sale.

H. H. withdrew her motion and resubmitted the Motion with the selling of materials to also be allowed, along with the "pass the hat" and the selling of wine.

Further discussion.  
Seconded by: K. Plungis  
Vote: 6-0 Passed

K. P. Thanked K. Deviny for attending the Open House at Monument Valley and having a table to promote the town's public libraries and handed out applications for library cards. The adult and child response was very positive.

H. S. Wrote a letter of appreciation to Dawn Barberi on behalf of the Trustees for her many years of serve to Ramsdell Library. The Trustees signed the letter. K.P. and H.H. were to attend Dawn's Retirement party at Ramsdell on the 15th and present the letter to Dawn.

## **2. Report of the Officers, Boards, & Standing Committees**

a. President's Report - H. Hamer - None

b. Director's Report - Please see full report on file. K.D. also stated that she is working with the Staff on Tech knowledge as more and more Patrons are asking for support on the computers. In addition, Staff is being updated on the use of ipads before they are handed out for Patron use.

Ancestry.com will be in place by next week (week of Sept. 17th) and the new scanner will be available soon.

c. Treasurer's Report -E. Shaw is signing Warrants and continues to update herself with the Balance sheets. H.H. along with K.D. and E.A. will meet with E.S. to familiarize them with the Balance sheets.

K.D. will get a date with her Assistants and go over the paperwork process.

H. H. then discussed the funding for Children's Programs and questioned how the monies allocated were dispersed.

A discussion ensued and to how the monies have been disbursed by the State: 1/2 in Dec., 1/2 in April. State Aid is approximately \$27, 733. 83 as of July 1st. There is currently about \$25,000 left till the start of the next fiscal year.

A discussion continued on the making of a budget for future programming.

H.H. Moved to allocate \$4,000 from the State Aid into Programming.

Seconded by: T.B.

Discussion

Vote: 6-0 Passed

d. Friends Report - R. Blumenthal stated that 7 people attended the "Zeitoun" Book discussion. "NurtureShock" will be the next Book Reading on Oct. 20th at Mason Library at 1pm.

A discussion ensued about the need to coordinate advertising for such programs and that more advertising needs to be done.

The film, "Treme, the aftermath of Hurricane Katrina" was well received. as was the "Peaceable Kingdom" film.

out the various jobs and meet every day demands, The Staff is stretched. A discussion ensued. It was stated that an extra 1/2 Staff member would be able to meet the increased demands in both Libraries. The Trustees recommended that the Library Director add a 1/2 time position to next year's proposed Budget.

It was stated that both Libraries are open a total of 80 hours a week when the State Mandate requires a total of 40 hours weekly. It was discussed how many Patrons use the Mason Library after 6pm and whether the closing time should be moved back to 6:30. A discussion ensued as to the jobs that the Staff are currently doing, including vacuuming and dusting. That the DPW was to have the Libraries on its maintenance schedule.

A Trustee stated that she does not want to see the current hours changed. The Library Director acknowledged the Trustees stating that they do not want the hours shortened at the Libraries.

A discussion ensued about the use of Volunteers and the Tax Abatement program that is available to Seniors of the Town if they put in hours in the Library (per approval of the Selectmen for the Tax Abatement program).

The representative present in the Audience for the "The Newsletter" stated that she will place an article in the paper promoting the Senior Tax Abatement.

A discussion centered around the various jobs within the Library that Volunteers could do. It was recommended that Volunteers have a set weekly schedule.

A discussion as to how to encourage more Volunteers and the possibility that a Volunteer Co-ordinator is needed.

#### **4. New Business:**

- a. Reiterated that there is a Chinese Lang. class offered.

**6. Adjournment:** On a Motion to Adjourn by T. B. and seconded by E.S., with a Vote of 6-0, the Meeting of the Trustees was adjourned at 7:20 p.m.

Respectfully submitted,

*Kathleen Plungis*

Kathleen Plungis  
Recording Secretary

**GREAT BARRINGTON LIBRARIES**

**231 Main St.  
Great Barrington, Massachusetts 01230**

**AGENDA**

**Great Barrington Libraries' Board of Trustees  
September 13, 2012, 5:30 PM  
Mason Library**

**I. Call to Order**

- A. Attendance**
- B. Approval of August minutes**
- C. Trustee announcements**

**II. Report of Officers, Boards and Standing Committees**

- A. Director's Report - Kate Deviny**
- B. Treasurer's Report and review of non-appropriated funds - Emily Shaw**
- C. Friends Report - Ron Blumenthal**
- D. Buildings and Grounds - H. Hamer and Hilda Banks Shapiro**

**III. Unfinished Business**

- A. Solicitation new Trustee candidates**
- B. Review Library Meeting Room policy**
- C. Review hours**

**IV. New Business**

- A. Outreach to multi-lingual persons**

**V. Citizen Speak**

**VI. Adjournment**

Director's Report

September 13, 2012

### Statistics

Mason: 8 adult programs had over 140 attendees; 11 children's programs had 352 attendees; the study rooms were used 193 times; the computers were used 1,589 times, and 13,111 people came through the doors at Mason.

Ramsdell: 1 adult program had 24 attendees; 8 children's programs had 37 attendees; 719 people came through the doors at Ramsdell; the computers were used 91 times.

Participated in Thursday Nights-We're Open created by the Chamber of Commerce. Jessica and I sold books and told people about the free books and events at Great Barrington Libraries. We also provided library card applications. We will be doing something similar at the Rotary Fly-in on Sept 15<sup>th</sup>, and at the School Open Houses.

We are working on having the iPads available for Oct. 1<sup>st</sup>. We have included more online calendars in our push for wider publicity. Next year I would like to consider a publicity budget.

ARIS was completed and I am working on the Financial Report to the State which is due Oct. 12.

We are preparing for Talk like a Pirate Day (Sept. 19) and International Day of Peace (Sept 21). Laurie is going to host a Family Movie night the last Friday of the month. Next month we are going to look into a gaming night (backgammon, chess, scrabble, Bananagrams, etc)