

Great Barrington Libraries Board of Trustees  
August 9, 2012  
5:30 P.M.  
Mason Library

**1. Call to Order**

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

**A. PRESENT: HOLLY HAMER  
HILDA BANKS SHAPIRO  
KATHY PLUNGIS  
EMILY SHAW**

Kate Deviny - Director

ABSENT: T. Blauvelt

Audience: 5 citizens

**B. Approval of minutes from July 12, 2012.**

Corrections to the July minutes: under State Aid, the figure is to read \$22,000, not \$2200.

Under Patron Use of the Mason Library: 14, 000 people in June, not 31,000 people.  
To add: The meeting adjourned at 7:20 pm.

**MOTION TO ACCEPT:** H. B. Shapiro made a Motion to accept the July minutes with the above corrections.

**SECOND:** E. Shaw

**VOTE:** 4-0

**C. Trustees' Announcements -** The Summer Reading program was ending on Saturday, Aug. 11th, with a party at 1:30. Various area businesses have donated prizes and refreshments to the event.

H. Hamer asked that the introduction of the Trustee Candidate be moved up from III, Unfinished Business, to now. All approved.

HHamer introduced Ed Abrahams, a Gt. Barrington citizen that applied for the unexpired Library Trustee position. HH explained how the voting process would occur on August 13th at the Selectmen's meeting. 6 votes will be needed to vote Mr. Abrams onto the Trustee Board.

HH gave a brief background about Ed's volunteering with the annual Book Sale, that he is a parent of two children and that he is a neighbor of the Mason Library.

Mr. Abrams stated that he wants to be involved with the Library on a more formal basis and feels that a town library has a community aspect that he would like to see continue.

HH stated that the unexpired term is until the town elections in May of 2013.

The Trustees that were present expressed their unanimous support for Ed.

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

a. Director's Report: Please see full report on file. The Director is in the process of finalizing the State Usage Report, she corrected the number that was presented last month, that Mason Library showed 14,000 patrons.

Reiterated that Mason's Summer Reading Program ends Aug. 11th and that Ramsdell's Summer Program ends on the 18th.

The programming for the next 3 months was presented (see attached report).

A speaker for the Hispanic Cultural program in September is still needed.

October will see programs focus into National Bullying Prevention Month. A Trustee suggested contacting the Vice Principal and the School Adjustment Counselor at Monument Valley Middle School for support, publicity, etc.

A Discussion centered around the dissemination of information regarding when activities happen and how to get the information out in a timely manner. There is a chalkboard wall at Mason where info is written. It was suggested to have separate handouts for Adult programs and Youth programs. Color coding of such information was suggested. The use of a "Google Calendar" was suggested.

The Director stated that the above is a goal of the Libraries to create such lists and the publicizing of the activities, including the placement of the information on the Library website. There is a "Point person" in the Library for this.

On another matter, the Director stated that the computer use seems to be the same compared to previous months and years.

The Director explained about the need for a new microfilm machine which would have the capability to scan material and to convert to a PDF form. The Director stated that the current machine is on its last legs. The machine is used 3-4 times a week. A discussion on the merits of such a purchase ensued.

A discussion as to where the funds for the purchase will come from.

A Motion by HH was made to fund up to \$10,000 for the purchase of the microfilm machine (from the Syer account and the Blackmur account).

HBS seconded.

Discussion continued about future use of the machine.

Vote: 4-0. Motion passed.

The Director continued with her report on the attendance in the Children's' Rooms, and gave attendance figures for the Youth programs held from April through July, 2012.

b. President's Report - H. Hamer commented on the smooth running of the Libraries, that immediate goals are being met. The Director stated that she and the Staff welcome suggestions from the Patrons regarding future book purchases.

HH stated that the Library's policies can now be found on the Library's website.

A goal for next month (September) will be reviewing the Library Charter and the function of the role of the Trustees. Other Libraries' Charters in the State are being reviewed. It was stated that it is up to a two year process if changes were to be

brought forth and implemented.

HH stated that the Long Range plan for Ramsdell Library needs to be looked at. The Director has been researching other towns' libraries and their hours of operation.

It was stated that Ramsdell in addition to being a Library, also plays a social role in the community of Housatonic.

It was stated that Mason Library's 100th anniversary will be next spring, 2013. Plans for a gala will need to begin.

c. Treasurer's Report -None. E. Shaw will be meeting with L. Satori to finalize the amounts in the Libraries' accounts and will report next month.

d. Friends Report - R. Blumenthal spoke about the spectator turnout for the two films shown this summer (low). Aug. 15th was the showing for the next film and then on Aug. 23, "Peaceable Kingdom" will be shown.

The Friends will be hosting Parenting groups in the future and will set up Book groups to discuss the books, "How to be a Better Parent" and "Nature Shock". A discussion ensued about the success of Parenting groups. A Trustee gave RB the emails of the two Administrators to contact at the local middle school.

e. Buildings & Grounds - HH met with J. Sokul regarding the fencing in of the Children's area behind the Mason Library. An estimate has been received for \$5,200. Negotiations will continue to reduce the amount to under \$5,000. A discussion ensued about the proposed bench for Ramsdell Library. The merits of a 2 piece, circular metal bench and a teak bench were discussed. It was decided to purchase a teak bench. The Director will go forward with this.

f. Long Range Planning Committee - The Director is finalizing her report for the State.

### **3. Unfinished Business:**

a. Was moved to earlier in this meeting.

b. The new RRSY Program Director was unable to stay and speak with the Trustees as this meeting went longer than he expected.

c. Consolidation /Revision of Library Policies: The #15 section of the Library Policy regarding alcohol in the Libraries was discussed at a Selectmen's meeting two weeks ago. The Selectmen would like to see the Trustees change the Library bylaw to allow alcoholic beverages on the premises on a "case by case" basis.

A discussion ensued about this. The Trustees want to have the opportunity to decline a request. The request would still need to go before the Selectmen for an actual license. There was a question about the servers of the beverages and the

certifications that they may need.

HH made a Motion to: Strike #15 from our Meeting Use Policy.

Seconded by HBS

Discussion

Vote: 4-0 Passed

Discussion continued about the Trustees writing their own policy, who gives permission for the alcoholic beverages to be present at events (the Director or the Trustees), it has been the Trustees in the past. The Director stated that she has the schedule of Library events and that she would be able to have oversight in this area.

Discussion continued about whether events would interfere with Library usage.

It was decided that this topic would be continued next month under "Unfinished Business".

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

.a. Staffing information presented by the Director. The Director presented the total number of hours that both libraries are open (Mason: 50 hours a week and Ramsdell: 33.5 hours a week, these numbers do not include the opening and closing time needed by Staff).

Staffing of the circulation desks in both libraries and the duties of the Staff (questions by Patrons, checking out of materials, restocking shelves, planning of activities, etc. ), and the number of Patrons that use the Mason Library during the hours of 6 to 7pm (now that hours have been extended) was discussed.

#### **5. Citizen Speak Time:** None

**6. Adjournment:** On a motion by HBS, seconded by HH, with a Vote of 4-0, The meeting of the Trustees was adjourned at 7:19 pm.

Respectfully submitted,

Kathleen Plungis

