

Great Barrington Libraries Board of Trustees  
October 11, 2012  
5:30 P.M.  
Mason Library

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

Audience: Kate Deviny - Director  
3 = general audience

**1. Call to Order**

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

A. Absent:

B. Approval of minutes: Corrections were made to the September minutes.  
MOTION TO ACCEPT: Motion by E. Abrahams to accept September minutes with corrections.

SECOND: E. Shaw

VOTE: 5-0

C. Trustees' Announcements - H.Hamer announced that Hilda Banks-Shapiro would be performing (piano) Oct. 21st at Simons Rock College.

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

a. Director's Report - Please see full report on file. K. Deviny reported that Library usage was slightly down in September however the computers continue to receive heavy use.

-M. Hickey of Gt. Barrington has offered to donate her extensive Art book collection to the Library. A discussion ensued as to where the collection will be housed, whether additional shelving, storage will be needed, the amount of time to be needed to catalogue the collection, and how the Library will handle the distribution of books that may be deemed unnecessary.

-The Hickeys also have an outdoor sculpture they would like to donate to the Library. A photo will be sent to the Director. A decision will be made at the next meeting.

-K.D. stated that brackets need to be purchased to further support the shelves holding the DVD's . A discussion ensued as to whether the money could come from, the Mason Capital budget or elsewhere.

A motion to approve the purchase of the brackets, up to \$400, was made by K.Plungis.

Seconded by H. Banks-Shapiro

Vote: 5-0

b. Treasurer's Report -E. Shaw met with the sub-Finance committee on Sept. 20th in order to go over the current financial spread sheet. She recommended that the Library keep a monthly up-to-date sheet as to where the monies are taken from and going to.

c & d. Friends Report - R. Blumenthal

d. Two films had been shown at the Ramsdell Library and about 20 people attended each film. He stated the upcoming schedule into mid-December.

c. He also stated that the Friends are asking for a new Projector system (speakers, screen, projector) for Mason Library and that the Friends are willing to pay half the cost of the system, which he estimates to be a total of \$2,200, with the Friends paying \$1,100.00.

A discussion ensued as to why a new system is needed (improved audio, more updated features with the new system.

H.Hamer made a motion to spend up to \$1,200 for the new system.

Seconded by K.Plungis

-A discussion ensued as to the cost of the system. The system would be similar to the system purchased for the Ramsdell Library. Previously a system would have cost \$3,000, but now the cost has come down.

-A discussion as to what account the money would come from. The Library's portion of the money would come from the Mason Library Donation funds.

Vote: 5-0

e. Buildings & Grounds - The fence for the Children's Garden area behind the Library is now installed. Plantings have also been completed. Thanks was given to N. Blumenthal for her assistance. The total cost of the project was paid for from the M. Whitfield Donation fund. Just under \$5,000 was spent on the fencing and \$1,100 was spent for soil, compost, mulch, plants (which came with a one year guarantee).

-In addition, Adirondack outdoor chairs will be built by the Monument Mountain Tech Ed. class under the supervision of Mr. Brown. They will be made of cypress. There will be a child's picnic table and benches made for the area.

All of this will be paid from the Whitfield fund.

-Exit signs will be installed in the Ramsdell Library second floor meeting room.

-Shrubs have been taken out from the front of Ramsdell Library in order to fix a water pipe break.

-A volunteer has come forward to do outside work at Ramsdell (cut back summer foliage, paint the hatchway door).

f. Policy reports & Votes - H.Hamer made a motion to approve the new Meeting Room policy for the Gt. Barrington Libraries.

Seconded by: E.Abrahams

Vote: 5-0

-K. Deviny gave an overview of the Gt. Barrington's Customer Service Procedure booklet that she had written. It was discussed that the Procedure booklet was K.D's purview, that permission was not needed from the Trustees. The Trustees had also received copies of K.D's Gt. Barrington Library Policy for Collections, Volunteers, and Proctoring.

-K.Deviny stated that with the Libraries' expanded hours, it would be a positive public service for the Libraries (Mason and Ramsdell) to offer a Notary service. After a short discussion, the Trustees authorized K.D.. to expend monies for the training of 2 Library personnel to obtain the Notary designation.

G. Volunteer report - E. Shaw had previously met with H. H. and K.D. regarding the Volunteer policy draft. A discussion now ensued as to the reliability of volunteers and the tasks that they can be assigned to. K.D.. has drawn up a list of tasks that volunteers can perform. It is important to match volunteers with Staff and to ensure that there is consistency.

A long range goal is to have a Volunteer Co-ordinator for this.

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

a. There had been 3 potential people interested in the vacant Trustee position, however, each had decided to back out. A discussion ensued as to another possible Trustee and that H. H. would further investigate this person's interest.

-The Trustees were reminded that we need to attend the Oct. 22nd Selectmen's meeting in order to vote on a new Trustee (whose term will run until the May elections).

b. Non-appropriated fund balances - was already discussed under "b" Director and "c" Friends.

c. Charter review and discussion - H.Hamer gave a review of our Library Charter and what some other libraries have in their charters. A discussion ensued as to what ways the Charter could be changed. It was noted that the Charter is over 20 years old. It would eventually go to a town meeting for a vote.

-H.H. is part of a committee that will make recommendations to the Selectmen.

-A discussion ensued as to the Library being automatous with the Town retaining the payroll, buildings, etc.

-The discussion continued regarding the Trustees and what their role would be regarding the employment of personnel within the Library.

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

a. E. Abrahams stated that he would like to see the new Young Adult room in the downstairs section of Mason Library be used more. He offered to begin a Youth Group.

-A discussion ensued and K.D. stated that a photo contest may be held along the lines of "The Life of a Teen" and the photos would be posted outside the room in order to bring more students to the area. 12 & 13 year olds seem to be using the room now.

K.D. stated that the interest in the library when personnel attended the Open House nights at Monument Mountain was lower than the interest shown at Muddy Brook and Monument Valley.

-E. Abrahams will speak with K.D. and Katie at a later time about the Young Adult room.

-H. Hamer suggested a bookshelf be placed inside the Young Adult room.

-A discussion ensued as to where the funds would come from for the bookshelf. It was suggested that they come from the Mason Capital account. The discussion then went back to the brackets (a) and that the brackets should also be coming from the Capital account.

-It was decided that K.D. will speak with L. Satori, the Town Accountant, and find out how much money is left in the Mason Library renovation account.

-K. Plungis asked about the lights being left on in the Mason Library at night. What parts of the Energy Audit have been addressed? K.P. was reminded that J. Sokul would like to see the lights put on a timer system. The temperature setting on the thermostats was also brought up and putting that on a timer is also in the future. K. Plungis will get in touch with J. Sokul to see the progress on this concern.

#### **5. Citizen Speak Time:**

a. R. Blumenthal thanked the Board for the progress that has been made with the Board.

#### **6. Adjournment:**

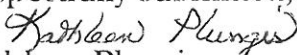
H. Banks-Shapiro made a motion to Adjourn.

Seconded by: E. Abrahams

Vote: 5-0

The meeting was Adjourned at 7:23 pm.

Respectfully submitted,

  
Kathleen Plungis

Recording Secretary