

Great Barrington Libraries Board of Trustees  
July 12, 2012  
5:30 P.M.  
Mason Library

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

Kate Deviny - Director

Audience: K. O'Donnell, Town Manager & 5 attendees = general audience

**1. Call to Order**

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

A. Absent: R. Cunningham. She had submitted her resignation, in mid June.

B. Approval of minutes from June 14, 2012.

MOTION TO ACCEPT: T. Blauvelt

SECOND: H. B-Shapiro

VOTE: 5-0

C. Trustees' Announcements - None

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

a. Director's Report: Please see full report on file.

Discussion regarding the "Use Policy" for rooms made available for various organizations. Discussion with K. O'Donnell and President regarding Procedural vs. Protocol. Discussion of the issue of liquor being served at functions in the Libraries. The licensing of, approval of, By-laws that pertain to this. The Selectmen have the final approval of such a request. Continued discussion. Trustees are able to attend the July 22nd Selectmen meeting to continue this discussion.

b. President's Report - H. Hamer gave an update on the Library objectives that were drawn up 2 years ago. Overall, it shows how much the Libraries have progressed; a welcoming place, a hub of our town and village. The goal continues to be for all to work together over the next year.

c. Treasurer's Report - E. Shaw is gaining an understanding of her position and is updating the bottom lines of the various accounts. Monthly printouts are submitted to her by Town Accountant, L. Sautori. Aware of her needing to sign Warrants regarding purchases.

Discussion: July 1st starts the new fiscal year. Approximately \$22,000 is left in State Aid (2011-2012). The expenditure of any \$\$ carried over from this year needs to be approved by the Trustees. Discussion about the purpose of having a budget in place for Programming. A budget for Children's Programs will be drawn up by the Library Director for our next meeting.

Discussion about how purchases are made: need to follow State guidelines, forms to be filled out, approved, any purchases made or donated (as in furniture, etc.), need to be placed on the Town's "Property Owned" list.

K. O'Donnell offered insight into the process.

Discussion as to how the Friends would be able to assist in the purchasing of items. The Friends recently allowed the Director to purchase furniture for the Children's, Young Adult's areas of the Libraries. Earlier, tables were also purchased by the "Friends" to be used during an outside group's function and that they were also needed for various in-house functions. That the purchase meant that tables may not need to be rented, and thus, save money.

Discussion centered around whether those items should be part of the Library Budget and covered there, vs items that are needed "immediately".

The Trustee President thanked the Friends for stepping forward and purchasing the above items that were needed.

An Audience member asked that she be given a copy of the receipt for the furniture purchase. Discussion as to why the furniture was purchased at that particular company. It was stated that the cost was far below other retailers. An account will be set up at that retailer to facilitate the possible future purchase of items.

Also stated that a number of chairs from a closed library in Holyoke were donated to our Library and that a van was rented in order to obtain them.

A screen and 4 floor fans have been ordered for Ramsdell Library.

d. Friends Report - R. Blumenthal was unable to attend the meeting and submitted an email that was read by E. Shaw. Please see attached report.

e. Buildings & Grounds - Discussion about the continued accessibility of Ramsdell for handicapped people. Discussion on a temporary ramp. Discussion on the need for scheduled maintenance for both the inside and outside of the building, that the grounds need to be maintained (shrub, etc. overgrowth in the back of the building). A discussion about looking into purchasing solar screens for Ramsdell. The shades on the back windows of Ramsdell have been removed. A discussion about the overgrowth of shrubs, etc. behind Ramsdell.

A discussion about fencing in the Children's Garden at Mason Library. Funds will be obtained from the Blodgett account.

f. Long Range Planning Committee - T. Blauvelt stated that he, the Library Director and K. Plungis recently met. The Long Range Plan currently in effect is going to be rewritten because the Libraries have undergone a transformation in the past year. The Library Director had already been scheduled to attend a seminar regarding Long Range Planning. She will be reporting on that and that a new Plan will be written to conform to the State requirements. The new Plan should be completed in a few weeks.

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

a. The current Trustees were asked to solicit community members for consideration regarding the filling of R. Cunningham's unexpired term. Her Term expires June 2013.

K. O'Donnell talked about the State requirements for this. The Selectmen have one month to fill the vacancy. He stated that an Ad (written by him) will be placed regarding the vacancy and that Letters of Interest need to be received by July 31st, 2012. A joint meeting of the Trustees and Selectmen, with a majority vote, will determine the new appointee.

The Trustees went on record regarding the acknowledgement of a vacancy.

A discussion followed regarding how a new Trustee is appointed and the Library By-laws were referred to.

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

Regarding the bequest the Trustees received last month, T. Blauvelt made a motion to authorize up to \$1,000 to purchase a bench that will be placed outside the Ramsdell Library.

H. B-Shapiro seconded.

A discussion centered around where to purchase the bench and how it will be secured and where it will be placed.

Vote: 5-0, approved.

a. President referred to the town website regarding the Energy Audit completed on both Libraries (and other Town buildings). A discussion ensued regarding various areas in each Library that need maintenance or updating to save energy. Some of the suggestions in the Audit can be completed fairly quickly and inexpensively. This discussion will be continued at a future meeting.

b. The Library Director brought up for discussion the future purpose of the Libraries and the direction the community wants their Libraries to go. One hundred Poetry books have been purchased, independent films have been acquired (Ramsdell). The community will be solicited for ideas (Reading groups, etc.) A Trustee stated that she will get copies of the Mass. State Standards for Lang. Arts, and the schools' Summer Reading lists to the Director so book purchases, programs can be aligned with school curriculum.

Suggestions included reaching out to the Railroad Street Youth Association and

young adults for their ideas. Should technology classes be offered. The use of Ramsdell for theatre activities. Health Awareness, Senior programs. Suggestion of Book plates to be placed in books (in Memory of, in Honor of). Agreed that this area needs to be more organized.

Acknowledgement to a retired employee, Dawn Barbieri, and other Staff, that put books aside for Patrons, based on what the Staff knows, would interest certain Patrons.

Suggestion that a "Wish List" be drawn up regarding future plans.

**5. Citizen Speak Time:** An Audience member stated that she would like to volunteer to monitor the Historical Room.

An Audience member stated that her request for the April minutes had not been met. A discussion on how they were to be received. A copy of the April Minutes was then made and presented to the person.

By a Trustee, the discussion continued about who has the authority to approve, disapprove, alcohol at Library events. The Town Manager stated the procedure for requests.

**6. Adjournment:** On a motion by T. Blauvelt, seconded by E. Shaw, with a Vote of 5-0, The meeting of the Trustees came to an end at 7:20 pm.

Respectfully submitted,

Kathleen Plungis



Director's Report

July 12, 2012

Statistics:

Mason (31,493) people came through the doors - one month - correction about 14,000  
Quiet room reserves were 144; 1,912 computer sessions were used (8-9-2012)  
Adult 8 programs with 59 people coming  
Children had 7 events with 241 people attending

Ramsdell: 984 people came into Ramsdell (including 211 for the party)

There were 13 total programs to which 193 adults and 133 children attended. 67 computer sessions were used.

Summer Reading Program had a strong start with 30 children signing up at Ramsdell and 90 at Mason. Mason has the stronger program and I am looking into the demographics of Housatonic to see if there are children we are missing.

We will be sending out a postcard notifying Housatonic of the number of DVDs/ Audio Books/ Childrens' and Young Adult books as well as Adult books, along with an invitation to our Family potluck picnic on July 21 from 11am-1pm.

The grievance with the Union has been settled and Amanda Martinson will become Senior Operations Coordinator or perhaps Branch Librarian after her 6 month probationary period. The details of her job description will be hammered out between Kevin O'Donnell and myself.

The Town Manager is creating a room use policy for all town buildings. He has asked for Polly Mann and my input and will present his policy for the Trustees to comment on later this summer.



I would like to purchase an outdoor bench (similar to the one to the left) in honor of Mrs. Lamudge who gave a very generous donation to Ramsdell that can be spent on furniture.

*placed in Ramsdell*

Long Range Mission statement is ... *The mission of the Great Barrington Libraries* is to serve all members of our evolving community in a welcoming manner. We are dedicated to:

- Providing and promoting responsive, free, and ready access to printed and electronic resources.
- Developing collections and programming that include a broad spectrum of materials and services.
- Encouraging everyone to experience the joy of reading and learning.

This statement is a bit limited due to its emphasis on reading and learning. Might I suggest that we look to change it in the future as we become clearer on our long range plan. Here is a good website of possible mission statements - [http://midhudson.org/department/member\\_information/missions.htm](http://midhudson.org/department/member_information/missions.htm)

As I understand GB, these are my ideas of a library:

- Purchase/provide current, informative materials in a format suited to patrons
- Be responsive to the intellectual and social needs of the local community
- Provide training on technological devices to staff so they can meet patron's needs
- Encourage local creativity through collection development and workshops
- Provide reading groups/opportunities for all ages
- Focus on programming that educates, entertains or helps create community.