

**GREAT BARRINGTON LIBRARIES**  
**231 Main St.**  
**Great Barrington, Ma. 01230**

**Great Barrington Libraries' Board of Trustees**  
**October 14, 2010**  
**6:30 P.M.**  
**Mason Library**

**PRESENT: KARIN BEEBE**  
**HILDA SHAPIRO**  
**RONNIE CUNNINGHAM**  
**KAREN SMITH**  
**JIM STARK**

**1. Call to Order**

Meeting called to order by Karin Beebe at 6:30 P.M.

A. Attendance

B. Introduction of visitors and staff and new secretary

With the introduction of the new secretary, Cara Becker, Karen Smith stated the importance of having accurate minutes for ADA and voting purposes as well as an accurate record.

Jim Stark asked where the pay would come out of in the budget?

Anne Just replied that it would come out of state aid.

C. Approval of minutes from September 9, 2010 meeting

**MOTION:** Karen Smith to approve the minutes from the September 9, 2010 meeting

**SECOND:** Ronnie Cunningham

**VOTE:** 5-0

**2. Reports of Officers**

A. Library Director's Report

Anne Just reviewed the points from her "Director's report".

Anne Just filed the state aid report to maintain the library certification. The 5 year plan which is a work in progress was filed and will continually be revised. The 20 year plan, which is a building and development plan is also being created. She stated that she called consultants to get a price and timeline and said that we need to hire a 'pro.'

Karen Smith said that it would be a professional from the outside joining us in detail work that they would be more versed in.

Anne Just stated that we need prices in order to go forward. \$5,000 - \$8,000 is the estimate.

Holly Hamer said that the community board input is not included in this report. What impact will it have on the Community.

Anne Just replied that these meetings will be folded into the reports.

Holly Hamer stated that it doesn't sound as if it will take into account the community's feelings.

Karen Smith said that they will ensure that the community will be included.

**MOTION:** Ronnie Cunningham to approve sending in the 5 year and long range plan

**SECOND:** Hilda Shapiro

**VOTE:** 4-0-1 Jim Stark abstains

Anne Just explained that there is a part-time position posted and some applications have been received and are being considered.

She stated that they want to buy new library cards that will cost \$950 for a 3 year supply.

Karen Smith asked how many of the old cards are left?

Anne Just replied that there are 400 left.

Karen Smith said that Jan. 1 is a good date to begin distribution with the new hours on the card as well.

Anne Just recommended that it should be funded at \$750 out of Mason donations and \$200 Ramsdell donations.

Karen Smith asked how much money is in the supply account?

Anne Just replied \$3500.

**MOTION:** Karen Smith that the purchase of the new library cards is \$300 from the supply line, \$135 from Ramsdell donations, and the balance from the Mason donation account.

**SECOND:** Ronnie Cunningham

**VOTE:** 5-0

Anne Just stated that the smart board wiring has been completed.

Holly Hamer asked what happened to the A.V. funds for the conference room?

Anne Just responded that it was used on the smart board.

B. Treasurer's Report- A proposed spending plan was distributed

### **3. Reports from Special Committees**

A. By-Law Updating Committee – on hold

B. Anniversary Committee

Hilda Shapiro asked if we can pick 1-2 dates to hold an event at the library for the anniversary celebration.

Karen Smith suggested that Bernie Drew do a Historical presentation. She also suggested that we talk to the historical society and have them do a period reading or mimic a library exchange from that time period.

Karin Beebe said to contact Dawn for dates since she holds the calendar. She also added that we should put period books and ledgers in the display cases.

Anne Just said that the funds can come out of the \$10,000 entertainment budget.

C. Long Range Plan Committee – they were projecting out 5, 10 or 20 years and asked themselves what the library system would look like. They agreed that the priority was to get 'Friends' up and running.

1. Friends – Holly Hamer said the committee is dedicated to increasing the number of friends. The first project that they are looking to introduce is movie night. It would be held on the first Thursday and it would be free to members. The movie would be geared to adults and have a book list to accompany it. December 2<sup>nd</sup> would be the first movie night. She also stated that she submitted a letter to Dawn with the date and the committees plan.

2. She would like to promote Ramsdell library and feels the upstairs is an incredible 'gem.' She stated that Dawn will need a C of O to determine the number of people allowed in that space. Chief Jenning said that they would be fine with 49 people.

Karen Smith said that this vision is exactly what they were looking for and it should be a fun event.

Holly stated that there is \$300 in checking and \$11,000 in savings, so they aren't worried about finances yet.

Karen Smith stated that it is important to have a format of who can spend money, what it is for, etc...

Anne Just suggested that Holly should go to the bank with Ellie and sign over the accounts.

**MOTION:** Karen Smith that the trustees approve the re-activation of Friends and to be kept abreast of what is going on.

**SECOND:** Ronnie Cunningham

**VOTE:** 5-0

3. Follow-up to first meeting.

#### **4. Unfinished Business -**

A. Library article in Berkshire Record – Veronica Cunningham

B. Technology update- Anne Just – on hold

1. Kindle, eReader, Nook- Anne Just stated that this is the way libraries are going and we need to be technologically advanced. We are going to buy 2 systems for Mason and one for Ramsdell.

- a. Security- Karen Smith suggested that we take a credit card number in case the system is lost or broken.

Anne Just said that is for later. We are still working on the logistics of it.

- b. budget

2. CWMARS information – anything on CWMARS is legal, but she is still looking into how other libraries utilize it.

C. Spending proposal follow-up – Tom Blauvelt – Not present

D. MANGO installation update – Anne Just said that she will get someone to get it up and running by next meeting.

Jim Stark would like to get the Ramsdell library designated as a historic building. He filled out the form and has pictures to submit. He also has the blueprints from the 1929 addition. He needs the approval from the Town to apply but would like approval from the trustees first.

Karen Smith stated that she could not vote until she has a lot more information.

Karin Beebe asked him to make a presentation and he agreed.

#### **5. New Business**

A. Building consultant for Ramsdell – Anne Just is investigating people and prices

B. Next meeting is a holiday – skip or reschedule

The meeting is currently scheduled for November 11, which is a holiday and the library is closed. Anne Just asked if the Board can meet another week night.

It was a consensus decision that the meeting be re-scheduled to Tuesday, November 9, 2010 at 6:30.

**6. Public Comment :** none

**7. Adjournment:**

On a motion by Karen Smith, seconded by Ronnie Cunningham, the Board adjourned their meeting at 7:45.