

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

Great Barrington Libraries' Board of Trustees
November 9, 2010
6:30 P.M.
Mason Library

PRESENT: KARIN BEEBE
TOM BLAUVELT
HILDA BANKS 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 – all present
- B. Introduction of visitors
- C. Approval of minutes from October 25, 2010 meeting

MOTION: Karen Smith to approve the minutes from the October 25, 2010 meeting

SECOND: Jim Stark

VOTE: 5-0 – 1 (Tom Blauvelt abstains since he was not present at the last meeting)

2. Reports of Officers

- A. President's Report – Karin Beebe – Karin stated that she feels that she has made progress in making the Board function better. She said that some things have come up that need to be clarified. The first of those is the topic of paying the staff for attending Long Range Planning Committee Mtgs.

Anne Just stated that they can be paid for extra hours only for one meeting and the funds would come out of state aid.

Karin Beebe stated that they are needed for more than 4 hours and spoke about the importance of staff input.

Karen Smith said that staff input is critical when creating the strategic plan.

Tom Blauvelt agreed that the staff needs to be compensated and that it should be comp. time.

Karen Smith suggested that the staff be paid straight time for meetings.

Anne Just stated that this can't be done based on their contract.

Karen Smith asked if they would get overtime for attending meetings based on their contract?

Anne Just answered yes.

MOTION: Tom Blauvelt that employees who participate will get paid contractual rate.

SECOND: Karen Smith

VOTE: 6-0

Karen Smith noted that if the staff would like to use the hours as part of their workday, it is their choice. Otherwise, they can accept overtime.

B. Library Director's Report – Anne Just

Anne introduced Karen Ball to talk about children's programs planned for this season.

Karen said that there is a Toddler (1st Saturdays) and Pre-School (second Fridays) Storytime taking place. There will also be a Gingerbread event on Dec 4 and Teddy Bear T's continue on the last Sat of the month.

Karen Smith said that she would love to volunteer to come in and read to the children.

Anne Just continued her report by talking about the F12 budget that was due on Dec. 1. It is composed of two parts: Department Budget and the 5 year Capital Improvement Plan. Salaries are following the Union Contract and negotiations will begin in the spring. She indicated that there will be no raises this year for Department heads.

Anne stated that Ramsdell Library is the focus of the 5 yr capital improvement plan. In F14, this is expected to be the major expense.

She spoke to the Strategic Planning Meeting on Oct 27 in which all Town Departments were asked to submit data on "deliverables." It was then presented at the meeting. Anne stated that much of what is done in the library can't be measured.

Anne stated that CWMARS is going to move to another matrix. They will now be using Evergreen. She hopes that there won't be any problems and stated that they are looking at their database to clear up any problems in it before it is moved.

Anne introduced the new proposed library hours in which each of the libraries would be closed one day a week. (On different days) Saturdays hours would be expanded in both libraries and Mason would be open late on Tues. and Thurs. Ramsdell library will be open late on Wednesdays. She also stated that there would be an energy savings with Mason Library being closed from Sat afternoon until Tuesday AM.

Karen Smith stated that something has to be done to get the lights to turn off when the library is closed. She also stated that we should have 3 suggestions to put out for input. She feels that it needs to be broader based and should be a proactive statement.

Karin Beebe said that she is concerned that the change of hours starting in Jan is too soon. She stated that she doesn't feel that she can vote on the proposal and asked if the change of hours can wait until February?

Anne Just answered yes.

Karin Beebe said that the goal is to expand the library hours and that we need to incorporate volunteers.

Hilda Banks Shapiro said that she feels that a survey wouldn't change anything.

Donna Brown stated that deliveries come on Mondays, so it wouldn't work to have the library closed on this day.

Karen Smith asked how long it would take to process deliveries, work on the book bin, etc? She also asked if the deliveries were scheduled later in the day, would it be feasible?

Donna Brown suggested being closed mid-week.

Karen Ball suggested being closed on Thursday.

Anne Just stated that there is no flexibility with deliveries.

Karin Beebe said it needs to be brought up at a staff meeting to get more input.

MOTION: Tom Blauvelt that the Library Trustees agree to the Library hours outlined by Anne Just

SECOND: Karen Smith

VOTE: 2-4 (4 against)

Karen Smith asked that Diego Gutierrez put information on Facebook with questions about hours, that there is an article put in the paper and said that dialogue is crucial.

Eilleen Mooney said that she would put a survey into the newsletter.

Anne Just stated that Mango is up and down and it is because of a problem with CWMARS. She stated that the new library cards have been ordered and should be in soon.

Anne said that she has researched Library Consultants and have come up with 3 and will be asking for bids to perform a long range needs assessment of the Library department focusing on Ramsdell.

Anne has given a list of potential volunteers to Holly Hamer to be used as Friends of the Library.

She stated that the best E-reader would be Nook by Barnes and Nobles. They are \$149 each and she recommends that they be on a 3 week check out period and not be renewable.

Borrowers will be liable for full replacement costs if the machine is damaged or lost.

MOTION: Tom Blauvelt that the library purchase 3 Nooks – 2 for Mason and 1 for Ramsdell and that the appropriate financing should be worked out between the treasurer and the Director of the Library.

SECOND: Ronnie Cunningham

VOTE: 6-0

Anne Just stated that all reviews are complete. Sarah Westwind has been promoted to Full Time. As a result, there is a part time position available. Anne Just asked if the Library Trustees would designate a member to be part of the interview committee?

Ronnie Cunningham volunteered to sit on the hiring committee. She is available on Monday and Wednesday after 3 and all day on Tuesday.

Anne stated that she and Cheryl Attarian will be attending a workshop on December 1 to refresh their skills on searching and editing CWMARS.

Anne Just concluded stating that shelving units have been purchased, as well as, cabinets for her office. She is looking for bids regarding lamps and shades. DPW has touched up some

paint in Mason library and has agreed to remove dying shrubs and to plant grass on the area between the parking lot and Dresser Ave,

C. Treasurer's Report – Tom Blauvelt - Tom stated that Kevin O'Donnell needs to approve appropriated and non-appropriated funds. He said that the largest item is the Smart Board that will be available Nov 29th. It cost \$2000 less than was budgeted. He also stated that 'donors' need to be contacted to get permission to use the remainder of funds for other projects than what they gave money to assist with. He stated that there are about \$13-\$14,000 in expenditures. He also stated that there is \$11, 203 available to spend with \$64,364 in trust.

3. Reports from Special Committee

A. Anniversary Committee – Hilda Banks Shapiro

Hilda stated that there will be an event on May 14 – Saturday afternoon – and it will be geared towards families. One idea is that the children come as their favorite book or character from a book. Posters will be made and goodies and prizes will be given out.

B. Long Range Plan Committee – Karen Smith/ Karin Beebe

Karen Smith stated that they will meet when the state report comes back and asked Anne Just to call and get a better idea as to the time frame of when it should come back.

C. Friends

Ron Blumenthal stated that they are reaching out to the population through E-mail and volunteer lists. The first Thursday film night is December 2 and they will be asking for volunteers. There will also be a music event "On top of Ramsdell" on Dec 26. The information is on the Friends website.

He asked to have a Friends notebook for people to sign up and give E-mail addresses.

Anne Just responded that this would be a confidentiality issue but said that she would put a box out instead.

Karen Smith asked Anne Just what the progress is on creating bulletin boards?

Anne Just said that there has been no progress.

Karen Smith suggested that Anne ask the staff to determine the location and then contact Holly Hamer about getting contents for them focusing on Friends. Karen said that it should also have library news on it.

4. Unfinished Business – much of what is below was addressed in the Directors Report

A. Library article in Berkshire Record – Veronica Cunningham

B. Spending proposal follow-up – Tom Blauvelt

C. Technology Update – Anne Just- pending since July meeting

1. Kindle, eReader, Nook

a. Security

b. budget

2. CWMARS for above readers – legality, other library procedures

D. MANGO installation update – Anne Just – pending since June meeting

E. Building consultant for Ramsdell Library – Anne Just

F. Hours Proposal – Anne Just – on hold due to staffing problem – needed for Jan 2011

G. Volunteers update – Anne Just – pending since July

- H. Rita Jenkins update – Anne Just
- I. Library Cards – Anne Just
- J. Smartboard installation- Anne Just
- K. Donation Calls – Anne Just – She called 2 donors and will call the remaining 6.

5. New Business

A. Vice –President of Trustees – Karin Beebe

Karin Beebe stated that there should be a Vice President of Trustees especially for the times that she is not present. She recommends Karen Smith for nomination.

MOTION: Karin Beebe to nominate Karen Smith for Vice President of Trustees

SECOND: Tom Blauvelt

VOTE: 5-0-1 (Karen Smith abstains as the nominee)

B. Mission Statement Revision – Karin Beebe

Karin Beebe changed the wording of the mission statement. Currently, it reads, "Developing collections and programming that include a broad spectrum of materials and services. "

It will now read 'Developing resources that include a broad spectrum of materials and services which reflect our cultural diversity.

MOTION: Karin Beebe to change the mission statement to read as detailed above

SECOND: Karen Smith

VOTE: 6-0

Anne Just will change it on the website

C. Statistics Chart sent to trustees – Anne Just

D. Purchase of paintings for library - Anne Just - not discussed

Jim Stark spoke about the historical designation and stated that with such, they would be eligible for funding from the state. Anne Just said that the State would support a waiver to putting handicap accessibility on Ramsdell Library.

Karin Beebe said that she would like to see the application.

Karen Smith asked for a full packet of information including the application, blue prints, pictures, etc.

Karin Beebe asked that Jim submit this information a few days before the next meeting for review.

6. Public Comment : none

7. Adjournment:

On a motion by Ronnie Cunningham, seconded by Tom Blauvelt the Board adjourned their meeting at 8:20.

Respectfully submitted,

Cara Becker
Recording Secretary