

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

**Great Barrington Libraries' Board of Trustees**  
**February 10, 2011**  
**6:30 P.M.**  
**Mason Library**

**PRESENT: KARIN BEEBE**  
**TOM BLAUVELT**  
**RONNIE CUNNINGHAM**  
**HILDA BANKS SHAPIRO**  
**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. Approval of minutes from January meeting

**MOTION:** Tom Blauvelt to approve the minutes from the January 13, 2011 meeting

**SECOND:** Karen Smith

**VOTE:** 6-0

**2. Reports of Officers**

A. Library Director's Report – Anne Just

Anne Just reported she and Sandy Balayan have been working to streamline the bill-paying process and are building a handbook so that the process can be delegated.

She also stated that the Library Budget is going to be reviewed by the Selectmen and Finance Committee on February 15. She said that there are small changes among supply lines that allow her to allocate more money to purchase non-print items.

Anne Just stated that she is working on scheduling around the proposed hours change.

She stated also that Dawn and Karen continue to have story times and on Sat., Steve the bassist comes in to entertain. There continues to be a teddy bear tea at the end of the month. Dawn is also holding a water color classes in Ramsdell.

B. Treasurer's Report – Tom Blauvelt

Tom Blauvelt stated that as of Feb. 1<sup>st</sup> the library has \$113,551 at its disposal, with \$64,363 in the trust account, of which, only the interest can be spent. There is also \$47,213 in restricted funds earmarked for specific things. There is \$55,010 in unrestricted funds and can be used at their discretion.

Anne Just stated that in the past, a handout was done monthly with this information on it.

Tom Blauvelt said that he would do it monthly as a result of the agreed upon procedural change.

### C. Friends – Holly Hamer

1. Movie Night – Holly said that the movie was very powerful. She said that the Ramsdell space is great; the projector is much higher and there is a good sound system. Holly reviewed the unpublished quarterly report as follows:  
As of Dec. 4 – Friends had 6 events- 400 patrons total, of which, 250 are unique visitors. She stated that \$590.57 was spent through advertising and other reception costs. The book sales are ongoing and have raised \$591.61 to date. Some expenses that were built into the Friends program are ‘Books for Babies’, Holiday decorations, and museum passes, which totaled \$540. Holly stated that some equipment that Friends have purchased is a projector for Ramsdell, a hand truck, and she would like to purchase a rear projector and plastic containers. Karen Smith said that she is impressed with the time, labor, effort, and concern that Holly has put in...She extended a huge debt of gratitude to Holly.

2. Book sale is February 26<sup>th</sup> from 9-4. Holly stated that she is looking for volunteers on Thursday, Friday, and Saturday.

### 3. Unfinished Business

A. eReader – Anne Just – still waiting for Barnes and Noble to get the credit card to the library.

B. Smartboard Situation – Anne Just – to be discussed at the next meeting.

C. Hours update as precursor to March meeting – Anne Just

Anne Just suggested the following hours: Mason - M-TH 10-7, Fri 10-9, Sat 10 -2or 3, and in Ramsdell: M-Th 1-6, Friday- 10-9, Sat 10 – 2 or 3.

These hours will incorporate volunteer hours.

Karen Smith said that Anne Just will need to know how many volunteers are needed each week.

Anne Just said that she will need a volunteer coordinator.

Tom Blauvelt said that he was hoping to have more Saturday hours; possibly 10-7.

Karen Smith stated that she felt that Saturday is a big improvement.

Jim Stark stated that he is not thrilled and felt that the weekend hours were not great.

D. Ramsdell Consultant – Anne Just – There is no RFP needed and she is working on a letter detailing this project.

E. Staff Parking – Karen Smith presented pictures of the Dresser Ave. parking lot, as well as, a crime report for the street. There was not one incident with people or property in the last 3 years on Dresser Ave. She stated that the lot is plowed and safe.

She suggested that the trustees are given a list of staff license plates. She feels that this is a requirement of the job and offered to buy flashlights.

Tom Blauvelt suggested that the employees walk in pairs for safety.

F. Nametags - ordered and will come in soon.

### 4. New Business

A. Wowbrary – Anne Just – nothing to report

B. McKinley money – Anne Just – nothing to report

C. Request for using State Aid money for film series – Anne Just

Anne Just said that in the beginning of the movie series, she said that the library would buy 2 films for Ramsdell and 2 for Mason. She did not realize that it would be so expensive and it is keeping the library from buying other things. She suggested that some money be paid for by state aid.

Karen Smith asked how much each movie was and Holly replied \$99 plus postage.

Karen Smith also asked how many movies are in a year.

Holly Hamer replied 15 a year.

Karen Smith suggested that since there is an average cost of \$125 a piece (totaling \$625), they split the cost in thirds= a) from trustee fund b) From Friends c) From the Library fund

Anne Just said that she is having trouble affording \$400.

Holly asked why, in this day and age, are they not switching to more money on non-print media and less on print.

Anne Just said that she will look at this for FY13.

Anne Just stated that she would like \$400 back to spend on non-print media.

**MOTION:** Holly Hamer to receive an appropriation of \$600 to fund the next 4 movies.

**SECOND:** Karen Smith

**VOTE:** 6-0

Karen Smith suggested that by the April meeting, Friends have a tentative budget for the next year so they can then figure out how to share the responsibility.

Anne Just requested that she receive \$400 from state aid to buy new films.

**MOTION:** Tom Blauvelt to allow \$400 of state aid money to buy films.

**SECOND:** Ronnie Cunningham

**VOTE:** 4-2 Karin Beebe and Karen Smith against

**Motion Carries**

D. Volunteers

- i. Volunteers who are friends of the library
- ii. Volunteers for the library – need to develop this – Karen Smith stated that they need to get ideas from other libraries as to how to set this up so they don't 'recreate the wheel.' She also suggested that an hours break down be created with the use of volunteers, what hours are needed weekly, monthly and how much training is needed for each.

Anne Just said that other libraries only have 'shelvers' and our library wants to do something different. She also added that she needs to figure out what jobs are needed before they put out an ad asking for volunteers. Holly Hamer said that her concern is how welcome the volunteers will feel. She recommends that the 'staff liason' be nurturing.

Karen Smith encouraged Anne to look at existing plans at other libraries.

- E. Letter from patron – Karin Beebe – A letter was received from Vivian Scheinman about Mason library. She said that she is very pleased with the employees and the visibility of the Director.

Karin Beebe also read a letter from the Thursday morning club, who donated \$200.

**5. Public Comment – None**

**Adjournment** - On a motion by Karen Smith, seconded by Ronnie Cunningham, the Board adjourned their meeting at 8:05.

Respectfully submitted,

Cara Becker  
Recording Secretary