

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

Great Barrington Libraries' Board of Trustees
July 14, 2011
5:30 P.M.
Mason Library

PRESENT: KARIN BEEBE
TOM BLAUVELT
RONNIE CUNNINGHAM
HOLLY HAMER
HILDA BANKS SHAPIRO
JIM STARK

1. Call to Order

Meeting called to order by Karin Beebe at 5:35 P.M.

A. Attendance – all present

Karin Beebe welcomed guests and thanked them for their participation.

B. Approval of minutes from June and July meetings

MOTION: Ronnie Cunningham to accept the minutes from June 9, 2011 as amended

SECOND: Tom Blauvelt

VOTE: 6-0

MOTION: Tom Blauvelt to accept the minutes from July 5, 2011- special meeting as amended

SECOND: Ronnie Cunningham

VOTE: 6-0

2. Report of Officers, Boards and Standing Committees

a. President's Report – Karin Beebe

Karin Beebe stated that Tom Blauvelt scanned the Great Barrington code as it relates to the Library and she recently read it through again. She said that she noticed that there is a section dedicated to the duties of the librarian. (She read the section aloud.) The section begins with "the librarian shall be responsible to the trustees for..." Karin Beebe stated that this was amended in August 1996 which was 4 years into the Town Manager form of government. She suggested that the Library Trustees follow up on this and it should be discussed at a later meeting.

Tom Blauvelt stated that the trustees should work with the Town manager and the Selectmen and involve as many people as possible. He said, at the end of the charter review, it would be great if they can clarify as many ambiguities as possible.

b. Friends of the Library Report – Ron Blumenthal

Ron Blumenthal gave a report of the progress of Friends to date. There have been 8 first Thursday night movies that include discussions, there have been 2 events to highlight the Ramsdell library, several children's events, book sales, a Facebook page created for Friends and more.

Ron reported that \$3650 has been raised and \$3025.70 is the current balance.

Ron said that he would like to expand by getting more volunteers.

Tom Blauvelt said thank you to Ron for his hard work. He also asked if they have revised their own by-laws.

Ron responded by saying that this is not on the top of the agenda. He would rather spend time on public relations and getting volunteers. He said that they will revise the by-laws by year end. (calendar year)

c. Library Director's Report – Anne Just – summary distributed

Anne Just said that she was touched by all who reached out to say goodbye and gave their thanks to her.

Tom Blauvelt said thank you for the last 4 years.

Anne Just reported that Keri Warfield has resigned and Katie Warner was promoted from part time to full time. Therefore, there is a part time position open and it is being posted in the Berkshire Record and the Shoppers Guide. The interim director's position was also posted to various library sites. Anne said that Laurie Harrison, the new children's librarian, has organized a great summer program with the help of Katie Warner. (children's room assistant) Anne said that 152 children have registered to read so far. Anne reported that she is working hard to keep the library open the extended hours but they are very short on volunteers. She said that the staff feels that they are being stretched thin. Anne said that she had a staff meeting to set up a system to create volunteer 'levels' to give her and the staff an idea of what they can be asked to do.

Anne Just said that she had expected to have the Annual Report Information Survey (ARIS) completed by the end of the week, however, CWMARS has not completed their statistics needed for the report. Another important report, the financial summary, will be due in mid-October and is also required to maintain certification. Anne said that she will show Tom Blauvelt what has to be done for this report. Tom agreed to follow up on this. Anne Just said that all staff reviews will be completed by Aug 12.

Anne said that she addressed a meeting of CWMARS to ask that those CWMARS libraries that do not honor Alford interlibrary loan do so. She said that the response was positive.

Anne said that she met with Joe Sokul (July 7) to walk through Mason library to identify current and future maintenance problems. On July 13, she met with him about the Ramsdell library. She said that Joe Sokul will create a list of what he thinks needs to be done.

In regards to volunteers, Jim Stark asked what happens when they don't show up.

Anne Just responded that they are supposed to call for a replacement, but they don't.

Karin Beebe asked Anne to send out a call list again.

d. Fiscal Year End Financial Report – Anne Just

Anne Just reported that the entire appropriated budget, except for the contingency lines, has been expended. She said that she may have the statement next week from the town financial director.

3. Special Orders – (category for things out of the ordinary agenda) – Town Manager Kevin O’Donnell was not able to attend as he needed to be present at another meeting.

- a. Computer purchase – Kevin O’Donnell sent an E-mail to the trustees with a break down of the money that is planned to be spent on the computers. Kevin requested that a member of the trustees be appointed to the ‘computer committee.’

MOTION: Karin Beebe recommends Holly Hamer for the ‘computer committee’

SECOND: Ronnie Cunningham

VOTE: 6-0

- b. Review Ramsdell ADA Accessible Renovation Time Line

Holly Hamer recapped a history and timeline of the plan to renovate the Ramsdell library.

- Anne Just stated in May of 2010 that she would be searching for grants for updates to the Ramsdell library
- In November, Anne said that the Ramsdell library renovation was featured in the 5 year CIP.
- In February of this year, at a joint budget meeting, Anne said that the Massachusetts Board of Library Commissioners is allowing the design grant applications to be submitted by the summer of 2011.
- At the same meeting, Kevin O’Donnell said to move back the renovation of Ramsdell to 2016. When Kevin O’Donnell asked if it was agreed upon to not do the renovation of the library, all agreed. This was not brought to the trustees’ attention or discussed with them.
- In May the design grant application date had passed and Anne Just had not applied.

Holly Hamer said that she is disturbed that this project has been pushed back and doesn’t understand how this decision could be made without the input of the trustees.

Anne Just replied that the granting process is a moving target and has always been so. Anne said that given the work that had been done on the ADA project, they were told that they might be able to by-pass the design grant process. This is why the grant was not applied for.

Holly Hamer asked why the trustees were not informed of the decision made by the Selectmen and finance committee.

Anne Just replied that the project can’t be done if there is not matching funds and insisted that she told the trustees this.

Anne said that she will have a list of recommendations of those things she believes should happen concerning this grant and building renovation in general.

Karin Beebe recommended that Anne meet with Jim, Ronnie and Holly to go over with them what they believe should be on the list. Anne said that she would meet with them.

c. Director Search Committee

Kevin O'Donnell requested that 2 trustees be on his Director Search Committee.

Karin Beebe said that she does not want to capitulate only 9 days after their E-mail to Kevin. She said that she would like to talk to him more about it and get clarification as to Kevin's position on the need for a committee rather than taking their suggestion into consideration.

Ronnie Cunningham said that she finds leaving the library without a designated person in control concerning. She said that an interim is needed.

Jim Stark said that he fears that the trustees will be left out if they don't respond.

Tom Blauvelt said that he believes that Kevin O'Donnell will go forward with the search and he would hate for the trustees to lose any time. He said that he is concerned that if the trustees delay too long, an appointment will be made without them.

Holly Hamer said that she is in agreement with Karin Beebe's plan.

Anne Just said that Kevin O'Donnell is not on the agenda distribution list and suggested that he be added so the trustees get a response quicker in the future.

Karin Beebe said she would like a clarification about why Jessica Magelaner would not be considered for interim director.

Tom Blauvelt suggested again that the trustees join in so they don't 'have a ship with no captain.'

Anne Just said that a recently retired library director may be a better option for an interim. They will have experience with reports, scheduling, and managing.

Hilda Banks Shapiro said if Jessica is qualified in all other areas besides managerial, how would she get that experience except by doing.

4. Unfinished Business

- a. Nook implementation – Anne Just –the library has 3 with 1 up and running.

Holly Hamer said, for the record, that every month the Nook comes up and there is never any progress

Anne Just responded that she has already resigned and there is no need to continue to criticize her.

- b. Smartboard –Anne Just
c. Hours Update – Anne Just

Anne Just said that people are not coming in for the late hours at Ramsdell and she would like to change the hours. It was agreed that the hours will remain the same.

- d. Volunteer program update – Anne Just

Holly Hamer said that many volunteers have left because they don't like the way they are treated and don't like the rule about covering their 'shift' if they can't come. She said that there has never been a meeting for the volunteers and she feels that it has been poorly run.

Ronnie Cunningham said that it is important to give volunteers a particular task. She added that a phone list is good and necessary but a meeting for the volunteers would be great.

Jim Stark asked how many volunteers were lost and Holly Hamer replied half.

Anne Just said that many are off for the summer. She suggested that the trustees have an appreciation day for the staff and volunteers.

Holly Hamer suggested that the staff be pulled into the training process so they see the value of the volunteers.

Karin Beebe suggested that Anne speak with Jessica about having a meeting with Donna to head this up.

e. Volunteer Coordinator – Jessica Megelaner took this position

f. Public access timers for computers – Anne Just

Jessica Magelaner found an option that doesn't interfere with circulation. It will cost \$285 and Anne will need to check with the computer specialist to make sure that it works with CWMARS and on all computers.

5. New Business –

a. Mango Renewal

MOTION: Karin Beebe to renew Mango for \$1600 from State Aid.

SECOND: Tom Blauvelt

VOTE: 5-0 (Ronnie Cunningham not present for vote)

Karin Beebe suggested getting Laurie Harrison involved in promoting it

b. Building and grounds committee – Karin Beebe

Karin Beebe said that she would like to create a standing committee to have regular meetings about buildings and grounds.

Karin Beebe appointed Holly Hamer as the head of the committee with Hilda Banks Shapiro as second chair. She said that the committee will only have the power to recommend, not to make decisions.

Karin Beebe presented a garden plan that preceded the current one by Heather Kupo. She said that money was donated to the garden by Peggy Whitfield.

Karin Beebe asked the committee to discuss both plans and come back to the board with a proposal.

Tom Blauvelt suggested that the Children's Garden be taken out of the Building and Grounds committee and to allow Karen Smith to continue what she has started.

Karin Beebe said that she would like to ask Karen Smith to be part of the committee.

Tom Blauvelt said that he would like to see this project move forward and not get sidetracked.

Karin Beebe said that it would be the first priority.

c. Working conditions Ramsdell – Holly Hamer and Ronnie Cunningham

Holly Hamer suggested that the trustees spend some money on Ramsdell by buying a bottled water system, comfortable chairs, tables, and an AV system for upstairs. Holly also suggested that they buy I-Pads to bring in teens and recruit peers to teach.

Dawn said that Ramsdell needs rugs and new things for the children's room.

MOTION: Holly Hamer to allocate the E-Wheeler fund, up to \$14,400, for items for the Ramsdell library.

SECOND: Hilda Banks Shapiro

VOTE: 3-2 Jim Stark and Tom Blauvelt against

Jim Stark recommended that 'trustees time' be added to the agenda in the future to give them all a chance to speak.

6. Adjournment: On a motion by Jim Stark, seconded by Holly Hamer, the Board adjourned their meeting at 7:30.

Respectfully submitted,

Cara Becker
Recording Secretary