

## GREAT BARRINGTON LIBRARIES

231 Main St.

Great Barrington, Massachusetts 01230

### MINUTES

Great Barrington Libraries Board of Trustees

Jan. 12, 2012, meeting

#### I. Call to Order

##### A. Attendance

Chairman Karin Beebe called the meeting to order at 5:35 p.m. in the conference room at Mason Library. Attending were board members Tom Blauvelt, Ronnie Cunningham, Holly Hamer, Hilda Banks Shapiro and Jim Stark, Ron Blumenthal of the Friends of the Great Barrington Libraries, Director Kate Deviny, Assistant Director Jessica Magelaner and Children's Librarian Laurie Harrison.

##### B. Approval of minutes for December 2011 meeting

The minutes were unanimously approved on a motion by Mr. Blauvelt, seconded by Ms. Cunningham, with the stipulation that these corrections be made: Page 2, correct spelling is Yapple; Page 3, correct words are "throw" and "Kinect"; and Page 5 correct names are Pat Mullin and Chartock.

#### II. Report of Officers, Boards and Standing Committee

##### A. Director's Report - Kate Deviny

Ms. Deviny gave December figures of 316 adult visitors, 261 children at Mason Library and circulation of 18,000, 2,000 at Ramsdell Library. She said she is standardizing procedures at the libraries and at Ramsdell has adapted an art room and young adult room and ordered three chairs and a love seat to create a more inviting space. She is examining the costs of some routine budget items, such as newspapers, and wants to shift some 2012 budget numbers around, for example reducing postage and copy supplies and increasing office supplies and other supplies. She said she wants to join the Public Library Association and Massachusetts Library Association, as they provide more local grant information than American Library Association. Asked if her 2013 budget is sufficient, she said \$20,000 each in new book and new DVD purchase accounts would greatly improve the collections. The proposed budget is \$110,000 non-salary. Mr. Blauvelt, who also sits on the Finance Committee, urged the increase request but said the Fincom may not support the whole amount. **VOTE** Mr. Blauvelt moved to submit a FY 2013 budget request increasing the non-print account from \$26,300 to \$46,300 and books and subscriptions from \$69,000 to \$89,000. Ms. Cunningham seconded. All voted in favor except Mr. Stark.

Ms. Deviny said she plans to rearrange magazines and furniture and shelving in the north front room, to bring periodicals closer to chairs. She wants to move large-print books to where periodicals are now.

She said the libraries need more volunteers to maintain open hours, as she and Ms. Magelaner have had to fill in frequently. She said she had researched open hours at Amherst and Northampton, and found Great Barrington compared 35 vs. 37 hours with the latter, 45 vs. 48 with the former. She said seven full-time employees are needed at the three circulation desks.

There are 11 employees at the two libraries here. Amherst has the equivalent of 32. Great Barrington and Ramsdell are open a total of 80 hours a week. She asked to close Ramsdell on Mondays, making it easier to staff with two full-time employees. Mr. Stark said he would like to see more Saturday hours, and suggested the issue be brought up with any new hires. He said he would like to see Sunday hours at Ramsdell, but Ms. Deviny said one issue is the obligation to pay time-and-a-half in wages. Mr. Stark asked if volunteers are given preference when job openings arise. Ms. Deviny said she would take that into consideration, but has to select employees based on needs and applicant skills and without discrimination. Hiring decisions are made by the town manager, she said.

**VOTE** On a motion by Ms. Hamer, seconded by Ms. Cunningham, the board was unanimously in favor of spending \$4,000 from the McKinley Trust account for DVDs and a DVD cleaning device.

Ms. Deviny solicited ideas for attracting volunteers, determining the needs of patrons and boosting event publicity.

#### **B. Children's Room update - Laurie Harrison**

Ms. Harrison presented copies of a written report on the Mason Library's Children's Room for December. She asked if someone from Friends could help create an advertising template for Shopper's Guide to publicize activities. Planned soon are Chinese New Year activities and Valentine's Day crafts with tables upstairs and down. More volunteers are needed, ideally four regulars for 2 hours a week each. Ms. Cunningham urged her to speak with David Scribner of the *Berkshire Record*.

#### **C. President's Report - Karin Beebe**

The chairman read a thank-you note from former Librarian Anne Just and reported she had signed an agreement regarding research for a National Register designation.

#### **D. Treasurer's Report - Holly Hamer**

The treasurer reported signing only one non-allocated warrant item, \$800 for an old bill, from state aid. Ms. Magelaner distributed copies of a report, compiled by Ms. Sartori, of Mason Library's furnishings, finishes and equipment allocations, with \$24,193.65 available. She said there is another capitol fund with about \$223,000.

#### **E. Friends Report - Ron Blumenthal**

Mr. Blumenthal reported on a series of artistic/creativity films to be shown at Ramsdell Library; the gift of a water cooler to the staff there; continuation of the mystery book club (with a dozen participants) at Mason; a \$475 gift from the Haymarket Fund; purchase of 10 tables for Ramsdell; and creation of an adult reading group to discuss parenting/children issues.

#### **F. Buildings and Grounds - Holly Hamer and Hilda Banks Shapiro**

Ms. Hamer said the trustees have from Town Engineer Joe Sokol a list of maintenance items for the libraries. She said trees damaged by children, on the Abrams property line, will eventually be replaced.

### **III. Unfinished Business**

#### **A. Revisit long-range plan**

Ms. Hamer said the previous plan has largely been unfulfilled. Mr. Blauvelt, Ms. Cunningham, and Mr. Blumenthal said they would be on a committee with Ms. Deviny. **VOTE** Ms. Hamer made a motion to establish the sub-committee, Ms. Cunningham seconded, all voted in favor. The committee is to elect its own chairman.

**B. Centennial Committee - Karin Beebe**

One planned activity is a community book read.

**C. Bylaws - Holly Hamer**

Ms. Hamer distributed copies of a draft proposing changes to the trustee bylaws. After discussion, **VOTE** Mr. Blauvelt moved to accept the amended bylaws, Ms. Shapiro seconded, all voted in favor except Mr. Stark, who abstained. Ms. Hamer is to prepare fresh copies for distribution to members and filing with the Town Clerk's office.

**IV. New Business**

**A. Updating Standard Operating Procedures**

Ms. Deviny said she wants to bring both libraries in line with CWMars policies. She distributed a copy of a proposed policy on patron rights and responsibilities. There was discussion of over-perfumed individuals using the library and appeal procedures for anyone barred from using the premises. Ultimately, **VOTE** Mr. Blauvelt moved to adopt the policy, Ms. Shapiro seconded, all voted in favor.

**B. Appointment to Town Charter Committee**

Ms. Beebe appointed Ms. Hamer to the Town Charter Revision Committee, noting the committee may take two years to finish its work, and Ms. Hamer's term runs that long. Ms. Shapiro declined appointment. Ms. Hamer said other board members may apply for membership, as there are 15 openings.

**C. Volunteer status report**

Ms. Deviny said the topic was covered earlier.

**V. Trustee Time/ Citizen Speak if needed**

Ms. Deviny handed out copies of pages from Carver Guide, a chapter on rules for board members, provided by the town manager.

Ms. Beebe said the next meeting will be Feb. 9, Ms. Hamer to preside in her absence.

David Magadini, from the audience, asked for a copy of the new bylaws; Ms. Hamer said she would provide one.

**VI. Adjournment**

The meeting adjourned at 7:35 p.m.

*Bernard A. Drew*

Bernard A. Drew  
Recording Secretary

