

LIBRARY TRUSTEE MEETING: JULY 9, 2020 VIA ZOOM

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Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Great Barrington Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on town's website, at www.townofgb.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner: See instructions at the top of the agenda. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Great Barrington Libraries Board of Trustees

July 9, 2020 5:30 pm Meeting via Zoom only

I. Call to Order:

CALL TO ORDER AT 5:31 pm BY PATRICK HOLLENBECK VIA ZOOM.

A. Roll Call:

VIA ZOOM: ROLL CALL: PATRICK HOLLENBECK, KATHLEEN PLUNGIS, LAUREN CLARK, JANE STANHOPE, MARGARET HEILBRUN, CHRISTOPHER TUCCI
AMANDA DeGIORGIS AUDIENCE: 2 & another at approximately 6:15

B. Welcome newly elected Trustees:

PH: WELCOMED BACK M. HEILBRUN (reelection) and NEWLY ELECTED CHRISTOPHER TUCCI.

C. Reorganization: Nominations and election of principal officers:

KP: MOTION TO NOMINATE PATRICK HOLLENBECK AS CHAIRMAN.

LC: 2nd. PH ACCEPTED. PH ASKED FOR ANY OTHER NOMINATIONS.

THERE BEING NONE, ROLL CALL VOTE: PH: YES KP: YES
LC: YES JS: YES MH: YES CT: YES VOTE: 6-0
PATRICK HOLLENBECK REELECTED AS TRUSTEE CHAIRMAN.

LC: MOTION TO NOMINATE KATHLEEN PLUNGIS AS SECRETARY.
MH: 2nd. KP ACCEPTED. PH ASKED FOR ANY OTHER NOMINATIONS.
THERE BEING NONE, ROLL CALL VOTE: PH: YES KP: YES
LC: YES JS: YES MH: YES CT: YES VOTE: 6-0
KATHLEEN PLUNGIS REELECTED AS TRUSTEE SECRETARY.

LC: MOTION TO NOMINATE KATHLEEN PLUNGIS AS TREASURER.
MH: 2nd. KP ACCEPTED. PH ASKED FOR ANY OTHER NOMINATIONS.
THERE BEING NONE, ROLL CALL VOTE: PH: YES KP: YES
LC: YES JS: YES MH: YES CT: YES VOTE: 6-0
KATHLEEN PLUNGIS REELECTED AS TRUSTEE TREASURER.

PH: STATED THAT KATHY IS STEPPING DOWN AS LIAISON OF BUILDINGS &
GROUNDS. PH ASKED IF ANYONE WOULD STEP FORWARD TO TAKE UP THE
POSITION. IT WAS NOTED THAT IT DID NOT REQUIRE A VOTE AS IT'S NOT PART OF
THE BYLAWS.
CHRIS TUCCI VOLUNTEERED. PH ACCEPTED HIM AS BUILDING & GROUNDS LIASON.

D. Approval of January, February, March Minutes:

PH: MOTION MADE TO APPROVE THE JANUARY MINUTES.
KP: 2nd. NO DISCUSSION. ROLL CALL VOTE: PH: YES KP: YES
LC: YES JS: YES MH: YES
1 ABSTENTION (C. TUCCI AS HE WAS NEWLY ELECTED AND NOT PART OF THE
TRUSTEES IN JANUARY).
VOTE: 5 – 0 1 ABSTENTION

PH: MOTION MADE TO APPROVE THE FEBRUARY MINUTES.
KP: 2nd. NO DISCUSSION. ROLL CALL VOTE: PH: YES KP: YES
LC: YES JS: YES MH: YES
1 ABSTENTION (C. TUCCI AS HE WAS NEWLY ELECTED AND NOT PART OF THE
TRUSTEES IN FEBRUARY).
VOTE: 5 – 0 1 ABSTENTION

PH: MOTION MADE TO APPROVE THE MARCH MINUTES.
KP: 2nd. NO DISCUSSION. ROLL CALL VOTE: PH: YES KP: YES
LC: YES JS: YES MH: YES
1 ABSTENTION (C. TUCCI AS HE WAS NEWLY ELECTED AND NOT PART OF THE
TRUSTEES IN MARCH).
VOTE: 5 – 0 1 ABSTENTION

*PH: NOTED THAT WHILE THE JUNE MINUTES WERE NOT MENTIONED IN THE
AGENDA, THE WORDING AT THE BOTTOM OF THE POSTING (Not all items all items

listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.) ALLOWS FOR A MOTION TO BE MADE ON THE JUNE MINUTES.

PH: MOTION MADE TO APPROVE THE JUNE MINUTES.

KP: 2nd. NO DISCUSSION. ROLL CALL VOTE: PH: YES KP: YES

LC: YES JS: YES MH: YES

1 ABSTENTION (C. TUCCI AS HE WAS NEWLY ELECTED AND NOT PART OF THE TRUSTEES IN JUNE).

VOTE: 5 – 0 1 ABSTENTION

E. Director's Update: ADeG: (see attached report)

PH: Stated, in the interest of time, rather than the Director go over her Report, he asked if there were any questions pertaining to The Director's Report.

PH asked about the Niche Academy. ADeG replied that it costs \$700 a year.

PH replied that it can be obtained free via the Boston Public library.

ADeG replied that having our own contract allows the library to add their own content. That the money came out of her Operational Budget, Non-print and thus did not need a vote from the Trustees. PH replied that he was trying to save money.

A discussion ensued regarding the cost of digital newspapers. That the Berkshire Eagle doesn't offer a group digital subscription. The WSJournal would cost \$1,100 a year, the NY Times's lowest cost for small libraries would run \$2,579.20 a year. PH noted that the NY Times does offer digital limited content, free. At this point the Director signed off at approximately 6:10 pm.

It was suggested that a Trustee contact the Director and ask that she explore the NY Times. A discussion centered on communication with the Director. There is concern that "word" is not getting out about library offerings. Comments ranged from the Director already seems to be taxed, that she's doing an admirable job concerning the Covid 19 concerns. How can we get communications out to the public? Margaret Heilbrun volunteered to contact the Director.

F. Library Budget and related topics:

KP: Gave a brief explanation about the monthly Treasurer's Report and it's subheadings.

A discussion ensued as to the number of Staff now at work in the libraries. It is believed that 6 full time Staff are now at work in the libraries.

II. Business: Treasurer's Report, Building and Grounds:

KP: Regarding the June report previously provided by the Director, KP tallied that approximately \$10,000+ was returned to the Town coffers at the conclusion of the June 30, 2020 Fiscal Year. This occurred because of a freeze placed on various accounts by the Town Manager due to the Covid 19 Pandemic and the closing of the town libraries by the State in mid March.

BUILDINGS AND GROUNDS:

Various projects have a freeze due to the Covid 19 Pandemic.

PH: Noted the need for the front doors at Ramsdell to be resealed.

KP asked CT to email the Director and have her contact Sean VanDeusen, the DPW Supervisor, to reseal the Ramsdell doors,

PH: Noted that the Board is waiting for the 2nd phase of the archeological study of Ramsdell's grounds to be funded. There was a brief discussion of the history of the attempts to get a handicap ramp placed at Ramsdell.

****Friends Report:** (See attached report) The report by Ed Abrahams was presented after the Reorganization, Nomination Roll Call Vote (approximately 5:45) as he had another meeting to attend.

III. Citizens Speak:

A member of the audience, Eileen Mooney of "The Newsletter", said that she can make "The Newsletter" available digitally on the library website if someone is able to assist her through the process. The Board thanked Eileen. Eileen will email the Library Director with her offer.

IV. Board Speak:

A discussion ensued about Ramsdell, its handicap accessibility and past surveys done. The 2nd step of the archeological survey must be completed, the Library would then receive a sign-off from the State Interior office before the ramp can move forward. PH gave a past history of the attempts to make Ramsdell handicap accessible and how one improvement then triggers the doors, bathrooms, the width of the book stacks, etc.

Discussion continued regarding fundraising for Ramsdell with PH stating that we need a "Foundation" which would make us eligible for additional funding sources. That we need a "Vision" for Ramsdell that would also include technology.

JS: MOTION THAT THE TRUSTEES ASK THE LIBRARY DIRECTOR TO PREPARE A DRAFT 12-MONTH PLAN THAT IDENTIFIES KEY AREAS OF FOCUS, STAFF PRIORITIES,

AND IMPACT/RESPONSES TO PROGRAMMING AND COMMUNICATION TO ENSURE THE LIBRARY CONTINUES AS A KEY COMMUNITY RESOURCE DURING THIS PANDEMIC.

KP 2nd. NO DISCUSSION.

ROLL CALL VOTE: PH: YES KP: YES

LC: DID NOT VOTE, SHE HAD LEFT ZOOM (approximately 6:25).

JS: YES MH: YES

CT: ABSTAINED

VOTE: 4 -0 1 ABSTENT LC leaving approximately 6:25pm.

V. Adjournment:

PH: MOTION TO ADJOURN AT 6:37 pm. KP: 2nd.

MEETING WAS AJOURNED.

NEXT TRUSTEES MEETING: THURSDAY, AUGUST 13, 2020 AT 5:30 pm

Pursuant to MGL. 7c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

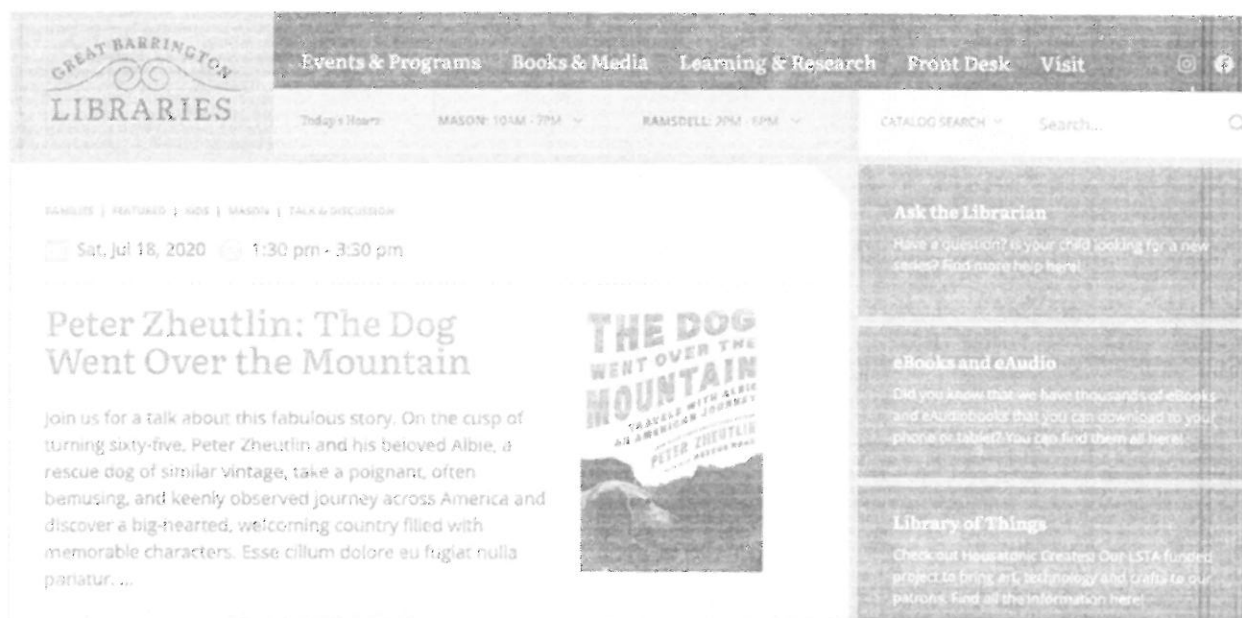
Kathleen Plungis, Secretary

Operations

- Both Mason and Ramsdell remain closed to the public but we started curbside pick-up at both libraries on June 5. This involved bringing one staff member back from furlough, leaving four people to run the curbside program.
- Curbside has been an immense success with pickups averaging around 70 a day at Mason and 25 a day at Ramsdell. Orders can contain up to 10 items per card but with families we are often seeing multiple members ordering at a time. We have three days for pick-up at Mason and one day at Ramsdell. We do work with patrons on arranging alternative times if they cannot come to our scheduled pick-up days.
- Curbside has also been an important part of Summer Reading, allowing us to deliver prizes and craft/kit materials to our children. Our summer Science program with the Berkshire Museum is taking place online and we are delivering the materials to the enrolled kids via curbside. The class has been filled to capacity.
- Feedback has been overwhelmingly positive, and people are, for the most part, following our mask and social distancing rules. We have been running into some resistance with this the last week, so we are reminding people when we need to. I am still seeking legal guidance on how we can enforce this with our patrons as it is a key concern when it comes to opening our doors again.
- The volume of work is increasing as our delivery system is slowly starting up. They have been focusing on picking up books that have been sitting in our buildings for months and returning them to their owning libraries. Delivery (and inter-library loan) as we know it, will slowly start resuming in late July. This will connect our patrons to more material again.
- Two more full time staff were recalled from furlough on July 1 to help with the increasing workload. We are now at half staffing capacity (6 out of 12). The remaining staff will remain furloughed for the time being.
- Leslie Meltzer (Operations Coordinator at Ramsdell) retired as of July 1. Melissa Joyce (part time) also left us for a full-time job at the Sheffield Library. We are currently under a hiring freeze, so the positions have not been posted yet.
- Our plans for computer access at both locations are still in process. Working out the processes for curbside, delivery and quarantine for material has taken more time and effort than we had expected. I am looking into purchasing some Chrome books to use to facilitate our outdoor internet access. These could possibly be paid for as a COVID-19 expense, which means it would not come out of our budget or the Town's budget. Once this has ended (or when the weather turns colder), these Chrome books could be made available for patrons to check out and bring home.
- Our two virtual adult events, a lecture on Shay's Rebellion and a Fermentation Workshop, were hugely successful. Shay's Rebellion had an audience of 25 and the Fermentation Workshop was between 25 and 30. The Shay's Rebellion lecture is now available on our website using Niche Academy. The

Fermentation workshop is on our Facebook page. The Shay's Rebellion talk was done free of charge (presenter volunteered his time) and we paid for the Fermentation Workshop. We are looking into other opportunities for these virtual programs. I am happy to report that Niche Academy is going to be a great way to keep these programs for storage and future viewing. If anyone knows of anyone interested in doing a virtual program (paid or unpaid), please have them get in touch with Talya.

- I am in the process of launching three new digital services: Niche Academy, magazines from RB Digital and Acorn TV/Indie Flix/Great Courses from RB Digital. Niche Academy is an online platform that contains how to videos, lectures and other educational material. We can create our own videos and upload them for our patrons and others. Our magazine platform through RB Digital offers access to over 60 titles including Newsweek, National Geographic, The Week, Wired and HGTV among others. Patrons will have access to TV series associated with Acorn and a range of independent films from Indie Flix. They will also have access to the Great Courses lectures and workshops. Patrons will be given a license to view content for a week, each license costs the library \$2.99. This is a much cheaper model than Kanopy and Hoopla and allows us to offer something that BPL does not currently offer.
- I am continuing to purchase digital books and audio as well as a reduced amount of physical material. OverDrive/Libby usage remains strong – June had 1,300 checkouts and that does not include those who used BPL's OverDrive or Hoopla service.
- Abby, Glenn and I are continuing to work on the website. A screenshot of the homepage is below and a link to the site in progress. It is not complete or live so much of the text is made up and acting as a place holder. Abby and I have completed most of the design work and Glenn is busy coding and making the whole thing work together. The site is modeled on the Brooklyn Public Library and the Seattle Public Library, websites that the Board and the Website Committee liked for their ease of use and look. I am really looking forward to using the new site and sharing it with our patrons.
<https://gblibraries.geigerclientportal.com/>



Buildings and Grounds

- Mason Eggshell Dome is on hold. Design work is done but there is no funding.
- Upper Right Corner was included in roof repairs and is done.
- Front step repair will be done at later date.
- Plexiglass shields are in process.
- Dusting/Cleaning Mason and Ramsdell is done by DPW staff. (They currently have 2 out of 6 positions filled).
- Chimneys at Ramsdell and bricks were repaired and repointed three years ago
- Portions of the Ramsdell roof were repaired last year- there are no leaks
- No current leaks in Children's Room at Ramsdell
- Crack in Children's Room at Ramsdell has not grown
- Ramsdell's Doors have not been resealed
- Basement will not be vacuumed until he has more staff. DPW is operating with 2 staff who are responsible for all the cleaning, mowing, COVID stuff and more. Patience is necessary.

Financial

- I am in the process of closing out FY2020 and reconciling all of our accounts. The snapshot I provided is missing the final warrant of FY2020 but shows most of the final spending. I was requested to spend my print and nonprint but to return whatever else I could to the General Fund. I will be providing a final account picture in August along with the first view of our FY2021 budget. I have not yet had the time to allocate the operating budget funds for FY2021.
- We are still using our State Aid allocation for programming from the beginning of the year and with the current situation I would like to continue to use that \$5,000 until it is gone. If I need additional funds, I will come back to the Board with what we need and why.
- I have been trying to get quotes for providing digital newspaper services and have not had much luck. The Berkshire Eagle does not offer an institutional log in – I am trying to pin them down with what they could offer. The Wall Street Journal offers access but it is for in-library use only (no home usage). It would cost \$1,100 a year. The agent I spoke to said they are talking about a model that would allow off site usage but it is not available at this time. The Boston Globe only offers individual access. The NYT does have a program and I am waiting for the quote from them. None of the library vendors offer a platform with the newspapers we want. Most people can create a free NYT account and access content. Our MBLC database subscription does provide access to the Globe and NYT but it does not come with pictures.

Policies

- In putting together the policies for our new Trustee, I realized that a lot of them have not been updated in 5 or 7 years. I would like to start going through these again, getting them up to date, and evaluating if we need additional policies. (A pandemic policy would be good to create.)
- I would like a Board member to help me in this process and we would report back each month with a policy to review and update. (More on this below.)

Board Projects

- I would like to start a series of Board Projects to help the library, the staff and myself.
- This would be a chance for individual members to be involved and would help the library and the Board to move forward.
- Projects would be of varying length and would require reporting back each month on findings, etc. An example would be helping me go through and edit policies.
- I am going to put together a list of projects for the August meeting.

| Appropriated Account | Date | Mason | | | | | | | | | | Ramsdell | | | | Total | Balance | total spent |
|----------------------|-----------|----------|------------|---------|------------|---------|----------|----------|------------|---------|----------|------------|---------|----------|----------|-------------|-------------|-------------|
| | | Adult | | LP | | YA | | Child | | Contin. | Ramsdell | | LP | | | | | |
| | | Start | End | Start | End | Start | End | Start | End | | Start | End | Start | End | | | | |
| Books/Subscriptions | 5/31/2020 | \$30,180 | \$3,171.48 | \$6,800 | \$2,035.03 | \$3,675 | \$162.99 | \$17,525 | \$2,814.79 | \$1,500 | \$15,975 | \$2,620.22 | \$1,250 | \$295.70 | \$76,875 | \$12,192.13 | \$4,642.87 | |
| Dues | 5/31/2020 | \$1,010 | \$74.00 | | | | | | | | | | | | \$1,010 | \$74.00 | \$936.00 | |
| Equipment Repairs | 5/31/2020 | \$1,652 | \$0.52 | | | | | | | | \$750 | \$0.00 | | | \$2,432 | \$0.52 | \$2,431.48 | |
| Non-Print | 5/31/2020 | \$16,878 | \$3,025.22 | | | \$1,189 | \$94.55 | \$8,000 | \$4,601.64 | \$1,000 | \$7,783 | \$2,141.37 | | | \$34,850 | \$10,921.37 | \$24,328.63 | |
| Office Supplies | 5/31/2020 | \$7,424 | \$2,442.81 | | | | | | | | \$2,621 | \$1,597.84 | | | \$9,663 | \$4,040.65 | \$6,004.35 | |
| Program Supplies | 5/31/2020 | \$825 | \$36.79 | | | | | \$1,625 | \$767.20 | | \$625 | \$479.69 | | | \$3,075 | \$1,293.68 | \$1,791.32 | |

| Non-Appropriated in Library | | Balance | |
|-----------------------------|-----------|-------------|-------------|
| Account | Date | Mason | Ramsdell |
| Out of State Fees | 5/31/2020 | \$275.00 | \$0.00 |
| Confer Fees | 5/31/2020 | \$2,329.65 | \$89.60 |
| Fines | 5/31/2020 | \$6,636.37 | \$388.38 |
| Donations | 5/31/2020 | \$20,879.47 | \$12,246.19 |

| Non-Appropriated Trusts | | Balance | | Stipulations |
|-------------------------|-----------|------------|----------|---|
| Account | Date | Mason | Ramsdell | |
| Mason Trust | 5/31/2020 | \$220.81 | | Spend interest only. Mason only. |
| Ramsdell Trust | 5/31/2020 | \$2,652.62 | | Spend interest only. Ramsdell only. |
| Chesnow | 5/31/2020 | \$674.26 | | Spend interest only. Literacy related |
| Whiteler | 5/31/2020 | \$277.94 | | Unrestricted by library or purpose |
| Hollenbeck | 5/31/2020 | \$159.74 | | Spend interest only. New books for Mason. |
| Dewey | 5/31/2020 | \$205.31 | | Spend interest only. Nonfiction books for Mason |
| McKinley | 5/31/2020 | \$4,950.13 | | Spend interest only. Traditionally for large print for Mason but otherwise unrestricted |
| Smith | 5/31/2020 | \$1,617.23 | | Spend interest only. Traditionally for children's but no library specified |

| Capital Accounts | | Balance | |
|---------------------|-----------|------------|---|
| Account | Date | Mason | Ramsdell |
| M Capital Donations | 5/31/2020 | \$1,739.09 | Mason only. For capital projects. |
| R Capital Donations | 5/31/2020 | \$5,118.00 | Ramsdell only. \$1000 earmarked for parking lot. For capital projects |

| State Aid | | Balance | |
|----------------------------------|-----------|-------------|-------------|
| Account | Date | Start | Current |
| Mason Adult | 5/31/2020 | \$1,000.00 | \$650.00 |
| Mason Children's | 5/31/2020 | \$2,300.00 | \$1,370.00 |
| Ramsdell | 5/31/2020 | \$1,200.00 | \$1,200.00 |
| Other | 5/31/2020 | \$500.00 | \$16.00 |
| Total Allotted | | \$5,000.00 | \$3,236.00 |
| Total In Account | | \$31,567.48 | |
| Total Available after allocation | | | \$28,331.48 |

Friends of the GB Libraries
Annual accounting for the calendar year 2019

INCOME

\$1,850 contributions
\$153 interest
\$8,803 book sales
\$10,866 TOTAL INCOME

EXPENSES

\$990 Museum passes;
\$3,566 Documentary Film Series including refreshments;
\$1,705 Furniture/toys for children's room;
\$400 Employee recognition
\$660 Arbor Day cosponsorship
\$295 Seasonal decor
\$233 Town Manager farewell party
\$1,695 IRS and Mass AG fees
\$389 Printing and postage.
\$9,933 TOTAL EXPENSES

\$873 SURPLUS