

February 2023 MINUTES
Great Barrington Libraries Board of Trustees February 16, 2023
5:30 pm Meeting via Zoom only

I. Call to Order Roll Call- 5:32pm all present

G. Patrick Hollenbeck (PH) x

Carol McGlinchey (CM)x

Lauren Clark (LC) -x

Ruby Chang (RC) x

Christopher Tucci (CT)x

Margaret Heilbrun (MH) x

Motion to Approve Minutes- CM, RC Second

G. Patrick Hollenbeck (PH) x

Carol McGlinchey (CM)x

Lauren Clark (LC) x

Ruby Chang (RC) x

Christopher Tucci (CT)x

Margaret Heilbrun (MH) x

Motion to approve minutes passed

II. Friends Report- Ed Abrams

Books are being taken, but donations are sparse. Many donations are coming in. Fiction sale is occurring this February. Themes planned until weather allows outdoor sales.

III. Library Director's Report- REPORT ATTACHED

PH raised question regarding circulation numbers compared to pre-March 2020.

Black History month and Valentines Day displays ongoing this month, including blind date with a book of love stories by Black authors.

New baby time program began on Feb 3 in conjunction with CHP focused on early literacy. Craft program for youth and adults occurred.

Sci-Fi book club met Feb 11 and is growing.

VITA (tax assistance with Habitat for Humanity) program continuing. Habitat shares this is the most successful program they have run in South County.

Ramsdell "museum" exhibit continuing and patrons are contributing with new work.

Display Case/Exhibit- February and March will feature former Great Barrington resident Dr. Chinn. April display will center on "reduce, reuse, recycle."

Discussion on the "Great Barrington Libraries Display Policy: Bulletin Boards, Display Cases & Wall-Mounted Exhibits" RC expressed a further desire for biographical information and an explanation of

the art, which is included in the policy as proposed. LC inquired about the curation process.

RC moves to approve policy (Great Barrington Libraries Display Policy: Bulletin Boards, Display Cases & Wall-Mounted Exhibits) as written by Library Director, CM seconds.

G. Patrick Hollenbeck (PH) x

Carol McGlinchey (CM)x

Lauren Clark (LC) x

Ruby Chang (RC) x

Christopher Tucci (CT)x

Margaret Heilbrun (MH) x

MOTION PASSES

Highlights from current budget- donations have increased.

TixKeeper program to reserve museum passes. Operates online and is used by Lenox and Pittsfield libraries. \$600 annual fee. SK proposed Kanopy's budget line be replaced by TixKeeper. Kanopy has a monthly budget of \$160 (library charged \$2-\$4 per view). Kanopy is already available statewide (BPL) and is redundant. Friends rep, Ed Abrams, indicated they could supplement the available credits for local patrons. PH asked to wait a month to receive patron info. MH asked if Kanopy comes from a particular line item in the budget- it is at \$160. RC advocated for home bound citizens who use Kanopy and may lose access.

Motion to Table discussion on TixKeeper and Kanopy budget line movement

PH motion, RC second

G. Patrick Hollenbeck (PH) x

Carol McGlinchey (CM) – absent at 6:22

Lauren Clark (LC) x

Ruby Chang (RC) x Christopher Tucci (CT) nay

Margaret Heilbrun (MH) x

MOTION PASSES

III. Treasurers Report

MH will report next month. Figures not received until 2/16.

IV. Draft of FY 2024 Budget update

Feb 28 is next town budget meeting. March 22 is public vote.

V. Building and Grounds

Ramsdell eligible for new State Library "Construction" grant. PH expressed urgent need to apply. Ed Abrams suggested PH meet with Ed and Town Manager regarding this grant.

Libraries as Warming or Cooling Stations during climate emergencies. PH wants citizens to know space is available in extreme conditions.

SK requested a walk through of both libraries with town.

VI. Citizens Speak

No citizen requested to speak.

VII. Board Speak –

No additional info shared.

VIII. Adjournment

Meeting adjourned

G. Patrick Hollenbeck (PH) x

Carol McGlinchey (CM)x

Lauren Clark (LC) x

Ruby Chang (RC) x

Christopher Tucci (CT) x

Margaret Heilbrun (MH) x

January 2023 Library Report
Great Barrington Library Board of Trustees Meeting
Thursday, February 9th 2023

January 2023 Statistics:

- Libby/OverDrive: 2,108
- Mason circulation (everything, all libraries): 7,658
- Ramsdell circulation (everything, all libraries): 999
- Mason in-person visitors: 3,057 – this number does not include the front door; a replacement door-counter is en route
- Ramsdell in-person visitors: 353

FY23 Budget: Please see attached.

Updates:

- February book displays
- Recent, current & upcoming events/programs/happenings

Displays & Exhibits:

- Display case & exhibit updates
- Policy:
 - Currently: [Display and Exhibition Policy](#).
 - Please see attached proposed revision for further discussion.

Additional:

- TixKeeper
- Kanopy

Non-Appropriated Library Trusts & Accounts: beginning FY23 & mid-FY23			
Nonexpendable Trusts: Principal			
Mason Library		\$	1,063.00
Mason Library		\$	3,000.00
Ramsdell Library		\$	3,000.00
Smith		\$	24,045.00
Dewey		\$	1,707.58
McKinley		\$	28,548.20
Chesanow Reading Fund		\$	3,500.00
Total		\$	64,863.78
Expendable Trusts: interest from Nonexpendable Trusts			
Name/Description	Designation	7/1/2022	1/23/2023
Hollenback Trust	Mason: new books	\$ 205.32	\$ 208.50
Mason Library	Mason	\$ 337.84	\$ 346.21
Ramsdell Library	Ramsdell	\$ 2,844.59	\$ 2,858.94
Smith Trust	No specific designation, but traditionally spent on things for children	\$ 2,063.26	\$ 2,130.01
Dewey Trust	Mason: nonfiction	\$ 271.71	\$ 276.67
G McKinley Trust	No specific designation, but traditionally spent on large print for Mason	\$ 6,069.84	\$ 6,156.66
Chesanow Reading Fund	Literacy: books, instructors, reading aids	\$ 829.82	\$ 840.68
Elizabeth Wheeler Trust	Furnishings	\$ 288.27	\$ 288.99
		\$ 12,910.65	\$ 13,106.66
Donation Accounts			
Name/Description	Designation	7/1/2022	1/23/2023
Mason Library Donations	Mason	\$ 24,000.56	\$ 24,855.62
Deykin Donation	Mason	\$ 1,597.60	\$ 1,597.60
Ramsdell Library Donations	Ramsdell	\$ 12,793.18	\$ 13,008.18
Ramsdell Capital Improvements	Ramsdell; \$1,000 from Thurs. Morning Club for parking lot	\$ 5,118.00	\$ 5,118.00
		\$ 43,509.34	\$ 44,579.40
State Grant Account			
Name/Description		7/1/2022	1/23/2023
State Grant		\$ 29,826.51	\$ 26,625.31

Library Budget FY23			
FY23	Budget	Spent	1/23/2023
Equipment Maintenance & Repair	\$ 3,200.00	\$ 2,292.96	\$ 907.04
Office Supplies	\$ 10,350.00	\$ 6,119.12	\$ 4,230.88
Programming Supplies	\$ 3,170.00	\$ 1,575.55	\$ 1,594.45
Travel/Training	\$ 1,400.00	\$ 15.25	\$ 1,384.75
Dues & Memberships	\$ 1,010.00	\$ 885.00	\$ 125.00
Nonprint Materials	\$ 36,000.00	\$ 21,114.91	\$ 14,885.09
Books/Subscriptions	\$ 80,000.00	\$ 51,022.89	\$ 28,977.11

Great Barrington Libraries Display Policy:

Bulletin Boards, Display Cases & Wall-Mounted Exhibits

The Great Barrington Libraries makes available for community use bulletin boards to convey information and publicize events, and display cases and wall space for exhibits for the enjoyment, education, and/or enlightenment of the Libraries' patrons.

The following rules govern the type and manner in which materials may be displayed:

Bulletin Boards:

Bulletin Boards may be used for public notices of community interest, and by nonprofit, advocacy and/or civic organizations sponsoring charitable, cultural, educational and/or recreational events.

Notices about political candidates and/or ballot initiatives, religious convictions and/or services, and notices regarding private enterprises may not be posted.

All materials must be submitted to the circulation desk for review, approval, and posting.

Display Cases & Wall-Mounted Exhibits:

Display Cases and Wall Exhibit Space are reserved for individuals and nonprofit groups only.

Applications must be submitted at least four weeks before desired use date.

Applications will be reviewed by the Exhibits Manager and Library Director.

Applicants will be granted use of the Display Case or Wall Exhibit Space on a first-come, first-served basis.

Displays and Exhibits are generally for one calendar month.

A complete Display or Exhibit inventory must be submitted to the Exhibit Manager or Library Director one week before installation.

The Exhibitor is responsible for setting up and dismantling all exhibits in a time mutually agreed upon with the Exhibits Manager or Library Director. For Wall-Mounted Exhibits, holes may not be put in the Libraries' walls.

Displays and Exhibits must include a sign indicating the name of the Exhibitor; the Exhibitor may also include a sign listing their contact information so that interested members may contact them directly.

The Exhibitor must supply the Libraries with biographical information and a description of the Display or Exhibit for use in library publications.

Publicity and/or any special events related to any Display or Exhibit should be coordinated separately with the Library Director.

No Displayed or Exhibited materials may be priced for sale. Exhibitors are responsible for any sales transactions of Displayed/Exhibited items in the Libraries.

Although the display cases are locked and the Libraries are protected by burglar and fire alarms, Exhibitors are urged to make sure they have sufficient insurance to cover theft, vandalism, or any other damage that might occur. The Libraries not responsible for theft or damage of items. The Exhibitor must fill-out and sign the Liability Waiver.

The Libraries reserve the right to remove any Display or Exhibit whose content does not reflect that stated in the Application, or after the month Display or Exhibit period has ended.

Application for Use of Library Display Cases and Wall-Mounted Exhibits

Exhibitor Information:

Name: _____

Contact person, if group: _____

Address: _____

Telephone number: _____

Email: _____

Exhibit Information:

Title/subject: _____

Medium: _____

Display Case or Wall-Mounted Exhibit: _____

Number of pieces: _____

Preferred dates: _____

I attest that I understand and acknowledge the Great Barrington Libraries' Display Policy governing the use of Display Cases and Wall-Mounted Exhibits at the Libraries.

Signature: _____

Date: _____

Liability Waiver

_____ exhibit to be held in _____ Library on _____
[Display Case or Wall-Mounted] [Mason or Ramsdell] [dates]

Description of Display or Exhibit materials: _____

I, _____, hereby lend the above described materials to the Great Barrington Libraries for display/exhibit purposes only. In consideration of the privilege of displaying/exhibiting them in the Library, I hereby, release Great Barrington Libraries, the Town of Great Barrington and employees thereof from responsibility for any loss, damage, or destruction while they are in the possession of the library.

Signature: _____

Printed name: _____

Address: _____

Phone number: _____

Email: _____

Date: _____