

Great Barrington Libraries Board of Trustees

August 9, 2018

5:30 P.M.

Mason Library

I. Call to Order

Meeting called to order at 5:34 pm.

A. Attendance:

Kathy Plungis (KP) Lauren Clark (LC) Patrick Hollenbeck (PH) Dana Coleman (DC)
Amanda DeGiorgis, Director (ADeG)

Absent: Hilda Banks-Shapiro (HB-S) And one Trustee vacancy Audience: 5

B. Approval of July minutes:

KP Motion to approve. LC 2nd. One clarification Vote: 4 - 0

C. Friends: H. Hamer: The summer book sale continues to do well. New book donations are coming in daily. In light of the Great Barrington future ban on the sale of 1 liter or smaller plastic water bottles, the Friends are planning on donating new water fountains/bottle fillers to the library. These will replace the 2 water fountains in the hallway of the Children's Library.

A Trustee asked about the water fountain upstairs. The director stated there is no fountain upstairs. A short discussion ensued as to the possibility of adding one, one also with a bottle filler capability.

The Friends will pay for the fountains and PH will contact the DPW to install.

PH wondered if they should pursue a business sponsorship of the purchase of the fountains.

The Friends will be placing tree ID markers on the trees bordering the Main St. sidewalk at Mason. This will tie in with a Tree ID program and library displays. The Friends have future plans to label the rest of the trees on Main Street.

The First Saturday Film Series will begin Sept. 1st. The Friends asked for the Trustees to approve the beer and wine license again this year, from Sept. to May 2019.

LC Motion to Approve the request by the Friends for a beer and wine license from Sept. 1, 2018 to May 2019, for the First Saturday Film Series at Mason Library, sponsored by the Friends. DC 2nd Vote: 4 - 0

D. Library Trustee Vacancy: PH announced that S. Beacco has resigned due to family commitments. He read aloud the notice of vacancy that was in the Shoppers Guide.

E. Citizens Speak: M. Loubert asked that permission be given for the "Halloween in Housy" event on Oct. 28th, a Sunday. She will work with the Director on the program for that day. The Friends will provide monetary support. PH said that advance ads should go out about the popular event. She was given a whole hearted "Yes".

ML also asked the Trustees opinion on the recent article in the Eagle about the structure of other local libraries, that one in particular has the local government wanting a seat on the Trustees board because tax money is used. We had no opinion as not having yet read the article.

There were 3 members of the audience that are showing an interest in the Trustee vacancy. They asked questions about the Trustees and PH gave them information. They were told to submit a letter to the Town Manager, asap.

F. Continuation of Ramsdell Report & Other Topics:

KP gave a brief summary of the Self Evaluation survey. Areas that need improvement are attendance of regional and state conferences and reading of relevant library articles, knowledge of state regulations regarding libraries.

A short discussion ensued about a Trustee packet for potential new Trustees. PH noted that the State Library Commission has one on-line.

PH reminded Trustees and the audience that on the 14th (Tuesday) at 6:30 at the Unitarian Church, the Consultant will present to the public, the Ramsdell report. PH has posted flyer about town, articles have been in the Edge and Record. He encouraged all to attend.

PH then gave an update on the info he found about state municipal grants for a temporary h'cap ramp for Ramsdell. A short discussion ensued as to deadline for such grants, how it could affect parking as the library currently has no h'cap parking spaces.

PH has been asked by the Selectboard to present info on the Ramsdell Report (the 13th).

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds: KP: No new info, still waiting for contracts to be signed, need approval on the bricks for the chimneys at Ramsdell due to the building having a historical designation. The Trustees are disappointed that projects keep getting their timeline pushed back due to unforeseen problems, getting bids, contracts, signed. PH and KP will get in touch with the DPW Supervisor to see how we can help expedite this work. See additional info under the Director's report.

B. Director's report: ADeG: (see attached report) the Director discussed the wall art hanging system. She and LC will meet next week to look at the walls, molding regarding the installation of the hanging system.

ADeG stated that a bike rack will be installed at Mason, do the Trustees have any opinion as to where it should be placed. She was told to have it placed near the Children's entrance on Pleasant St., not on the front lawn of Mason.

ADeG was approached about the purchase of ukuleles for our future lending library and for future classes on ukulele lessons. The Trustees directed ADeG to explore the cost of such instruments.

The "Library of Things" lending policy will be discussed next month. ADeG will resend the sample lending policy to the Trustees again.

C. Treasurer's Report: KP (see attached report). The July report begins the new fiscal year. The Director spent just over \$5,500.00 in July. This is par for the course.

Trustee LC left at 6:55 pm. Because of this, the Trustees no longer had a Quorum. The meeting ended.

IV. Unfinished Business:

A. Update: Attendance at July Library Conference No Quorum

B. Website – Tech Grants: No Quorum

V. New Business:

A. Calendar Updates: No Quorum

VI. Adjournment:

No Quorum so No Motion. Ended at 6:55 pm.

Respectfully Submitted,



Kathleen Plungis, Trustee

Statistics: July

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulati
Ramsdell	545	2 programs 4 attending	1 programs 3 attending	30 (iPads)	0	-	1,082
Mason	12,724	5 programs 47 attending	26 programs 482 attending	1,436 (425 Kids)	165	37	10,464

*DVD: 304 Audio: 60 Books: 686

**DVD: 2,308 Audio: 869 Books: 7,088

News, Projects and Proposals:❖ **Mason and Ramsdell:**

- July was very busy at the libraries. We observed a lot of patrons taking advantage of our air conditioning on those hot days. Many people have been using the tables at Mason to do work and there have been some days when there is not a free spot to be found.
- Community Builders (Minecraft) Program was a big success! We had ten children who were able to participate and Laurie is planning on continuing the program in the Fall/Winter.
- Summer Reading for Kids will be wrapping up this Saturday with the annual Ice Cream Party. The prizes this year have been a big hit: new books that kids can pick out after hitting their goals.
- Around the World in 80 Books continues until Labor Day. The reading list is now on our website.
- Mason's building had a rough time in July: one of the stone benches out front toppled off and had to be reapplied. The railing opposite the side book drop fell off and was put back on.
- Our painted piano is here! It has been a HUGE hit and it is so nice to hear the music throughout the day. Staff and passersby have been helping to put the cover on when the bad weather comes. Adam and Ezra Gudeon did a great job with the painting and I am so glad we were able to host the program this year. Thanks to the Berkshire Music School and the Berkshire Athenaeum for getting it all going.
- **STAS Hanging System:** I have received a quote for the materials to do the hanging system at Ramsdell. Materials alone would cost \$250. This does not include installation, which we would need to find someone to do. I was also sent a picture hook that can hang over picture rail and am trying to see if that is an option for Mason. It would be easier than installing the rails.

- **The Magic Fluke Company** in Sheffield has approached the library about joining their ukulele lending program. Laurie held a kid's ukulele camp in July and they loaned us ukuleles for the program. There are various packages available – the cheapest one starts at \$675 for three ukuleles. Sheffield Library already loans out ukuleles and says they are fairly popular.
- **Bike Rack at Mason:** The Town is putting up additional bike racks and Mason has been selected. The proposed spot is on the front lawn by the book drop. It would have a concrete pad and would be double sided.

Treasurer's Report for
August 2018

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	Start	End					
Books/Subscriptions	7/31/2018	\$29,500	\$27,459.64	\$6,800	\$6,332.83	\$3,375	\$3,375.00	\$17,225	\$17,225.00	\$1,500	\$15,350	\$14,916.48	\$1,250	\$1,192.62	\$75,000	\$72,001.57	\$2,998.43			
Dues	7/31/2018	\$410	\$132.00												\$410	\$132.00	\$278.00			
Equipment Repairs	7/31/2018	\$1,255	\$1,038.26								\$745	\$745.00			\$2,000	\$1,783.26	\$216.74			
Non-Print	7/31/2018	\$16,500	\$14,990.80			\$1,000	\$1,000.00	\$8,000	\$8,000.00	\$1,000	\$7,500	\$7,313.58			\$34,000	\$32,304.38	\$1,695.62			
Office Supplies	7/31/2018	\$7,300	\$7,277.13								\$2,500	\$2,231.00			\$9,800	\$9,508.13	\$291.87			
Program Supplies	7/31/2018	\$800	\$800.00					\$1,600	\$1,600.00		\$600	\$572.25			\$3,000	\$2,972.25	\$27.75			

Non-Appropriated In-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	7/31/2018	\$50.00	\$0.00
Copier Fees	7/31/2018	\$171.50	\$0.85
Fines	7/31/2018	\$941.84	\$52.70
Donations	7/31/2018	\$16,738.58	\$13,170.20

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	7/31/2018	\$189.30		Spend interest only. Mason only.
Ramsdell Trust	7/31/2018	\$2,589.96		Spend interest only. Ramsdell only.
Chesnow	7/31/2018	\$637.11		Spend interest only. Literacy related
Wheeler	7/31/2018	\$275.47		Unrestricted by library or purpose
Hollenbeck	7/31/2018	\$148.85		Spend interest only. New books for Mason.
Dewey	7/31/2018	\$183.62		Spend interest only. Nonfiction books for Mason
McKinley	7/31/2018	\$4,529.05		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	7/31/2018	\$1,178.52		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	7/31/2018	\$2,948.83		Improvements for Ramsdell only.

Capitol Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capitol Donations	7/31/2018	\$1,739.06	
R Capitol Donations	7/31/2018	\$5,118.00	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	7/31/2018	\$1,000.00	\$600.00
Mason Children's	7/31/2018	\$2,300.00	\$1,870.00
Ramsdell	7/31/2018	\$1,200.00	\$1,200.00
Other	7/31/2018	\$500.00	\$500.00
Total Allotted		\$5,000.00	\$4,170.00
Total in Account		\$31,059.00	
Total Available after allocation			\$26,889.00