

Great Barrington Libraries Board of Trustees  
January 11, 2018  
Mason Library  
231 Main Street  
Great Barrington, MA 01230

I. Call to Order: Meeting called to order at 5:36 p.m.

A. Attendance: Patrick Hollenbeck, Kathy Plungis, Hilda Banks-Shapiro, Dana Coleman, Lauren Clark, Susan Beacco

Also Present: Amanda DeGiorgis, Director,

Audience: 3

B. Approve November Minutes: **KP: MOTION TO APPROVE THE DECEMBER MINUTES**  
**LC: 2<sup>nd</sup>, No Discussion, Vote: 6 - 0**

C. Friends: H. Hamer: Bugs movies was well attended and the publicity was great thanks in part to an article written in The Berkshire Record. In February they plan to show a LGBT film if an appropriate one can be found. The book sale was successful and ends next weekend. The Friends want to thank PH for his donation of a vinyl cutter, which may be used in the future for a workshop.

D. Citizens Speak: Budget season is here and the Board was urged to attend meetings. There was a discussion of whether the library should re-apply for CPA funds to have an elevator installed at Ramsdell library.

II. Reports of Officers, Boards, Standing Committees:

A. Buildings and Grounds: K. Plungis. Sean reports the Historic Committee approved the work on the Ramsdell chimney and work will begin in the spring. PH wants to see if Sean will look in to putting sensors in the libraries to monitor for burst pipes or flooding to prevent damage in the winter. Amanda will look in to this and see if the town will purchase them. There was discussion about postponing the refinishing of the floors at Ramsdell. PH is concerned about the patrons not having access to computers or any internet connection for an extended period of time. After discussion it was decided to continue with the planned work date and go ahead and advertise the closing of February 5 - February 20. Suggestions were made of a possible "pop up" library at the church next to Ramsdell or having a bus to take patrons from Housatonic to Mason library.

B. Director's Report: A. DeGiorgis: (see attached report) The Library Legislative Breakfast is being held on January 26 and anyone who wants to go must RSVP soon. PH will attend with a staff member. The WEB DuBois exhibit will open on January 18 and there will be a ceremony next Thursday at 3:30. There was discussion of the Library of Things Wish List. PH brought in items borrowed from other libraries to show how libraries lend out items such as laminators and label makers. He suggested we do the same at our libraries. Amanda also mentioned that the library budget will be discussed at our February meeting.

C. Treasurer's Report: K. Plungis. The budget is right where it should be. Fees collected to date total around \$2,000.00. Fines this year total about \$7,600 and donations about \$27,000.00. There was discussion about whether to stop charging late fines. KP pointed out that the fines bring in a lot of revenue and it is not a good idea to stop collecting fines all together. Perhaps have a fine-free month? It was suggested to have a month when people could donate non-perishable food instead of late fees.

D. Unfinished Business: PH urged Board members to try to attend library events so community members get to know who they are. Next month there will be further discussion of the rights and responsibilities of a Board member. A.DeGiorgis asked that Board members keep April 9 and April 10 open because the library consultants and members of the public may be having their first planning meeting on one of those nights.

V. Adjournment: **PH MOTION TO ADJOURN at 7:03 pm. HBS seconded. Vote: 6 - 0**

Next Trustee meeting: Thursday, February 8, 2018.

Respectfully Submitted,

  
Susan Beacco, Secretary

Appropriated Account	Date	Mason Adult		LP		YA		Child		Contn.	Ramsdell				Start	Rollover FY17	Total	Balance	total spent
		Start	End	Start	End	Start	End	Start	End		Start	End	LP	Start					
Books/subscriptions	1/1/2018	\$29,700	\$18,607.11	\$6,400	\$3,089.19	\$3,375	\$795.94	\$16,925	\$6,590.04	\$2,000	\$15,100	\$7,339.24	\$1,500	\$962.18	\$75,000		\$75,000.00	\$19,383.70	\$35,616.30
Dues	1/1/2018	\$410	\$132.00												\$410		\$410.00	\$132.00	\$278.00
Equipment Repairs	1/1/2018	\$1,255	\$229.53												\$2,000		\$2,000.00	\$249.53	\$1,750.47
Non-Print	1/1/2018	\$16,500	\$10,113.55			\$2,000	\$2,000.00	\$7,000	\$4,816.72	\$1,000	\$7,500	\$4,604.84			\$34,000	\$3,183.70	\$37,183.70	\$22,628.16	\$14,555.54
Office Supplies	1/1/2018	\$6,300	\$2,905.89								\$1,000	\$2,500	\$1,402.75		\$9,800	\$1,563.47	\$11,363.47	\$5,341.71	\$6,021.76
Program Supplies	1/1/2018	\$800	\$301.81								\$600	\$279.76			\$3,000		\$3,000.00	\$1,271.73	\$1,728.27
Water/Sewer	1/1/2018	\$1,500	\$945.89								\$1,000	\$524.36			\$2,500		\$2,500.00	\$1,470.25	\$1,029.75

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	1/1/2018	\$175.00	\$0.00
Copier Fees	1/1/2018	\$1,720.00	\$80.10
Fines	1/1/2018	\$7,285.59	\$375.23
Donations	1/1/2018	\$15,482.73	\$12,888.20

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	1/1/2018	\$174.61		Spend interest only. Mason only.
Ramsdell Trust	1/1/2018	\$2,564.78		Spend interest only. Ramsdell only.
Chesnow	1/1/2018	\$618.05		Spend interest only. Literacy related
Wheeler	1/1/2018	\$274.21		Unrestricted by library or purpose
Hollenbeck	1/1/2018	\$143.27		Spend interest only. New books for Mason.
Dewey	1/1/2018	\$174.91		Spend interest only. Nonfiction books for Mason
McKinley	1/1/2018	\$4,377.65		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	1/1/2018	\$1,061.34		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	1/1/2018	\$2,948.83		Improvements for Ramsdell only.

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

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	1/1/2018	\$700.00	\$700.00
Mason Children's	1/1/2018	\$2,300.00	\$2,300.00
Ramsdell	1/1/2018	\$1,500.00	\$1,500.00
Other	1/1/2018	\$500.00	\$500.00
Total Allotted		\$5,000.00	\$5,000.00
Total in Account		\$41,081.67	
Total Available after allocation			\$36,081.67

**Statistics: November**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	548	3 programs 13 attending	5 programs 43 attending	19 (6 iPads)	0	-	1,129*
Mason	9,527	7 programs 179 attending	15 programs 228 attending	882 (141 Kids)	127	30	8,558**

\*DVD: 397 Audio: 112 Books: 587

\*\*DVD: 2,221 Audio: 778 Books: 5,412

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

- December was a quiet month, which was nice given the holidays, and allowed us to take a look around and see what needs to be worked on. We spent time getting caught up on book ordering, processing, cataloging and weeding. We condensed the large print fiction collection to allow space for our expanding audio book collection. I have been going through and replacing outdated travel guides at both Mason and Ramsdell.
- Laurie and Talya chose *The Notorious RBG: The Life and Times of Ruth Bader Ginsburg* by Irin Carmon and Shana Knizhnik as the GB Reads Book for their pilot of the Word of Mouth Marketing. Talya is in talks with a former clerk of Ruth Bader Ginsburg to come and be a part of the events.

❖ **News:**

- Library Legislative Breakfast is Friday, January 26<sup>th</sup>. I need to RSVP by Friday, January 19<sup>th</sup>. Please let me know if you are interested in attending. It is at the North Adams Public Library this year from 8 am to 9:30am
- WEB Du Bois Artifact Exhibit will open Thursday, January 18<sup>th</sup> at 3:30pm. Randy Weinstein and U-Mass Amherst are supplying the artifacts that will be on display until February in celebration of Du Bois' 150<sup>th</sup> Birthday.

❖ **Library of Things:**

- Wish list for Cooking Tools:
  - Baking stone
  - Canning Kit
  - Dehydrator
  - Egg Slicer
  - Food Mill
  - Ice Cream Maker
  - Mandolin
  - 20 quart mixing bowl
  - Pasta Maker

- Baking pans and trays
  - Springform pans
  - 16 quart stock pot
  - Kitchen Aid Stand Mixer
  - Hand mixer
  - Microplane grater set
- Tech Items:
  - Chrome books for Ramsdell
  - Small portable printer
  - Small scanner
  - Label maker
  - Picture printer
  - Mobile hotspots
  - laminator
- Art items
  - Oil painting kit
  - Water color painting kit
  - Charcoal kit
  - Matting tools