

Great Barrington Libraries Board of Trustees

July 12, 2018

5:30 P.M.

Mason Library

TOWN CLERK
GREAT BARRINGTON

AUG 13 2018 AM 11:08

I. Call to Order

Meeting called to order at 5:30 pm.

A. Attendance:

Kathy Plungis (KP) Hilda Banks-Shapiro (HB-S) Lauren Clark (LC)(5:38pm)

Patrick Hollenbeck (PH) Dana Coleman (DC)

Amanda DeGiorgis, Director (ADeG)

Absent: Susie Beacco

Audience: 4

B. Approval of April minutes:

KP Motion to approve. HB-S 2nd. Vote: 4 - 0

C. Friends: HH: The cookbook Give Away at the Farmers Market was a success as has the ongoing book sale in the main lobby at Mason. Over \$700 has been brought in so far. The Friends have paid for the flowers that are planted in the side entrance window box. Thank you to a Staff member that has volunteered to plant and maintain the box. The passes to the Berkshire Botanical Garden have been purchased by the Friends and are available for check-out.

D. Citizens Speak: None

E. Cullin Final Report: (See attached report) PH would like to bring the Consultant, Rob Cullin, back to the library for a public presentation of the report that Cullin and Associates prepared. The available date is Tuesday, August 14th. A location to be determined however the location will be in Housatonic.

* It should be noted that the attached pages are from the report prepared by Cullin and Associates. The full report is in both libraries for the public to peruse.

Pages 5, 7 & 9 refer to the Community Input Summary.

Page 11 & 12 are recommendations and the "Big Picture" of reimagining Ramsdell Library. For example, rethinking the hours, special programming, placing the "Library of things" at Ramsdell (LC stated that Ramsdell has the storage capacity for this).

Page 13 addressing the ADA issues.

Information was then shared by PH about library funding, what is available from Mass Library Association. Our town's CPA funds should also be applied for.

HH stated that the historical documents pertaining to Ramsdell have already been compiled.

PH stated that the Massachusetts Commonwealth Architectural ADA Access Board would need to approve the engineering plans due to Ramsdell being a historic building. HH reminded the Board that money would be needed in order to hire an architect to draw up

plans.

An audience member reminded the Board of the CPA preliminary plan deadline, early September. That the Historical Commission could be contacted as a co-sponsor. HH stated that a sub-committee should be formed ASAP.

Another audience member asked that when the CPA turned down the library's previous funding request, was there a written response as to why it was turned down. There was a short discussion about this, the response being "No" however an audience member stated that she would research this and provide the Board with an answer.

A discussion centered around the outstanding liability without ADA access. What local person is able to do this type of engineering work? That accessibility should be a priority for Ramsdell.

PH then continued reviewing the report (page 15) that dealt with the recommendations and space allocation suggestions.

PH also mentioned the new air conditioner that has been installed in Ramsdell. That people have been coming to Ramsdell to sit in the cooled building due to the recent heat and humidity wave. An audience member mentioned that on Sunday there was a line out the door waiting to get in the library to cool off, return and check out books and DVD's.

PH suggested that the librarians post a sign outdoors stating that the building is air conditioned.

PH noted that the movable book stacks suggested by the report cost about \$3,000 each. We need to know how many books a stack holds in order to figure out how many we would need.

Refer to pages 17, 19, 20, 21 for other information re suggestions.

In response to the Consultant's suggestion that Ramsdell be reimagined as a "Popular Book" library and the collection be weeded from 19,000 to 10,000 books, ADeG agreed, stating that Ramsdell's patrons do want "this year's best sellers".

ADeG stated that during the week of July 16th, the Staff and Volunteers will begin weeding the shelves at Ramsdell. In response to a question by a Trustee, ADeG presented the guidelines to be used: age of item, condition, and whether it has been checked-out in the last 3 years. A short discussion evolved around the weeding. Medical books need to be no older than 2 years, the Classic novels can be housed at Mason. PH asked that a shelf of the Classics be maintained at Ramsdell as well as a shelf of local authors. ADeG stated that most local history books are at Mason because of the climate controlled room there.

Please refer to pages 26, 29, 30: Pages refer to improving the website, phasing in sections of

the Consultant's report, cost breakdowns, how to obtain money for this.

The first concern is access to the building. One question is whether the outside upper stair landing is wide enough. A discussion ensued as to ways to solve the lack of width. Whether to move the stairs 10 feet forward then add a ramp.

PH: refer to pages 31 and 32. PH has been researching funding. First of all, a Foundation needs to be formed for this purpose. A discussion continued about this. It was suggested to bring in our State Senator and State Representative for assistance.

PH made a Motion: MOTION TO APPROVE THE TRANSFER OF UP TO \$1,600 FROM RAMSDELL DONATIONS TO PAY FOR THE RETURN OF THE CONSULTANT TO PRESENT THE REPORT FINDINGS AT A PUBLIC MEETING ON AUGUST 14th. 2nd. DISCUSSION. VOTE: 5 – 0

PH will contact the Unitarian Church to see if their venue can be used for the public meeting.

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds: KP: special note of thanks to S. Van Deusen for obtaining a new AC for Ramsdell. HH asked the location of the previous "Bid ready" forms that were completed during the prior CPA application. ADeG stated she did not have them. KP believed she passed the boxes onto PH. He will look. When ADeG reported an increase of vagabonds loitering on Mason's front lawn, KP instructed her to call the police.

B. Director's report: ADeG: (see attached report) Showed an example of the picture hanging system that may be purchased for the libraries. After a question of securing it through the plaster, ADeG stated that the company will come and install the system. She is waiting to have an estimate of the cost of the system.

C. Treasurer's Report: KP (see attached report). The June report closes the fiscal year 2018. All is well.

IV. Unfinished Business:

A. Trustee self Evaluation: KP stated that she still needed the evals from 2 Trustees.

B. Website: PH stated that we will "pass" on this due to the time.

V. New Business:

A. Library of things: ADeG had passed out sheets for us to be familiar with for next month's meeting. They included guidelines for loaning out tools, etc.

It was noted that due to the efforts of Trustee Chairman Patrick Hollenbeck that 12 laptops were donated to Mason's Children's Library for their MineCraft workshop this summer.

A grateful note of thanks for his efforts in locating donors.

LC asked about the attendance and responsibilities of a Trustee. ADeG stated that new Trustees could benefit from a packet of materials and a Mentor.

LC also stated that Trustee hands seem to be "tied" when it comes to library matters and wanted to know how to change that. It would need to be changed by the Selectboard.

VI. Adjournment:

KP made a Motion to Adjourn.

PH seconded.

The Board voted (4-0) (DC had left at 6:58pm) to adjourn at 7:14 pm.

Respectfully Submitted,

Kathleen Plungis

Kathleen Plungis, Trustee

Statistics: June

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	538	4 programs 18 attending	5 programs 49 attending	27 (iPads)	0	-	968*
Mason	10,090	7 programs 79 attending	14 programs 281attending	1,291 (329 Kids)	131	35	9,536**

*DVD: 300 Audio: 55 Books: 592

**DVD: 2,154 Audio: 810 Books: 6,525

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

- **Mason Plaque:** Plaque is not bronze as thought but painted resin. Mike is looking into ways to polish it.
- **Ramsdell AC:** Sean and Mike tracked down a replacement and it was installed on Friday, June 29th. Due to its size it will be permanent. Thankfully it works and works well!
- **Summer Reading:** This year's program is well under way. So far there have been ukulele lessons, a visit from Spoonman, tambourine making and geology lessons. Still to come are a visit from birds of prey, space camp, more instrument making and a didgeridoo program.
- **End of Fiscal Year 2018:** All of the ordering is complete and I am now going through and closing up the books on the accounts. Treasurer's Report has more information on the accounts. The rules have changed regarding roll overs so we will not be rolling any funds over. We have worked hard to use all of our funds. There were a few items that had changed release dates, which is why we ended up with excess funds in print and non-print. Otherwise we would have spent down those accounts even further.
- **Hoopla:** I have been contacted by Midwest Tape regarding their e-platform Hoopla. It is in use in many libraries in Massachusetts including the BPL. They have a different fee structure in that you only pay for what people check out. You set the amount you are willing to spend and that in turn limits how many items people can check out. I have been trialing it for several months and am enjoying it. There has been interest among some of patrons who have come across it in other libraries. Hoopla has picture books, audio books, eBooks, music, TV shows and movies. There

are no waitlists for titles. I want this to stay on our radar for the future. With the Commonwealth eBook collection switching to OverDrive the wait lists for books will be astronomical again. I will be keeping an eye out for patron feedback about OverDrive and then bring this up again.

The companies they have contracts with are:

Audio: HarperCollins, Tantor, Blackstone, Simon & Schuster, Gildan, Hachette, Macmillan, Scholastic Audio and more.

eBooks: HarperCollins, Sourcebooks, Disney Publishing, Abrams, Tyndale House, Rodale, Chronicle, Workman, Houghton Mifflin Harcourt, Lonely Planet and more.

Video: Lionsgate, Disney Studios, The Great Courses, Acorn TV, Warner Brothers, MGM, NBC Universal, Viacom (MTV, Nickelodeon, VH1), Paramount Pictures, A&E, Cinema Guild, Film Rise, Kino Lorber, PBS, Samuel Goldwyn Films and more.

Comics: DC, Image, Dark Horse, Archie, Disney, Marvel, Papercutz and more.

Music: Universal Music, Warner Bros., eOne Music, INgrooves

- **STAS Hanging System:** I have been in touch with Steve at STAS regarding their picture hanging system. We currently have their zipper hooks at Mason. They have an entire system (rails, hangers and the zippers), which I think would be ideal for Mason and Ramsdell. I have given him the dimensions and pictures of what we are looking for and he will be getting back to me with an estimate.
- Thank you to Patrick for making a miracle happen by obtaining twelve laptops for the Minecraft camp. Laurie and I are beyond grateful and we are excited for the programs we can offer our children!

Appropriated Account	Date	Mason				Ramsdell				Rollover FY17	Total	Balance	total spent
		Adult	LP	YA	Child	Contn.	Ramsdell	LP	Start				
Books/Subscriptions	6/30/2018	\$28,700	\$575.88	\$6,400	\$16,925	\$494.68	\$2,000	\$15,100	\$75,000		\$75,000.00	\$1,715.74	\$73,284.26
Dues	6/30/2018	\$410	\$132.00						\$410		\$410.00	\$132.00	\$278.00
Equipment Repairs	6/30/2018	\$1,255	\$151.59						\$2,000		\$2,000.00	\$171.59	\$1,828.41
Non-Print	6/30/2018	\$16,500	\$0.00						\$34,000		\$34,000.00	\$3,183.70	\$35,931.99
Office Supplies	6/30/2018	\$6,300	\$1.89						\$9,800		\$11,363.47	\$29.16	\$11,334.31
Program Supplies	6/30/2018	\$800	\$33.17						\$3,000		\$3,000.00	\$117.10	\$2,882.90
Water/Sewer	6/30/2018	\$1,500	\$173.99						\$2,500		\$2,500.00	\$281.59	\$2,218.41

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	6/30/2018	\$275.00	\$0.00
Copier Fees	6/30/2018	\$3,099.32	\$145.90
Fines	6/30/2018	\$13,728.73	\$763.75
Donations	6/30/2018	\$16,470.24	\$13,170.20

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	6/30/2018	\$189.30	Spend interest only. Mason only.	
Ramsdell Trust	6/30/2018	\$2,589.96	Spend interest only. Ramsdell only.	
Chesnow	6/30/2018	\$637.11	Spend interest only. Literacy related	
Wheeler	6/30/2018	\$275.47	Unrestricted by library or purpose	
Hollenbeck	6/30/2018	\$148.85	Spend interest only. New books for Mason.	
Dewey	6/30/2018	\$183.62	Spend interest only. Nonfiction books for Mason	
McKinley	6/30/2018	\$4,529.05	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted	
Smith	6/30/2018	\$1,178.52	Spend interest only. Traditionally for children's but no library specified	
Ramsdell Improvements	6/30/2018	\$2,948.83	Improvements for Ramsdell only.	

Capital Accounts		Balance	
Account	Date	Mason	Ramsdell
IM Capital Donations	6/30/2018	\$1,739.06	Mason only. For capital projects.
IR Capital Donations	6/30/2018	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	6/30/2018	\$700.00	\$0.00
Mason Children's	6/30/2018	\$2,300.00	\$890.00
Ramsdell	6/30/2018	\$1,500.00	\$509.00
Other	6/30/2018	\$500.00	\$62.00
Total Allotted		\$5,000.00	\$1,461.00
Total in Account		\$36,709.00	
Total Available after allocation			\$35,248.00

Great Barrington Demographic Highlights



The following information is per the 2010 U.S. Census. Also, this data is for all of Great Barrington as there is no breakdown for the Village of Housatonic.

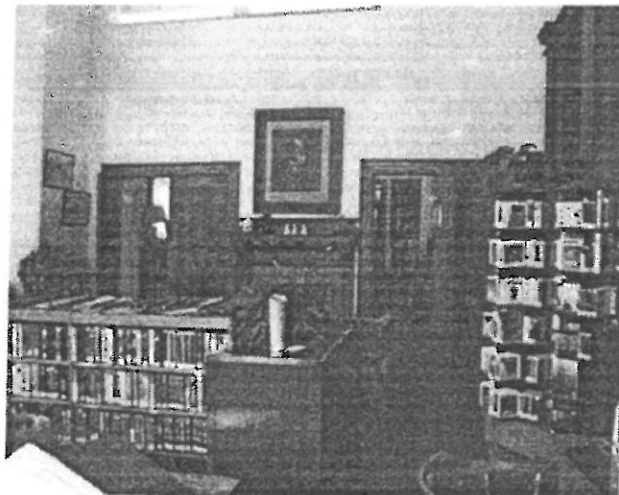
- 7,104 residents and 2,879 households, both of which are down from the 2000 Census.
- 27.3% of households had children under the age of 18 living with them.
- The median age was 42 years.
- For every 100 females, there were 87.2 males. For every 100 females age 18 and over, there were 83.8 males.
- The mean income for a household in the town was \$80,802 and the per capita income for the town was \$42,655.
- Approximately 4.7% of families and 5.4% of the population were below the poverty line.
- 6.7% of households received food stamp/SNAP benefits within the previous 12 months.

What the Community Says Community Input Summary



The following are highlights from the stakeholder sessions.

- There is overwhelming support for keeping the Ramsdell Library open.
- However, most agreed it should be a different approach taken to library services. They include:
 - Many participants would like to rethink the hours of the library as well as the focus of resources and services at Ramsdell
 - This notion focused on the concept of Ramsdell not duplicating Mason's services and offering something more unique and focused
- Most agreed that Housatonic desperately needs to keep Ramsdell open and that an investment in the last remaining public building is critical not only to Housatonic, but to the larger future of the Town of Great Barrington.



See Appendix A for the full summary of the community input sessions.

Societal & National Trends



1. Books are NOT going away.

- eBook usage appears to be hitting a plateau.
- Even digital native generations have a strong preference for physical books.
- Usage is changing though and collections need to align to those changes in each community.

2. All communities have segments of their populations that desperately need and will always need the library for its wide variety of services and resources.

3. Libraries are leading literacy in all forms and for all ages. This includes reading, technology, and financial literacy.

4. There is a national focus on lifelong learning and libraries provide a huge role in this area.

5. Public libraries are seen more and more as community gathering spaces and the hubs of their communities.



Recommendation & Alternative Considerations



**Based on analysis and the community input,
KBA recommends Ramsdell remain open as a library.**

However, it is important to consider alternative options and their potential impact.

Alternate Consideration #1: Sell or lease the building

- This option is impossible given the deed restrictions and lack of potential buyers/renters currently in the area.
- The deed restrictions require a library to be part of the building.

Alternate Consideration #2: Close the building – *no*

- This option would somewhat lower operational costs, but not completely decrease them to zero costs as the building still needs to be maintained at some level.
- This option would have a huge negative impact to the Housatonic community. In particular, so much of the community's services have already closed or moved. Also, further deterioration of the Village of Housatonic would likely compound the issues that exist within the overall town.

Recommendations Big Picture



FOCUS Ramsdell services and make it vibrant!

1. Focus on what makes Ramsdell Library unique. It does not have to be a full service library.
2. Rethink library hours
 - Have less overlap with Mason on weekend hours
 - Consider a 4-day week in terms of library services involving library staff. (e.g., Thursday to Sunday). Other days might have volunteers monitoring the building for use by patrons, but not providing full library services. For instance, maybe only self-service options are available.
3. Specialize programming
 - Arts and history
 - Youth
4. Focus collections
 - Include a popular library plus arts and history collection and perhaps a "Library of Things" collection.
 - Target a collection size of less than 10,000 circulating items current 19,000 items
5. Update space
 - Improve the layout and space allocations,
 - Add seating
 - Add gathering and collaborative spaces

NOTE: Guidance from the Commonwealth of Massachusetts in its recent statewide library report further aligns with these concepts. "Local Core libraries should provide services targeted to the specific needs of their immediate communities, such as tailored collections, local programming, and broadband services. Local Core libraries should also promote the extensive resources of their Magnet library counterparts." <https://mbic.state.ma.us/ecosystem/#/explore/resource/libraries/10>

Recommendations

ADA Accessibility



ADA accessibility must be a priority in the short and long-term.

1. Pursue a temporary fix in the short-term to make the main floor accessible.
2. In the long-term, ADA accessibility should be a key part of a larger vision for the building.
3. ADA accessibility issues extend beyond access to the building and upper floor. Other areas include:
 - Service point / desk heights
 - Aisles widths
 - Clearances between furniture
 - Restrooms
 - Doorways

See Appendix C for some general ADA guidelines relevant to public libraries.

Recommendations Electrical & Environmental Systems



1. The building, as a whole, has major mechanical systems issues.
2. The facility lacks air conditioning, which is necessary in modern public spaces.
3. In the winter, there are many hot and cold spots throughout the building.
4. The electrical systems are undersized and outdated.
5. Power outlets are not available where they are needed.
6. The current restroom is insufficient by any measure. In particular, ADA accessibility is required and the building needs two restrooms.

Recommendations Space Allocation



1. Too much space currently allocated to shelving books that are not circulating
2. Reduce general collections to key focus areas and new items
 - Make holds placement and pickup super easy for other materials
 - Add signage about placing holds/transfers from Mason and other network (CWMARS) libraries
3. Allocate more space to youth but relocate the youth space to the back of the building
4. Focus front half of building on adult space with a quiet side and a collaboration side
5. See conceptual drawings on page 23

Recommendations Collections



1. Reduce the size of the collection and highly merchandise the remaining collections

- Target a collection size of less than 10,000 circulating items

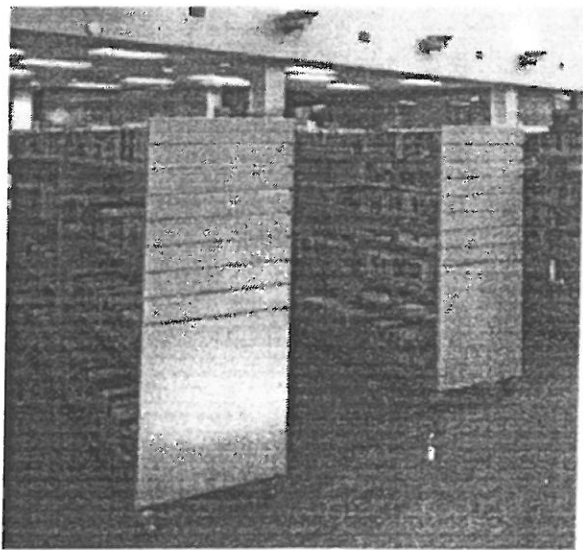


2. Focus collections in three primary areas:

- "Popular Library" materials including new books and newer (e.g., last 5 years) audiovisual materials
- Focused "special" collections including arts, music, and Local History (Berkshires and Great Barrington)
- Strong youth collections

3. All freestanding double-sided shelving should have lockable casters

(*See image to the right.
Typical costs ~\$2,900/unit.)



Recommendations Programming



1. Subject-focused programs

- Arts and Music
- Visual and Performing Arts
- Local History
- Local Authors
- Films
- Youth Programming

2. Focus on weekend scheduling

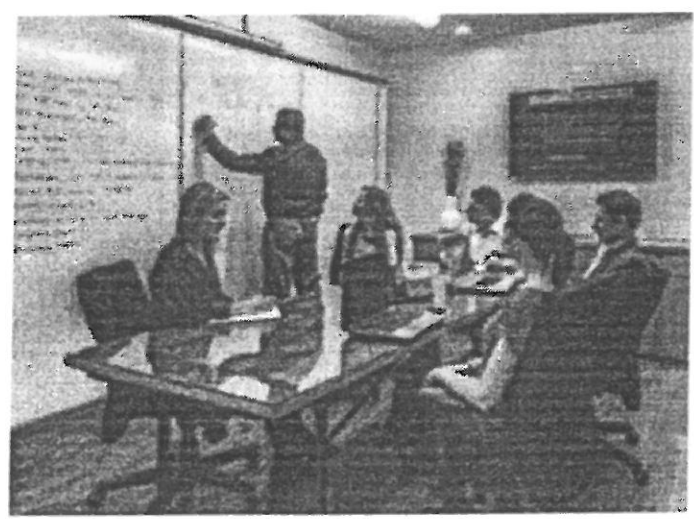
- Make Ramsdell a program destination on the weekend. In particular for arts program and special youth programs

3. Utilize a more flexible main floor for programs until upper and lower floors are accessible

Recommendations Meeting Spaces



1. Within the existing library, create flexible meetings spaces within the large open spaces
2. Make the existing "Art Room" into a reservable meeting room
3. Once the upper level is made ADA accessible, it will become the large community meeting room
4. Maximize availability and usage of the building for the community. Consideration include:
 - Develop policies for vetted groups to use meeting space outside of normal operating hours
 - Have volunteers oversee the space during hours when staff aren't working
 - Explore smart building access options (e.g., RFID, code keypads, etc.) beyond traditional keys to simplify and better control and oversee access to the building



Recommendations Youth Services



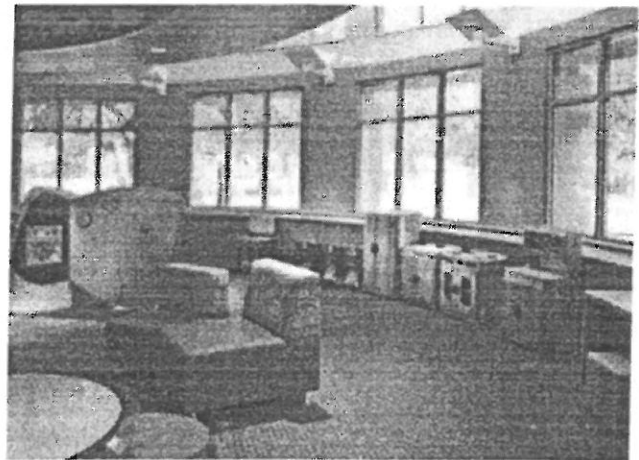
1. Relocate youth to the rear of the building

- Make the space a haven for young children and their families
- Include browseable picture books (*See top image)
- Include interactive elements (*See bottom image)



2. Position teens/pre-teen in the center area (the space currently dedicated to shelving)

(*See bottom image)

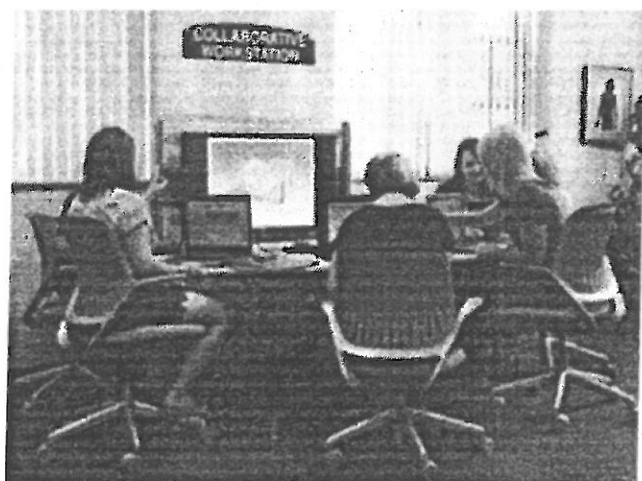


3. Eventually include glass walls to provide a sound barrier between youth and other areas of the library

Recommendations Technology & Digital Services



1. Ensure the building has good Internet connectivity and high quality Wi-Fi
2. Make power and charging points readily available in all areas where people sit and use technology
3. Expand Wi-Fi coverage to outside areas of the library making the library's outdoor areas "open" 7 days a week
4. Seek grants to fund updated technology and audiovisual systems for the new upper level community space (once it is ADA accessible). This will create further value to the community.



Recommendations Lower Level Uses



1. Co-working Space

- Create a space to support local telecommuting and seasonal resident professionals



2. Makerspace

- Create a community creation space, with an arts focus



3. Once the lower level is ADA accessible, consider setting aside a small area for a "Library of Things." Examples of items include:

- Laptops
- iPads
- e-Readers
- Artistic tools
- Maker Kits
- Small hand and power tools
- Occasional use garden tools



Recommendations Staff Space



1. Staff members need appropriate work/office space
2. Space should appropriately support the needs of the staff for program planning and off-desk time
3. Storage should be relocated to the upper and/or lower levels of the building

Building Layout Concepts Outdoor Space



1. Create a comfortable outdoor space with access to power and Wi-Fi
2. Consider creating a community garden area
3. Address ADA parking for long-term ADA accessibility
4. Integrate a drive-up materials return which could be completed via a one-way drive thru option to the church parking lot
5. Explore adding outdoor 24/7 holds pick-up lockers



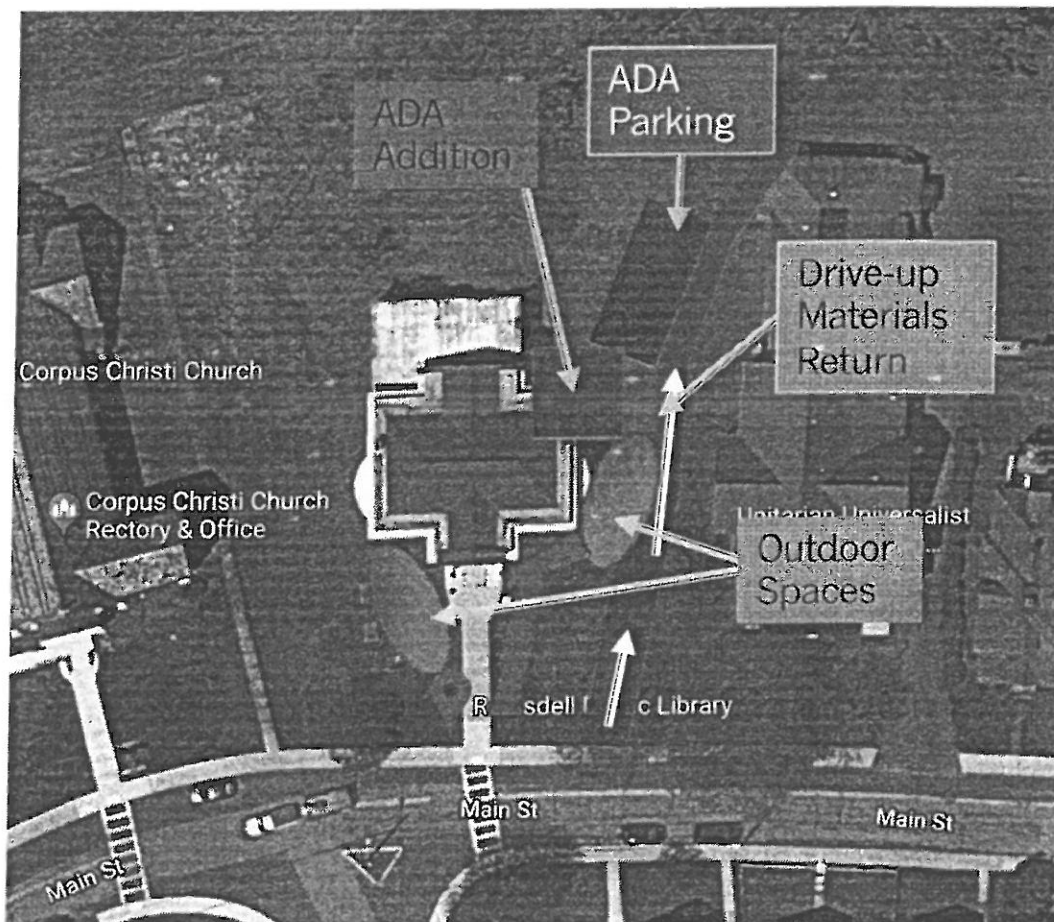
The following pages outline two potential outdoor layout concepts.

Building Layout Concepts Outdoor Space



The following concept illustrates:

- Two outdoor seating spaces
- A drive-up materials return on a one way street
- ADA parking in the rear of the building near the new addition



Virtual Library

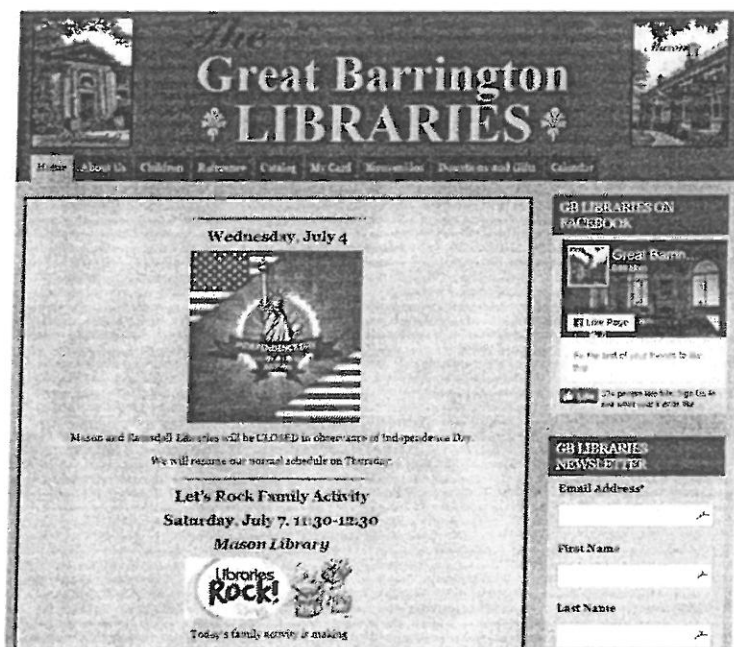


In today's increasingly online and device accessed world, the virtual presence of the library must be treated as seriously as its physical presence.

Specific elements should include:

- A website designed in a user-centric way, not designed based on how library staff would use and organize it
- A mobile web or a responsive-design which adjusts the page based on the user's viewing device

Below are images from GBL's existing virtual interfaces.



Phasing Approach



Phase 1 - Grants Plus Targeted Fundraising

- Address ADA access to the main level with a temporary fix (e.g. wooden ramp)
- Reallocate/Re-arrange space on the main level for an immediate low cost improvement (e.g. move youth to the rear of the building, remove some or all of the tall non-ADA compliant stacks, add shelving on casters, etc.)
- Focus hours, collections, services, and programming
- Cost Estimate: \$100K to \$250K

Phase 2 - State Construction Grant (50% max) Plus Full Scale Fundraising)

- Add ADA addition, Parking/Drive, Outdoor Spaces
- Transform lower level to a useable space
- Add glass walls/door to the new youth area
- Cost Estimate: \$2.5MM to \$4.5MM

Phase 3 - Grants Plus Targeted Fundraising

- Furnish and Equip Makerspace and Co-working spaces
- Furnish and Equip upper level community room - 2nd floor
- Complete all other main level upgrades not already completed
- Cost Estimate: \$150K to \$300K

Financing



1. Given the political and economic climate of the region, this project will need to be funded through local, regional, state, and federal grants in addition to general community fundraising.
2. Establish a Library Foundation [a 501(c)(3)] charged with leading and managing the fundraising campaign. Outside help (e.g., a fundraising expert) should also be considered.
3. In order to get funders on board and engaged, Great Barrington Libraries' leadership must further develop the vision for Ramsdell Library and its role in the community.
4. The question of, "What roles, if any, do the Historical Society and Historical Commission play in the future of the Library?" needs to be answered? If they are long-term tenants, then they should have some responsibility / obligation in the fundraising process.

Next Steps



1. Assess and determine the strategic direction of the Ramsdell Library and its services
2. Meet with library directors and board leaders from the region who have embarked on successful building projects not primarily funded by tax payers
3. Develop a financial and funding strategy
4. Develop a fundraising strategy and establish supporting resources
5. Define project phasing
6. Begin the MA State construction grant process