

Great Barrington Libraries Board of Trustees June 6, 2019 5:30 pm
Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: at 5:34 pm

A. Attendance: Patrick Hollenbeck Kathy Plungis Jane Stanhope Lauren Clarke
Margaret Heilburn (Samara Klein absent) Amanda DeGiorgis, Director
Audience: 3

B. Approvals: May 9, 2019 Minutes LC: MOTION TO APPROVE MAY 9th 2019 MINUTES.
MH: 2nd. NO DISCUSSION. VOTE: 5 – 0

May 16, 2019 Minutes LC MOTION TO APPROVE MAY 16th MINUTES,
ELECTION OF OFFICERS. MH 2nd. NO DISCUSSION.
VOTE: 5 - 0

C. Friends: H. Hamer: Reported that thousands of books were given away free the end of May. Not as much came in re donations. The summer book sale will be set up in the lobby at Mason the weekend of July 4th.

The Mason foundation pollinator plantings were done the last weekend of May. They are in need of watering. HH would appreciate any assistance. She will be asking the DPW supervisor if watering was part of the planting contract.

D. Mason Library Water Dispenser- DPW-Discussion & Vote: PH found out that the Trustees do not have to vote on the water dispenser. That it will be placed on town property and no permission is needed from us. H. Hamer stated that the Friends will replace the water fountains down on the children's level with a new one, including a water bottle filler at a cost of approximately \$3,500. Paid for by the Friends. The Friends were thanked for their generosity.

E. Request for Release of \$5,000 from State Aid: KP MADE A MOTION TO APPROVE THE RELEASE OF \$5,000 FROM STATE AID FOR PROGRAMMING, JULY – DECEMBER 2019.
MH 2nd. DISCUSSION. VOTE: 5 - 0

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: See the Director's report.

B. Director's Report – A. DeGiorgis: See attached report.

KP: MOTION TO APPROVE \$512.50 FROM MASON DONATIONS FOR THE PURCHASE OF 2,500 LIBRARY CARDS. LC 2nd. DISCUSSION – A Trustee wondered why this purchase wasn't coming out of the library budget. ADeG stated that she has spent the remainder of the Supply budget for FY 2019. VOTE: 5 – 0

A short discussion ensued re the release of the CPA funds for Ramsdell Library on July 1st, FY 2020. That 3 bids need to be procured and reviewed before making a decision re the archeological study of Ramsdell's property. PH will form a subcommittee to review the bids received. The DPW supervisor will be notified of their recommendation.

Trustees asked questions about various apps that can be used by Patrons to order, download Ebooks,

etc. Asking that tutorials for these apps to be placed on the library website. ADeG stated that when the new library website is in place, then that can be done then.

It was asked that a person be available at Ramsdell on Sundays to offer tutorials about such apps.

It was also asked that the Director research the cost of auto checkout for library materials. A short discussion ensued. Whether it is necessary. That patrons like the human interaction, the cost of such a service, that it would need to be integrated with the CWMARS circulation website, whether library staffing jobs would be affected. It was stated that such a checkout would free up Staff for other projects. The Director will research the cost.

C. Treasurer's Report: K. Plungis: See attached report. KP stated that there is some money left in many accounts (FY 2019) . ADeG stated that much of it has already been spent and will be reflected in the June financial statement.

III. Unfinished Business:

A. Website – ADeG is working on the RFP for the hiring of a website designer.

B. RFP Building Update: See the above note.

C. Revisit the Ramsdell Report: PH stated that the Cullin report occurred a year ago this time. As he reviewed the report's recommendations (a couple have already been implemented), he would like the Director to follow up with the "Classics" (including New England Classics such as Edith Wharton novels) recommendation, that the literary Classics be moved to their own section at Ramsdell in order to make them more accessible and to make Ramsdell Library a "destination library" as recommended by the Cullin Report.

A discussion ensued as to where to place this. HH suggested that the Friends' "Books for Sale" section be eliminated (few books are sold) and the Classics placed there. ADeG stated that she is in the process of ordering some Classics with larger print.

PH stated that more advertising is needed re Ramsdell. MH stated that she can help the Director with this.

JS reported that the next State Trustee meeting will be Nov. 16th. No location has been set.

PH asked that ADeG contact the new Town Manager and that he be asked to attend a Trustee meeting.

D. Citizen Speak: An audience member asked about the ultimate cost of the security cameras that had been brought up a number of months ago for the Children's entrance, Pleasant St. side. That considering the potential cost it may not be an effective use of money. It was also noted that the Historic District Commission needs to approve the security cameras because the library is in the historical district. That an architect would need to be hired to present this to the Historic District Commission.

IV. New Business:

A. Calendar Updates: The Farmers Market on July 6th will feature a "CookBook Giveaway" sponsored by the Friends. That volunteers are needed to help move books to and from the Farmers Market.

B. Adam Gudeon Night at Ramsdell: On the evening of June 27th at 7pm, artist Adam Gudeon, a

former Trustee, will hold a “drawing night”. Live music will also occur, hosted by Sam Ruggio.

C. Sharon Gregory project, August – October: S. Gregory presented an overview of the proposed project that would run from mid August till the 15th of October. That the project would feature local farming. A film and lectures would be scheduled. She asked for permission to host an art opening on August 18th, a Sunday afternoon reception with beer and wine. Needing a permit for the alcohol,

KP: MOTION TO APPROVE A ONE DAY BEER AND WINE LICENSE FOR SUNDAY AUGUST 18TH FROM 4 – 6:00 PM AT MASON LIBRARY, CO-SPONSORED BY THE GB LIBRARY AND DAVID GREGORY ART. LC 2nd. DISCUSSION. VOTE: 5 – 0

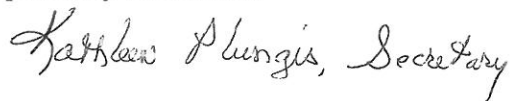
The discussion ensued with questions asked about the benefactor of this, with Gregory responding that Berkshire Grown could be a benefactor and with an audience member feeling that the library should benefit. Gregory was agreeable to working out such an arrangement. A Trustee asked as to the involvement wanted from the Trustees. Gregory will return to the Trustees with firmed up proposals. ADeG noted that before any art is hung, that the current support system needs to be repaired.

(LC left at 7:10 pm)

Adjournment. KP: MOTION MADE TO ADJOURN AT 7:13 pm PH: 2nd. VOTE: 4 - 0

Next Trustee meeting to be held July 11, 2019

Respectfully submitted:

A handwritten signature in cursive script that reads "Kathleen Plungis, Secretary". The signature is written in dark ink and is positioned above the printed name of the signatory.

Kathleen Plungis, Trustee

Director's report for May 2019

June 6, 2019

Statistics: May

	Total Patrons	Adult programs	Children's programs	Computer use + iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	635 [588]	7 programs 52 attending [5/39]	3 programs 43 attending [6/51]	24 [24]	0	-	1,084* [942]
Mason	10,551 [10,105]	8 programs 119 attending [8/120]	17 programs 240 attending [11/179]	689 (176) [1,219]	166 [131]	56 [35]	8,508** [8,604]

*DVD: 266 Audio: 59 Books: 750

**DVD: 1,820 Audio: 687 Books: 5,921

News, Projects and Proposals:

- ❖ **Staffing Update:** Jennifer approved the hiring of two candidates before her departure. They are both in the pre-hiring process (CORI, physical, etc.) and I hope all will go well and they will start the week of June 17th if not sooner.
- ❖ **Website:** Samara can chime in on this but things are moving forward. We are working on our RFP and hope to have a draft done by July.
- ❖ **Ramsdell Building Program:** We will be receiving \$30,000 in CPA funds on July 1 in order to complete a building program for Ramsdell. Sean informed me that the procurement thresholds changed and that under the new rules we will not need to do the advertisement process we do with the other Ramsdell project. We will need to solicit qualifications and prices from three designers.
- ❖ **End of Fiscal Year:** We are approaching the end of the fiscal year on June 30. I am collecting bills and placing final orders and we are on target to spend all of our print and non-print budgets as well as our supplies budgets. I am looking into putting more of our print/non-print resources into OverDrive as we are seeing an increase in eAudio users especially.
- ❖ **Library Card Order:** I received a dollar amount for the new library cards, which will be delivered in July or August. It will be \$512.50. I am requesting the Board allocate this amount from Mason Donations.
- ❖ **Computers:** We will be getting new computers at both Mason and Ramsdell, finally! John (Town Tech Support) will start with the staff computers at Mason, roll out the public computers at Mason another week and then do Ramsdell. We will be

replacing the public laptops at Ramsdell as well. I do not have an exact date yet but it will be in the next couple of weeks.

❖ **DPW/Building Report:**

Devan Arnold and community members put in Phase I of the pollinator garden at Mason over Memorial Day Weekend. So far plants seem to be doing okay and are being watered regularly.

The Ramsdell ADA RFQ was just finalized and will be advertised this week.

Sean is working on the roof repairs at Ramsdell and hopes to have a date for that soon.

The eggshell exterior work at Mason will not go out to bid until this Fall.

The exterior mounted cameras at Mason will require approval from the Historic District Commission and will also require an architect.

Upstairs bathroom locks are on the list for FY20. They got bumped when we had to re-do the locks for the downstairs bathrooms at Mason due to security issues.

Sean and I are working on a new Master To-Do List for both libraries that we can check in on throughout the year.

Treasurer's Report for
June 2019

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	5/31/2019	\$29,500	\$2,202.48	\$6,800	\$1,030.56	\$3,375	\$316.92	\$17,225	\$28.35	\$500	\$15,350	\$2,319.25	\$1,250	\$123.60	\$75,000	\$6,521.16	\$69,478.84
Dues	5/31/2019	\$410	\$86.20												\$410	\$86.20	\$323.80
Equipment Repairs	5/31/2019	\$1,255	\$0.00								\$745	\$370.02			\$2,000	\$370.02	\$1,629.98
Non-Print	5/31/2019	\$17,500	\$2,401.64			\$1,000	\$432.00	\$7,000	\$1,176.75	\$1,000	\$7,500	\$1,391.08			\$34,000	\$6,401.47	\$27,598.53
Office Supplies	5/31/2019	\$7,300	\$1,213.23								\$2,500	\$500.02			\$9,800	\$1,713.25	\$8,086.75
Program Supplies	5/31/2019	\$800	\$259.77					\$1,600	\$120.68		\$600	\$28.76			\$3,000	\$409.21	\$2,590.79

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	5/31/2019	\$525.00	\$0.00
Copier Fees	5/31/2019	\$3,011.49	\$111.75
Fines	5/31/2019	\$13,105.06	\$612.65
Donations	5/31/2019	\$19,253.00	\$11,682.13

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	5/31/2019	\$186.98		Spend interest only. Mason only.
Ramsdell Trust	5/31/2019	\$2,579.20		Spend interest only. Ramsdell only.
Chesnow	5/31/2019	\$618.70		Spend interest only. Literacy related
Wheeler	5/31/2019	\$274.25		Unrestricted by library or purpose
Hollenbeck	5/31/2019	\$143.45		Spend interest only. New books for Mason.
Dewey	5/31/2019	\$179.91		Spend interest only. Nonfiction books for Mason
McKinley	5/31/2019	\$4,505.94		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	5/31/2019	\$1,275.69		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	5/31/2019	\$1,110.03		Improvements for Ramsdell only.

Capital Accounts		Date	Balance
M Capital Donations		5/31/2019	\$1,739.06
Mason only. For capital projects.			
R Capital Donations		5/31/2019	\$5,118.00
Ramsdell only. \$1000 earmarked for parking lot. For capital projects			

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	5/31/2019	\$1,000.00	\$1,000.00
Mason Children's	5/31/2019	\$2,300.00	\$158.00
Ramsdell	5/31/2019	\$1,200.00	\$480.00
Other	5/31/2019	\$500.00	\$40.00
Total Allotted		\$5,000.00	\$1,678.00
Total in Account		\$22,696.48	
Total Available after allocation			\$21,018.48