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Meeting ID: 851 6215 7133

Password: 719359

Dial in: (929) 205-6099

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Great Barrington Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on town's website, at [www.townofgb.org](http://www.townofgb.org). For this meeting, members of the public who wish to listen to the meeting may do so in the following manner: See instructions at the top of the agenda. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Great Barrington Libraries Board of Trustees     June 11, 2020     5:30 pm     Meeting via Zoom only

I. Call to Order at 5:36 pm

A. Attendance: P. Hollenbeck, K. Plungis, S. Klein, Jane Stanhope, Margaret Heilbrun,  
Lauren Clarke, Amanda DeGiorgis, Director     Audience: 2

B. Approval of January, February, March Minutes: TABLED UNTIL NEXT MEETING

\* MOVED THE FRIENDS REPORT TO HERE: E. Abrahams stated that there has been zero income these last few months due to the libraries being closed due to the Covid 19 pandemic. The "First Saturday" films had also been cancelled. Mini book sales will begin Friday, June 12<sup>th</sup> out on the front lawn at Mason during library hours, staffed by volunteers. 3 rolling carts will be outside and donations will be accepted.

The Friends sponsored a Read A Thon to benefit the People's Pantry a month and half ago. They were thanked for their efforts and their \$500 donation which then generated an additional \$1,000 donation by other sponsors.

C. Directors Update on Library life since March 12: ADeG: (SEE ATTACHED REPORT)

PH inquired about WiFi hotspots at the libraries, noting that residents are in need. It was noted that Mason Library's front lawn has a strong signal and is popular with families and others. ADeG noted that Ramsdell's front lawn also has WiFi reception. It was suggested that posters be placed on the lawn saying this and to hang posters in the Housatonic Post Office and ask Aberdale's for permission to post this information. KP asked the Director to put out a press release pertaining to the WiFi reception at the libraries' lawns, to place the release in the Berkshire Edge.

An audience member stated that posters could be placed in the Housatonic Post Office and Aberdale's.

PH requested that the Director have signs put up in the PO, Aberdale's and on the windows of his store front on Pleasant Street.

PH would also like to see more curbside hours at Ramsdell, possibly on weekends. He asked about the proposed computers that are planned outside at Mason, that the same be done on Ramsdell's lawn.

PH also spoke about the possibility of using the front room at the Housy Dome as a temporary spot for the curbside pickup of books, materials instead of Ramsdell. That there is a roof overhang for cars to pull up, there is parking. It was not known if there is a WiFi signal there to support laptops. A discussion ensued about this.

PH noted that he sent the GB Finance Committee a letter in May asking them to withdraw the funds for a new heating system at Ramsdell Library, due to the financial climate. Further discussion ensued.

PH asked about digital newspapers being available to patrons. After a discussion, ADeG was asked to research the cost of digital access of various newspapers (Boston Globe, Eagle, NY Times, WSJ Saturday edition) for up to 10 digital users and report back to the Board. Money can be used from State Aid to pay for digital newspapers. Ph noted that people need access to newspapers and this is a crisis regarding the lack of access to news. The discussion continued.

SK noted that some people still don't have internet access, that the library has changed dramatically. That the reduced staff has worked hard to get curbside. It was noted that outside access is needed for laptops.

That Ramsdell's hours need to be expanded and to advertise locally, Samara stated that she can put up some signs if she is given some.

At this point, the Director felt that a lot is being asked of her, that there have been a handful of decisions to be made and she is trying to keep her reduced Staff safe and that it may be difficult to complete all that is being asked of her. A discussion ensued.

Trustees MH, SK noted that the director has done a heroic job in light of the situation however we need to meet digital needs.

JS asked that the Director what her priorities are and to look at the bigger picture. After further discussion, ADeG should provide the Trustees with a list of priorities and future plans, including virtual lectures (one had already been held last week on Shay's Rebellion and drew 25 viewers, more than the normal turnout for a library program), updates on a virtual summer program for children, that is handled by the Children's Librarian, Laurie.

#### D. Library Budget and related topics:

PH continued a discussion on the role of Trustees to advocate for financial resources for our libraries. He again brought up the proposed \$300,000 for a furnace for Ramsdell, that an oil furnace has been proposed. He stated that the State is recommending municipal buildings have a zero carbon footprint by 2035 which means that proposed oil furnace wouldn't be in compliance in 15 years.

A discussion ensued regarding the reopening of libraries, that that may not occur for months.

He noted that the Town Meeting is less than two weeks away.

He noted that the Indian artifact survey on the Ramsdell grounds has not yet moved to Phase 2.

He again brought up looking into the use of the Housy Dome as a temporary library annex.

A discussion ensued as to the logistics of this, who opens, closes, how the curbside materials are brought over to the Housy Doom room, who is asked for permission to use the facility, the budgeting of funds to use that space.

JS brought up the use of kiosks for remote material pick up.

PH again brought up the use of the libraries' Hotspots, that the current social situation is not going away.

A Trustee asked about the furlongs, whether there could be various virtual camps. The Director stated that not too much can be downloaded on the library website or it would crash. The Trustee stated that virtual programs can benefit the community and that should be a priority. Responding to a question, ADeG stated the new website may be in operation sometime in July.

## II. Business:

Treasurer's Report, Building and Grounds: PUT OFF TILL THE NEXT MEETING.

Friends Report: See above comments.

## III. Citizens Speak: NONE

IV. Adjournment: KP MOTION TO ADJOURN AT 6:38 pm. LC 2<sup>nd</sup>. VOTE: 6 – 0

NEXT ZOOM MEETING ON MONDAY, JUNE 15, 2020 at 9am.

Pursuant to MGL. 7C. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

*Kathleen Plungis, Secretary*

*approved by the Board via Zoom meeting  
July 9, 2020*

Appropriated		Mason										Ramsdell								
Account	Date	Adult		LP		YA		Child		Conf.	Ramsdell		LP		Total	Balance	total spent			
		Start	End	Start	End	Start	End	Start	End		Start	End	Start	End						
Books/Subscriptions	5/31/2020	\$50,150	\$5,171.48	\$6,800	\$2,035.63	\$3,975	\$162.39	\$17,525	\$2,814.79	\$1,500	\$15,975	\$2,620.22	\$1,250	\$295.79	\$76,875	\$12,192.13	\$14,632.87			
Fines	5/31/2020	\$1,010	\$74.00												\$1,010	\$74.00	\$936.00			
Equipment Repairs	5/31/2020	\$1,582	\$0.52								\$750	\$0.00			\$2,432	\$0.52	\$2,432.52			
Print	5/31/2020	\$16,878	\$3,026.22			\$1,189	\$94.55	\$8,000	\$4,601.64	\$1,000	\$7,783	\$2,141.32			\$34,850	\$10,521.37	\$24,328.63			
Office Supplies	5/31/2020	\$7,424	\$2,142.81								\$2,621	\$1,597.84			\$9,663	\$4,040.65	\$6,004.35			
Program Supplies	5/31/2020	\$825	\$36.79					\$1,625	\$767.20		\$625	\$479.69			\$3,075	\$1,283.68	\$1,791.32			

Non-Appropriated in Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	5/31/2020	\$275.00	\$0.00
Copy Fees	5/31/2020	\$2,329.65	\$89.80
Fines	5/31/2020	\$6,636.37	\$388.33
Donations	5/31/2020	\$20,879.47	\$12,246.19

Non-Appropriated Trusts		Balance	Stipulations
Account	Date		
Mason Trust	5/31/2020	\$220.81	Spend interest only. Mason only.
Ramsdell Trust	5/31/2020	\$2,652.62	Spend interest only. Ramsdell only.
Chesnow	5/31/2020	\$674.26	Spend interest only. Literacy related
Whitaker	5/31/2020	\$277.94	Unrestricted by library or purpose
Hollenbeck	5/31/2020	\$159.74	Spend interest only. New books for Mason.
Drwey	5/31/2020	\$205.31	Spend interest only. Nonfiction books for Mason
McKinley	5/31/2020	\$4,950.13	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	5/31/2020	\$1,517.23	Spend interest only. Traditionally for children's but no library specified

Capital Accounts		Date	Balance	
M Capital Donations	5/31/2020	\$1,739.06	Mason only. For capital projects.	
R Capital Donations	5/31/2020	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects	

State Aid		Date	Balance	
Account			Start	Current
Mason Adult	5/31/2020	\$1,000.00	\$1,000.00	\$650.00
Mason Children's	5/31/2020	\$2,300.00	\$2,300.00	\$1,370.00
Ramsdell	5/31/2020	\$1,200.00	\$1,200.00	\$1,200.00
Other	5/31/2020	\$500.00	\$500.00	\$16.00
Total Allotted			\$5,000.00	\$3,236.00
Total in Account			\$31,567.48	
Total Available after allocation				\$28,331.48

**June 11, 2020**

## **Library Life in a Pandemic**

After our last Trustee meeting on March 13, life at the library continued until a week later on March 17 when the library, and all other Town buildings, shut its doors to the public.

### *Operations*

- As of March 17, all staff was still working with the exception of a few who had stopped due to health concerns.
- March 20 saw us launch a Curbside Pick Up and reduce our hours to the following: Mason Monday-Friday 10am – 6pm, Saturday 10-3; Ramsdell Wednesday 11am-5pm. Pick up was limited to items we had on hand as delivery was suspended. Pick-ups happened outside the buildings.
- We started advertising that our Wi-Fi was always accessible 24/7 and started promoting our digital material (OverDrive/Libby and resources from Boston Public Library). We started purchasing more eBooks and eAudio and turned on the Cost Per Circ model, which allows greater access to a larger amount of material for a smaller cost. Many publishers also lowered the cost of their materials, which has helped.
- Curbside was shut down on March 23 as it violated the Governor's Stay at Home Mandate (and those by MBLC, MLA and ALA). This was a tough blow as we had seen great success, and appreciation, for the short time we did it. I cut the schedules of the part timers completely and only retained the full-time staff (minus 1 who went on medical leave).
- Without curbside, the staff began focusing on projects that had been much neglected: weeding outdated material, repairing items, recovering books, changing organization of sections, cleaning of library and desk areas, re-organizing the Archive room, general staff training and cross training of duties, cleaning up the library catalog and more. Ordering of materials continued and we have been able to receive materials from UPS, FedEx, etc.
- Book drops have been emptied throughout the pandemic and we have been quarantining returns for 72 hours. With the buildings being closed there is plenty of space to do this.
- We continued to (and still do) provide phone support. This is anything from help with eMaterial, reference questions, talking to lonely patrons or tracking down information and printing materials.
- On April 27 all library staff with the exception of the director, two assistant directors and the Children's librarian were put on furlough. This necessitated a change of our service hours to assistance being available from Monday to Friday 10-5 at Mason and Wednesdays at Ramsdell. Book drops continued to be checked at both libraries and phone assistance provided.
- We restarted curbside service at both libraries on June 5, after the Governor's recommendations were released and after the Town Manager and Town Health Agent gave their blessing. One full time staff member was recalled from furlough to run the program.
- Our current hours of service are Monday-Friday, 10am to 5pm at Mason and Wednesdays from 1 to 4 at Ramsdell. Pick up days are Tuesdays, Wednesdays and Fridays at Mason and Wednesdays at Ramsdell.
- Curbside has been immensely popular, and we have had to put item limits on pickups as we simply don't have enough time or staff to pull all the material in time. If this continues, I will be prepared to ask for additional full-time staff members to return to work. This must be approved by the Town Manager.
- I foresee us doing curbside for a while this summer and our next step will be in providing outside laptop access by appointment. We would set up a couple of tents in the Children's Garden and have the laptops connected to a wireless printer in the Children's Room. A staff member would be outside as well to monitor and help with issues. All users would have to be masked and we would clean each computer after use.

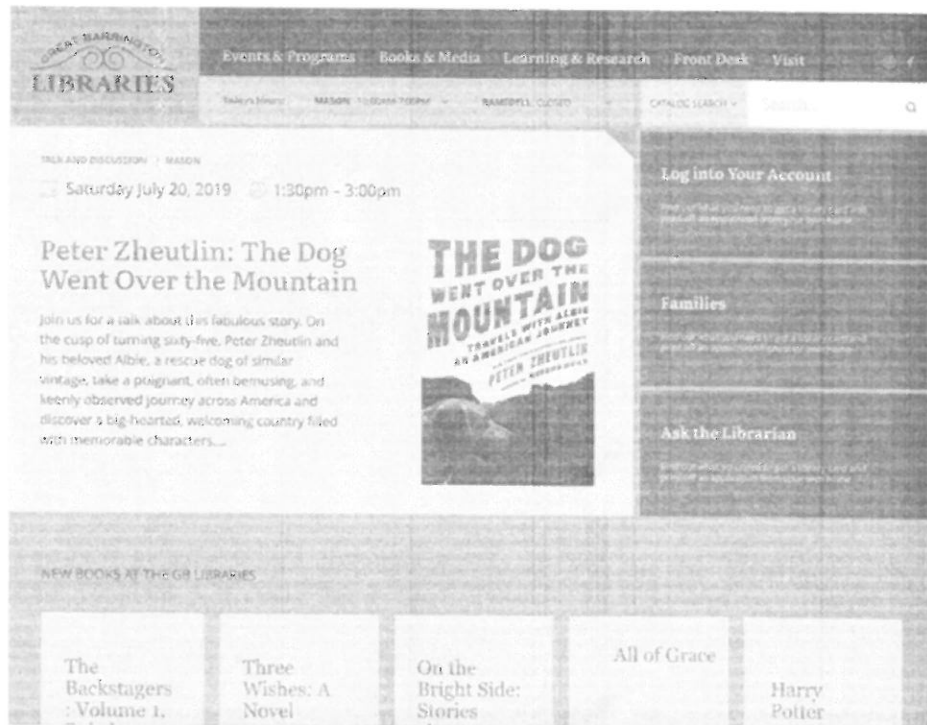


## Budget

- The Town Manager/Selectboard/Accountant have requested that Department Heads be careful with spending and only spend what is necessary in order to preserve the Town's funds. For the library this means I am able to spend down my book and audio/DVD budget but need to be careful with my other budget lines. I plan on spending down the book and audio lines as much as possible (and can use any remaining funds in those lines to support another digital platform, as referenced below.)
- I have been using my Office Supply line to purchase gloves, masks (when available), disinfectant and now paper bags for curbside. It is still hard to get ahold of any quantities of masks and gloves. I've had to move to a dilutable commercial disinfectant for our surfaces.
- There are currently staff on furlough and one on FMLA. Leslie is still retiring July 1 and Melissa (PT) let for another position so I will have two vacancies as of July 1. There is currently a hiring freeze, and this will impact operating/service hours.
- I have been looking into adding additional eMaterial platforms. I have looked into Hoopla, RB Digital and Kanopy so far. Hoopla has videos and TV shows on demand but are potentially high cost and RB Digital offers Acorn TV and IndieFlix in a weekly license model that is a bit more affordable. Kanopy is currently offered by BPL and I would like to keep directing patrons there as it is not affordable for us. Patrons do have access to Hoopla videos with BPL but not RB Digital.

## Website

- Abby, Glenn and I have been making slow but steady progress on the website. We have the new site map and wireframe for the site complete and Glenn has been working on the actual build while Abby and I are refining the design and look. I'm including a screen shot below to show the look but know that most of the elements/text is just fill in and can be adjusted to the way we want it.



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Equipment Repairs	5/31/2020	\$1,682	\$0.52								\$750	\$0.00			\$2,432	\$0.52	\$2,431.48	
Large Print	5/31/2020	\$16,875	\$3,026.22			\$1,189	\$84.55	\$8,000	\$4,601.64	\$1,000	\$7,783	\$2,141.32			\$34,850	\$10,521.37	\$24,328.63	
Office Supplies	5/31/2020	\$7,424	\$2,442.51								\$2,621	\$1,597.84			\$9,665	\$4,040.65	\$6,004.35	
Program Supplies	5/31/2020	\$825	\$36.79					\$1,625	\$757.20		\$625	\$479.69			\$3,075	\$1,283.68	\$1,791.32	

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Ramsdell	5/31/2020	\$1,200.00	\$1,200.00
Other	5/31/2020	\$500.00	\$16.00
Total Allotted		\$5,000.00	\$3,236.00
Total in Account		\$3,156.78	
Total Available after allocation			\$2,831.48