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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. 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 September 10, 2020 5:30 pm
Meeting via Zoom only

I. Call to Order: At 5:34 pm via Zoom

A. Roll Call: Present: Patrick Hollenbeck, Kathleen Plungis, Lauren Clark (5:43 pm), Jane Stanhope, Margaret Heilbrun, Christopher Tucci
Amanda DeGiorgis, Director Audience: 1

B. Approval of July Minutes: PH noted that it is the August Minutes to be approved, not the July Minutes.

MOTION TO APPROVE THE AUGUST MINUTES. 2nd. DISCUSSION. THERE IS ONE ADDITION.

ROLL CALL VOTE: PH: YES, KP: YES, JS: YES, MH: YES, CT: YES, VOTE: 5-0 (LC NOT YET PRESENT)

C. Friends Report: Ed Abrams reported via Zoom that the free book give aways outside of Mason Library continue to go well. Since Chris Tucci's suggestion at the last Trustee meeting, Ramsdell has a table with free books set up on the sidewalk in front of Ramsdell. He also noted that the free kids' books give away has been well received.

D. Directors Update: ADeG (see attached report): On a follow-up for after hours book pick-up at Ramsdell, ADeG made a request for funds for a small book locker.

Request for funding for a book locker for Ramsdell: MOTION TO APPROVE UP TO \$80 FROM RAMSDELL DONATIONS FOR THE PURCHASE OF A WEATHERPROOF METAL LOCKER FOR BOOK PICK-UP. 2nd.

DISCUSSION ensued with various comments, the small size of the locker (if successful, will look into a larger one), how will it be secured (bolted into a step), cleaning aspect of Covid 19 (DPW and library Staff), when will limited browsing begin (Town Manager makes the decision). With colder weather coming, should look at alternate site for book pick-up.

ROLL CALL VOTE: PH: YES, KP: YES, LC: YES, JS: YES, MH: YES, CT: YES, VOTE: 6-0

ADeG reported that the NY Times will be available online. Directions to obtain will be on the library website. Discussion about obtaining the Washington Post, the Boston Globe, Berkshire Eagle.

E. Library Covid life/Discussion & Vote of Library Policies (if time permits):

ADeG reported that the in-building pick-up hours have been expanded at Mason and Ramsdell.

That some studies have shown that the Covid virus can be "alive" on some materials up to 6 days so the Staff continues to be cautious re the quarantining of books, etc.

Fines continue to be waived due to the quarantining of books.

The Sunday NY Times subscription has been renewed in order to obtain the crossword puzzle which will be printed off and copies left on the book pick-up tables at both libraries.

That there is no plexiglass at Ramsdell yet.

ADeG is meeting with the website designers this week (Sept.14) and hopes to get the new site up and running soon.

That the Zoom Book Making course is fully booked.

The following Policies were discussed and changes approved.

MOTION TO APPROVE THE BEER & WINE POLICY. 2nd. DISCUSSION.

ROLL CALL VOTE: PH: YES, KP: YES, LC: YES, JS: YES, MH: YES, CT: YES, VOTE: 6-0

MOTION TO APPROVE THE STUDY/QUIET ROOM POLICY. 2nd.
DISCUSSION. ROLL CALL VOTE: PH: YES, KP: YES, LC: YES, JS:
YES, MH: YES, CT: YES, VOTE: 6-0

MOTION TO APPROVE THE GREAT BARRINGTON LIBRARIES
PERFORMER CONTRACT. 2nd. DISCUSSION. ROLL CALL VOTE: PH:
YES, KP: YES, LC: YES, JS: YES, MH: YES, CT: YES, VOTE:
6-0

The Teen Room Policy was discussed but not voted upon.

II. Business:

Treasurer's Report: KP (see attached report). All is good.

Building and Grounds: CT reported that he had a great meeting with ADeG and Sean VanDeusen. A short discussion about the history behind the request for keyless entry to the libraries.

CT asked about what the highest priority is for the Trustees re Buildings and Grounds. The reply centered around handicap accessibility at Ramsdell. That this cannot go forward until the 2nd phase of the archeological study occurs. That the DPW Supervisor must sign off on this before it can move forward. DPW reported that the repainting of Ramsdell's outside window sills has not been done due to Covid and understaffing.

ADeG reported that the 2 unit HVAC system at Mason is not working. One unit was replaced last summer however is no longer working. DPW does not know why. That neither library has air circulation. A discussion ensued. It was stated by KP "to go right to the Town Manager".

CT will draft a letter stating that the Trustees are concerned about this situation re the nonworking HVACs at Mason.

PH noted that the air circulation problem is a huge concern of libraries across the state.

Further discussion about limited browsing, pop-up browsing, cold weather coming up soon re book pick-up, ventilation (that the Selectboard should be notified of this), that Ramsdell's doors have not yet been resealed due to understaffing plus the fact that the building is on the Historic Register, that the doors need to be resealed following their guidelines (PH will send Sean a clause that shows he can bypass that requirement).

PH hopes that the 2nd stage of the archeological study can be done before the ground freezes.

III. Citizens Speak: NONE

IV. Board Speak: JS asked when will the library's newsletter be emailed out again. ADeG replied that a weekly newsletter is in the process of being set up. JS also asked about the signage board. ADeG replied that it's being used at the Mason side door entrance. That the base for the Ramsdell sign is missing. She will be asking the DPW.

The issue re the nonworking HVAC system at Mason was again discussed. That A firm timeline for its fixing needs to be in place. Whether it should be brought up at a Selectmen's meeting. ADeG was questioned as to when she had spoken to the Sean about this (on the 8th).

V. Adjournment: MOTION TO ADJOURN AT 6:43 pm. 2nd. NO DISCUSSION.
ROLL CALL VOTE: PH: YES, KP: YES, LC: YES, JS: YES,
MH: YES, CT: YES, VOTE: 6-0

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

August Library Life September 10, 2020

Libby/OverDrive: 1,152

Mason Circulation (everything): 4,160

Ramsdell Circulation (everything): 397

- **Request:** I would like to invest in a weatherproof metal locker/package pick up that we can use at Ramsdell to provide item pick-ups for those people who cannot come to the library during our current (very limited) hours at Ramsdell. Patrons would be given the code for the lock and could pick up at their leisure. This is something Rob Cullen mentioned in the first Ramsdell report and I think the time has come to implement it. I found a package locker for this purpose. We can fit a couple of orders in the box (bagged with names). I would like to take up to \$80 out of Ramsdell Donations so we can move ahead with this. The locker would be either next to the book drop or on the concrete where the outdoor sign sits.



- NYT Digital is in process. I have filled out all the paperwork and am just waiting for our web access codes so I can add it to our website. This should hopefully happen this week or next. They are running behind schedule.
- Free WiFi signs arrived on September 3. They are at both Mason and Ramsdell. Picture below from Mason.



- Mason Library started offering in-library pick up on August 26 (a soft opening) and we publicized it the following week and continue to do so. Mason is open for holds pick up Tuesday-Friday from 1-4. Ramsdell is doing curbside on Wednesday from 1-4. Bathrooms, computers, the Children's Room and browsing are not available. Items must be returned in the book drops as we are still quarantining all material for 72 hours. Inter-Library Loan is back up and running which expands what is available to patrons. Starting next week, we will also be offering paper photocopies of the NYT Sunday crossword puzzle at both libraries (a much-requested item).

We continue to offer curbside at Mason and still see this utilized a lot. On average we are seeing 50 people a day over the 4 hours with an additional 20 each day for curbside. Ramsdell's curbside ranges between 20 and 30 each week.





- Staffing continues to be a challenge. Although I keep asking, I have not been granted approval to bring any furloughed staff back. Even two part timers would allow us to open Ramsdell for one in-person pick up day and allow me to give current staff time off without having to decrease services to do so. In addition to the four furloughed staff, I have one full time vacancy and one part time vacancy.
- I have received the six Chrome books I was able to order and will be working on getting those ready to go out to the public. They will go out for a week at a time. I'm cobbling together a policy and procedure for this as well. We may also be able to supplement additional laptops with the ones we have at Ramsdell for public use.
- I am still at work on the new website and getting the pages populated. The design work by Abby is finished and Glenn has done most of the programming, including a new customized calendar. I have made a lot of progress the last week and I am hoping that as things calm down in September that I can get enough done to launch it.
- We have two virtual programs coming up this month – one is a SBA webinar and the other is a three part book making workshop with Suzi Banks Baum. Laurie and CHP have taken advantage of the good weather and are running story times for kids in the back garden. This is weather dependent and will transition to online when winter comes.

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Appropriated Account	Museum		F. Mendenhall		Total		Balance	Total Spent
	Date	Start	End	Start	End	Total	Balance	Total Spent
D-45	2/31/26	\$1,846	\$204.00			\$2,890	\$2,890	
Equipment	8/31/27C	\$2,900	\$200.00			\$3,100	\$3,100	
Equipment	8/1/2021	\$7,700	\$1,666.67			\$9,366.67	\$9,366.67	
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[illegible]

** Joint Print: Viewpoint, WebPages
*** Joint Nonprint: CatExpress/WebDevery (e-mailing), Mithras, RB Video and remote computer help program coming later in FY21

[illegible]

Commitment Description	Fiscal Year	Funding Source
Capital Donations	01/31/2020	Mission only. For capital projects.
Capital Donations	01/31/2020	\$1,116,000 Ramsdell only. \$100K - arriving for us. RUS. Ict. for capital projects

Year A/d Account	Date	Start	Current	Balance
Maxson Admit	9/31/2020	\$1,000.00	\$250.00	\$250.00
*Maxson Children's	8/31/2020	\$2,300.00	\$1,370.00	\$1,370.00
Ramsdell	8/31/2020	\$1,200.00	\$1,200.00	\$1,200.00
Other		\$500.00	\$16.00	\$16.00
Total Allocated		\$5,000.00	\$2,836.00	\$2,836.00
Total in Account		\$5,791.43		
Total Available after allocation				\$2,955.43