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Meeting ID: 893 6388 5296 Passcode: 387562

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 October 8, 2020

5:30 pm Meeting via Zoom only

MINUTES

I. Call to Order: AT 5:30 pm

A. Roll Call: VIA ZOOM: Patrick Hollenbeck, Kathy Plungis, Lauren Clark, Jane Stanhope, Margaret Heilbrun, Chris Tucci Amanda DeGiorgis, Director

Audience: None

B. Approval of September Minutes: MOTION MADE TO APPROVE THE SEPTEMBER MINUTES. 2nd. NO DISCUSSION.

ROLL CALL: PH-YES KP-YES LC-YES JS-YES MH- YES CT-YES

VOTE: 6 – 0 PASSED.

C. Friends Report: PH gave the report received from Ed Abrahams. The Free Book Give away at Mason continues to be well received by passer-bys.

CT provides the free books at Ramsdell and they are well received by the village, he has replaced with another car trunk load. Youth books, DVD's go quickly. LC asked about people touching the books. KP replied that Mason's free books has a bottle of sanitizer outside for people to use. There is also a sign up stating to "look with your eyes" as much as possible and with the sunlight and breezes that can help.

D. Directors Update/ Library Covid life/Discussion & Vote of Library Policies (if time permits): ADeG, Director: (see attached report). The NY Times digital version of the newspaper has launched and it seems to be popular. The Boston Globe's digital version is now available.

MOTION TO APPROVE UP TO \$1,400 FROM STATE AID FOR A DIGITAL SUBSCRIPTION TO THE WASHINGTON POST NEWSPAPER. 2nd. NO DISCUSSION.
ROLL CALL: PH-YES KP-YES LC-YES JS-YES MH-YES CT-YES
VOTE: 6 – 0 PASSED.

The WSJ and Barron's is not available. ADeG is still in contact with the Eagle to get digital access.

Policies: There will be a statement pertaining to general health and safety added to all Policies. The Chrome Book Policy is based on the Pittsfield Atheneum's policy. That was not voted on. ADeG will be purchasing a managerial service that will erase users' browser info from the returned Chrome Books.

The new website is essentially completed. The Staff has been reviewing it for any suggested changes. The Director wants the Trustees to do the same and offer any suggestions.

A CPC request has been made for \$9,800 for the 2nd stage archeological study at Ramsdell. Two donations have been made by patrons to Mason in appreciation of the Staff and their service during the Covid shutdown. ADeG has sent out thank you notes to those patrons.

ADeG reported that she has been allowed to bring a part time Staff back to Ramsdell and that the plexiglass was installed at Ramsdell on Oct. 7th. She is waiting for rope to rope off areas that will still be inaccessible.

ADeG had an email from the Town Manager regarding the libraries' reopening. She is to have a meeting with him tomorrow (Oct. 9th). A discussion ensued. Our library was compared to Pittsfield which has been open. She noted that Pittsfield has more Staff-we have less, that Pittsfield has a full time janitor-we do not and that DPW is unable to clean on a daily basis. That we don't have an update of Mason's difficulties with the HVAC, that the heat comes on but is questionable regarding the circulation of air. That Ramsdell has no HVAC. That she needs the Staff back for cleaning protocols. KP asked is the Staff is willing to clean. ADeG replied that they are willing to clean books, touch pints, book drops, but not to clean the bathrooms, vacuum, nor deep clean. ADeG will get more details tomorrow. PH supports the Director re Covid procedures. It was noted that the Children's Room is small and only a limited number of children would be able to fit down there due to the Covid 6' apart policy.

PH asked who dictates the building occupancy-ADeG replied that it's the Building Inspector who has already been in the library and determined the spacing and numbers.

PH noted that the Town Manager has not yet attended a Trustee meeting. It was also noted that the Trustees weren't notified that Rob Cullin was to be presenting a report about the Ramsdell Library at the Oct. 5th Selectboard's meeting. It was at the last minute that the Trustees were aware that the Library Director was to speak before the Selectboard with a Covid update.

PH noted that the ventilation system is the number one priority, what are the air quality numbers? That the Town Manager needs to come in a talk with us.

It was also noted that a new boiler is to be put in Ramsdell. PH noted that Massachusetts wants all municipal buildings by 2030 to be fossil free. He questions putting in a new boiler without that consideration.

PH noted that ADeG is doing a great job. Her presentation at the Selectboard's meeting was good. That the Berkshire Edge had an article about the libraries. That David Scribner is willing to put in library updates, etc. into the Edge. PH noted that KP, MH and himself had Zoomed into the Selectboard meeting. He stated that Rob Cullin presented a great report, a couple

Selectboard members had asked questions.

APPROVE THE FINAL VERSION OF THE TEEN ROOM POLICY. 2nd. NO DISCUSSION.
ROLL CALL: PH-YES KP-YES LC-YES JS-YES MH-YES CT-YES
VOTE: 6 – 0 PASSED.

II. Business:

Treasurer's Report: KP: (see attached report) All in order.

Building and Grounds: The Board gave its approval to a letter to be sent to the Town Manager and DPW Supervisor regarding our concerns about the town libraries' buildings, especially the HVAC system.

The Trustees continue to be concerned re the HVAC issues at Mason Library.

PH stated that the Trustees need to be advocates for the 2nd phase of the archeological study at Ramsdell and explain to the public why it's needed. Even if nothing significant is found under the ground, the State needs to "sign off" (historical building) in order for the placement of a temporary ramp. KP noted that during the CPC meeting, she replied to a question regarding the 2nd stage application. That she said it was needed for even a temporary ramp to be installed.

PH had the Trustees refer to page 37 and then page 13 of Rob Cullin's Ramsdell Report (see attached pages). He would like the Trustees to begin talking to the public about the libraries.

III. Citizens Speak: NONE

IV. Board Speak: JS noted that the Mass Library Trustees' Annual Meeting will be via Zoom on Saturday, November 14, 10:30-noon.

PH noted that Trustees across the State are reporting that they seem to be locked out of discussions relating to library issues during Covid. He again stated the need for info regarding the HVAC ventilation at Mason.

V. Adjournment: MOTION TO ADJOURN AT 6:30 pm. 2nd. NO DISCUSSION.

ROLL CALL: PH-YES KP-YES LC-YES JS-YES MH-YES CT-YES

VOTE: 6 – 0 PASSED.

Kathleen Plungis, Secretary

NEXT MEETING: NOV. 12, 2020

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.

September Library Life

October 8 2020

Libby/OverDrive: 1,233

Mason Circulation (everything): 3,920

Ramsdell Circulation (everything): 396

Mason had 854 patrons (average 30 curbside a week)

Ramsdell had an average of 25 curbside pick-ups a week

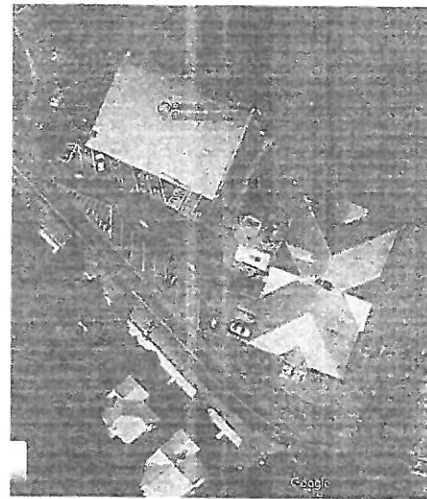
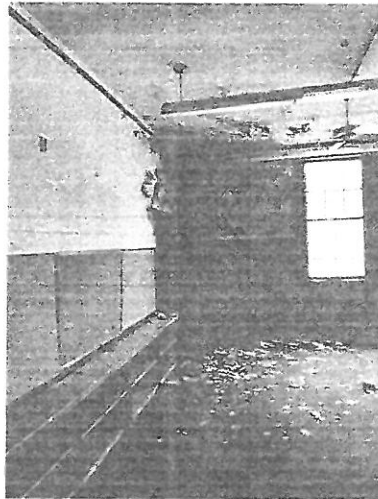
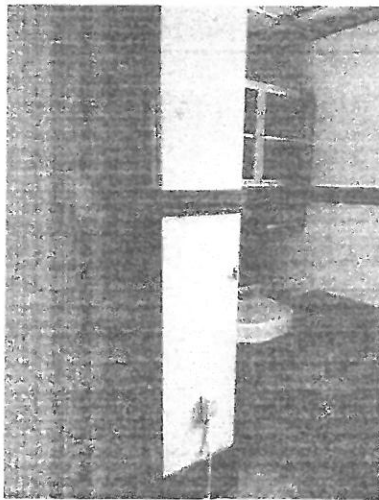
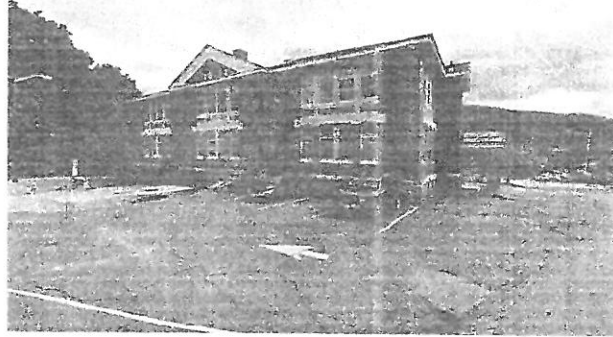
- NYT Digital has launched! The feedback so far has been positive. I contacted the Washington Post and we could do a similar program with them for \$1,300 a year. I am negotiating with the Berkshire Eagle to get our individual log in and I am hopeful we can find a way to make this work for our patrons. Both the Wall Street Journal and Barron's use the same platform, which requires in library use only.
- Laurie is the process of adding another digital resource for kids: Scholastic BookFlix and Scholastic Teachables. Both of these provide books and learning materials for kids in kindergarten to fifth grade. Both of these will be accessible from the old website and the new website.
- I was able to bring back one part time staff member at the end of September. Dorothy will be working 12 hours a week and this is going to enable us to open Ramsdell to in-library pick up on Wednesdays. DPW is working on the Plexi-glass and other supplies. An update on this will come when it is complete.
- A revised draft of the Teen Room policy is included below. I also came up with a blanket health and safety statement for all of our policies: "*The health and safety of our patrons and staff is of utmost importance. Patrons must adhere to any state or local guidelines in regard to health and safety.*"
- I have included below a draft policy for the Chromebooks. I welcome feedback and will need a vote on the completed policy when we are happy with it. I am going to have to invest some software to manage these and, in short, it is going to take more time than I thought to get them up and running. Donna is helping me out and we hope to launch these as soon as we can.
- The website is essentially done! You can see it here: <https://gblibraries.geigerclientportal.com/>. The next steps are proofing it, testing it and then we can launch. I have the staff poking at it right now (on computers and phones) and welcome you all to do the same. Please try it on your phone, tablet, computer and on whatever different platforms you have. Any feedback, please let me know by October 19. I am really hopeful to have this launched and live by the end of October at the latest.

- Next steps for Mason and Ramsdell with COVID-19:
 - No update on the HVAC/air quality in either library yet. The heat is working at Mason and I know the boiler at Ramsdell is being replaced.
 - Cleaning is still a big issue. DPW is supposed to be back at fully staffed levels in the next week or so.
 - According to my re-opening plan, the next step is to bring Ramsdell up to speed with Mason. Right now that will look like opening on Wednesday afternoons for in-library pick up. The package locker arrived on Monday and Talya and I hope to have it up and running by next week. (We have to build it first.)
 - Our next step after that, will be to allow limited browsing at both libraries. We will not be adding additional hours right now but this would allow patrons to browse the stacks. At Mason, this would be the new book area, the audiobooks and the large print to start. At Ramsdell we would compile collections that would be available in the rotunda area. I think both Children's Rooms would remain closed with staff pulling requested items for patrons. I am still working on how this would work and how to discourage people from handling things unnecessarily. I will keep you all posted on when and how this will happen.
- CPA Update: I submitted an application for the FY22 CPA Grant. I am requesting \$9,800 in order to do the archeological survey. The Step 1 meeting is/was Tuesday night (October 7).
- Donations: We received several large donations in September from some very grateful patrons. All of these donations were made in honor of the staff and for the help they have been providing. I have sent thank you notes to all of the donors but I want to acknowledge that the staff earned these donations and I am beyond proud of the work they have been doing.

ALTERNATIVE SITE OPTIONS

Former Housatonic School Building

A former public-school building in the village of Housatonic has been sitting empty for some time now. It was evaluated as an alternative to renovations to the Ramsdell Library building. The overall footprint of the building is significantly larger than the current Library, but the condition of the structure is very poor. Several areas of the building are roped off due to flooring being unstable and ready to collapse.



The former school building also shares the same problem that Ramsdell has with having no floor on grade, so a similar investment in a grade level addition with elevator and likely also ADA compliant bathrooms would have to be made to this building. The HVAC systems here look to be in very poor shape and given its larger size, bringing those systems up to an opening standard would be higher cost than any upgrades required at Ramsdell. Given this, the total costs of utilizing this building as library in lieu of the Ramsdell Library would be significantly higher given the equal investment in adding ADA access and the additional structural remediation that would be required at a minimum. In addition to all of this, the floor plan of the building would be less than an ideal as a library from a layout and space allocation standpoint. All of this adds up to this former school building being a very poor fit as an alternative to the just renovating the Ramsdell Library.

Shovel Ready Empty Lots

There are no available shovel ready empty lots in the immediate Housatonic village area. If one became available construction and site development costs of an equivalently sized building would be in the \$2,500,000 to \$4,000,000 range plus site acquisition costs. This is far higher than even the highest cost expectations of a renovation to the Ramsdell Library.

Other Existing Structures

ARCHEOLOGICAL SURVEY

The Public Archaeology Laboratory, Inc., 26 Main Street, Pawtucket, RI 02860 (PAL) was contracted to do an initial archaeological assessment of the Ramsdell Library site. This assessment determines if the site is likely to be in an archeologically sensitive area that requires further examination and archaeological study. PAL's initial due diligence study has identified the Library to likely be in a sensitive area and a deeper archaeological site study and core sampling would be required to ascertain if site and construction work as part of a renovation would be permissible or if mitigation efforts would be required before construction could commence. This due diligence report is captured in Appendix D. PAL provided a cost proposal for doing this next step in the archaeological survey, with costs coming in around \$10,000. This study if performed is required to be done when the ground around the Library is NOT frozen.

10-6-80 asked CP & for \$9,800 -
town

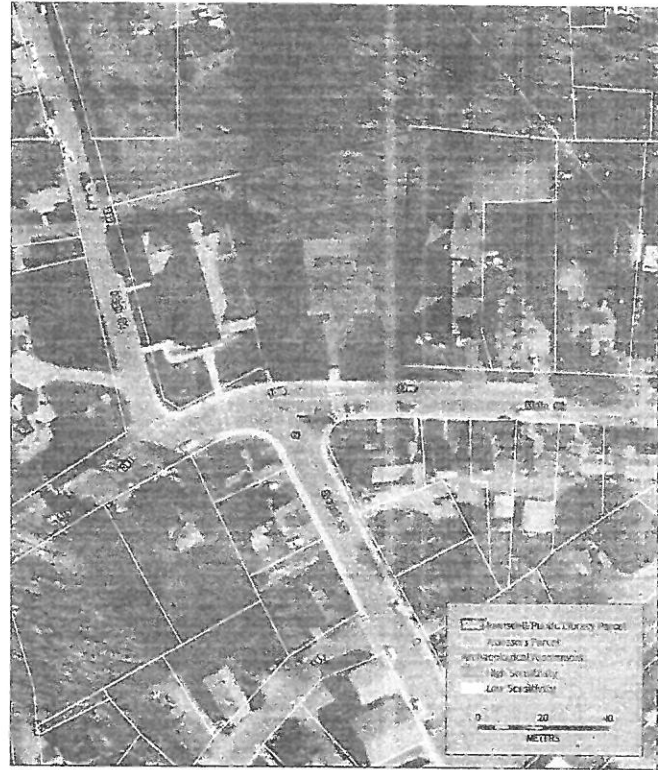
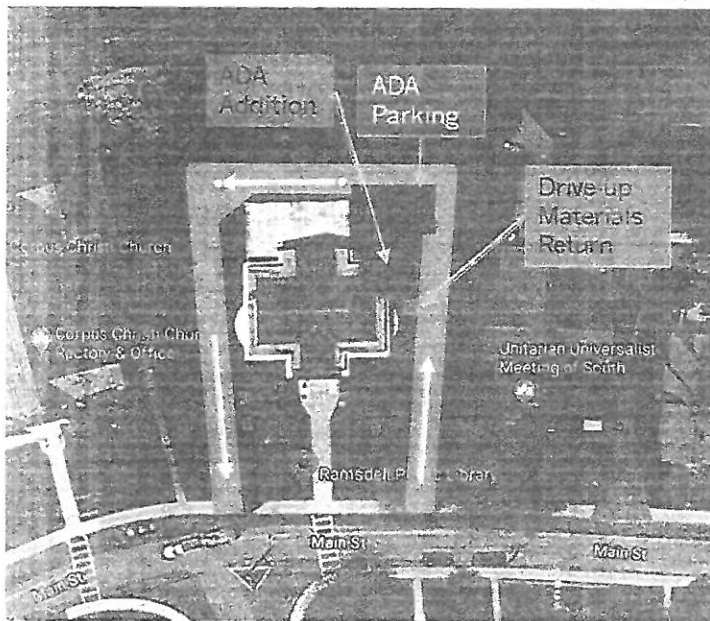


Figure 3. Aerial overview of the Ramsdell Public Library Project showing archaeological sensitivity.

PARKING AND SITE STUDY

Foresight Land Services, 1496 West Housatonic Street, Pittsfield, MA 01201 did a high-level assessment of the Ramsdell site for the implementation of parking and a driveway. Marc Volk, VP and Project Manager, did an in-person assessment of the site and looked at site documentation. Their preliminary estimation is that a driveway up the east side of the building would be possible, with parking positioned right behind the current building and



where an addition for grade level access and elevators would likely be positioned. The hill currently behind the Library would need to be "cut into" but he foresaw no issues with being able to accomplish that. Marc also suggested that to simplify the drives and access to the parking that the drive could be continued in a one-way direction back along the west side of the Library to the street. This would also make the addition of a drive-up materials drop box simpler given one-way traffic flow. This driveway on the west side of the building might also allow an option for a few "parallel" parking spaces to be added along the building. These would most likely be non-ADA access spots.

FINAL GUIDANCE AND RECOMMENDATIONS

The outcome of the study completed in 2018 was to keep the Ramsdell Library open, renovate it to make it fully ADA accessible, and work with the community to make it the vibrant hub the residents want it to be. That recommendation still seems warranted and the additional investigations completed during the development of this building program further the soundness of those recommendations.

Teen Room Policy

- The health and safety of our patrons and staff is of utmost importance. Patrons must adhere to any state or local guidelines in regard to health and safety.
- The Teen Room is primarily for young adults between the ages of 12 and 18. Their caregivers and unaccompanied adults may select materials for loan, but not linger in room.
- Teens may use the room unattended. The use of foul, offensive, or threatening language or gestures is prohibited. Drugs, smoking, illicit or sexual behavior are not allowed. Noise level will be monitored, and the playing of loud videos or music is discouraged.
- Should it be determined that a young adult is engaging in disruptive or dangerous behavior, the following steps will be taken:
 - A staff member will advise the young adult to stop the behavior — once. If disruptive behavior continues, the young adult will be asked to leave the library. The young adult may not return for the duration of that day.
 - Should the young adult require a parent/guardian for transportation, the staff member will allow the young adult to call for transportation.
 - In the event of an emergency, the Great Barrington Police Department may be called to assist with disruptive young adults who do not adhere to disciplinary actions.
- We ask that patrons leave the Teen Room the way they found it: discard garbage and straighten chairs. Food and drink are not allowed in the Teen Room. Snacks and drinks may be consumed on the designated bench in the hall or outdoors.
- Materials or backpacks left behind may be claimed at the Main Circulation Desk upstairs.
- Group leaders and parents/guardians meeting in the library are responsible for the actions of all young adults who participate in their activity.

Great Barrington Libraries Computer Lending Program

Computer Lending Policy

The Great Barrington Libraries strive to provide our communities with access to books, audiobooks, entertainment and technology. The GB Libraries are pleased to offer a Computer Lending Program (CLP), a collection of six Chromebooks that may be borrowed Mason and Ramsdell.

Equipment Description

Available items include six Samsung Chromebooks. The CLP collection will be periodically refreshed with new purchases. Older items may be removed from service. Devices are made available for one week at a time and may be taken home.

Borrowing Requirements

Patrons may borrow a CLP device by presenting their C/W MARS library cards. Only library cardholders whose accounts are current and in good standing may check out a device. Patrons access the CLP service at either Mason's or Ramsdell's Circulation Desk.

Borrowing Process

CLP devices are eligible for reserve but are not available for renewals. Devices are lent for one week.

Library staff will ensure that all parts and accessories are lent with and returned with the device.

The countdown for the borrower starts the moment the staff member checks out the equipment. The staff member will mark the "Due Back" time on the lending slip that accompanies each device.

Staff will remind borrowers at the time of each check out that the device must not be left unattended.

The borrower is liable for the device while it is checked out to them. Devices must be returned to the same desk/library from which they were borrowed.

Device Content

The Chromebooks will come preloaded with _____

To provide an authentic experience of the mobile environment, the library encourages patrons to install free apps on library devices through the associated app store. The library creates and maintains institutional cloud-based accounts for this purpose. Library staff will also accept recommendations for paid apps in the department from which the device was

Appropriated Account	Date	Mason		Remedell		Total	Balance	Total Spent
		Start	End	Start	End			
Dues	9/30/2020		\$1,040		\$81.00	\$1,040	\$81.00	\$959.00
Equipment Repairs	9/30/2020		\$2,800	\$360.00	\$300.00	\$2,440	\$2,475.00	\$725.00
Office Supplies	9/30/2020		\$7,700	\$5,819.99	\$2,646.00	\$5,053.97	\$6,273.00	\$2,072.00

Appropriated Account	Mason						Ramseill * Content, Nonprofit & Program Supplies is Adults and Kids												Total	Balance	Spent						
	Date		Adult		LP		Adult eContent		YA		Child		Child eContent		Adult		LP					Kids		eContent		Joint Services **	
			Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End				Start	End	Start	End	Start	End
Print/Subscriptions	9/30/2020	\$27,000.00	\$23,348.90	\$6,500.00	\$5,175.61	\$3,600.00	\$3,402.02	\$3,600.00	\$3,118.73	\$17,000.00	\$14,173.17	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$10,000.00	\$8,439.38	\$800.00	\$697.27	\$3,000.00	\$1,363.92	\$2,400.00	\$2,400.00	\$2,400.00	\$79,181.00	\$64,699.93	\$14,481.07
Nonprofit	9/30/2020	\$13,000.00	\$10,947.26	\$6,500.00	\$5,175.61	\$3,600.00	\$3,402.02	\$6,500.00	\$6,409.17	\$1,200.00	\$1,200.00	\$5,000.00	\$4,052.50	\$5,000.00	\$4,052.50	\$5,000.00	\$4,052.50	\$5,000.00	\$4,052.50	\$2,400.00	\$2,400.00	\$305.79	\$305.79	\$305.79	\$35,896.00	\$31,049.23	\$4,846.77
Program Supplies	9/30/2020	\$899.20	\$892.00						\$1,650	\$1,424.87						\$625	\$497.52								\$3,167.00	\$2,774.39	\$392.61

♦♦ Joint Print: Wowbrary, Magazines

****Joint Nonprint: CatExpress/WebDewey (cataloging), Niche, RB Video and remote computer help program coming later in FY21**

Non-Appropriated Trusts			
Account	Date	Balance	Stipulations
Mason Trust	9/30/2020	\$288.89	Spend interest only. Mason only.
Ramsdell Trust	9/30/2020	\$2,760.55	Spend interest only. Ramsdell only.
Cheanow	9/30/2020	\$766.30	Spend interest only. Lacey related
Whitell	9/30/2020	\$284.06	Unrestricted by library or purpose
Hollenbeck	9/30/2020	\$186.73	Spend interest only. New books for Mason.
Dewey	9/30/2020	\$247.67	Spend interest only. Nonfiction books for Mason.
McKinley	9/30/2020	\$5,561.88	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	9/30/2020	\$1,672.69	Spend interest only. Traditionally for children's but no library specified

Capital Accounts	Date	Balance
M Capital Donations	9/30/2020	\$1,597.60
R Capital Donations	9/30/2020	\$5,118.00

State Aid Account	Date	Start	Balance Current
Mason Adult	9/30/2020	\$1,000.00	\$250.00
Mason Children's	9/30/2020	\$2,300.00	\$1,370.00
Ramstell	9/30/2020	\$1,200.00	\$1,200.00
Other	9/30/2020	\$500.00	\$16.00
Total Allocated		\$5,000.00	\$2,836.00
Total In Account		\$24,035.27	
Total Available (after allocation)			\$21,199.27