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Patrick Hollenbeck is inviting you to a scheduled Zoom meeting.

Topic: Great Barrington Libraries Trustee Meeting

Time: Nov 12, 2020 05:30 PM Eastern Time (US and Canada)

One tap mobile+19292056099,,82020369998#,,,,,0#,,002180# US (New York)Dial by your location +1 929 205 6099 US (New York) Meeting ID: 820 2036 9998Passcode: 002180

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 November 12, 2020
5:30 pm Meeting via Zoom only

I. Call to Order at 5:30 pm.

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

B. Approval of October Minutes: LC: Motion Made to approve the October Minutes. JS: 2nd. No discussion. Roll Call Vote: PH-Yes KP-Yes LC-YES JS-YES CT-YES
VOTE: 5 – 0 PASSED.

C. Friends Report: E. Abrahams reported that the Book Give Away has moved indoors at Mason. Overall, the income generated from the donations from the Give Away will probably be the same as previous years.

D. Directors Update/ Library Covid life/Discussion including FY 2022 Budget and vote on Computer Lending Policy: ADeG (see attached report): PH asked if ADeG has looked into the cost of tutor.com . She stated that it would run about \$1,700-3,000 with limited hours access, probably 7 hours per week. PH noted that that was a bit expensive but asked the Board whether we need to solicit donations for this service. A short discussion ensued. It was noted that with so few tutoring hours available that the cost was more than the service.

ADeG stated that the Washington Post digital newspaper has launched. That she will obtain a digital subscription to the Wall Street Journal at a cost of \$1,200 and that it will come from her non-print budget.

PH asked how to publicize these digital newspapers, other than the library website. A short discussion ensued. ADeG will phone Ed A. to discuss. If the information is given to Eileen, she will put an article in the Newsletter and if the Berkshire Edge is contacted, they'll put in an article.

A discussion ensued as to the deplorable condition (KP's words) on the Commonwealth flag outside Mason Library. Ed will follow-up on a replacement.

ADeG stated that the air quality at Mason has not yet been completed. There was also a toilet plumbing issue at Mason.

The Director stated that on the first day of browsing at Mason (Tues. the 10th), about 50 people came into the library. About ¼ of those browsed and the rest were picking up previously ordered books.

PH noted that the Director gave a really good presentation via Zoom to the CPC Board. That she responded to many questions. The CPC decision will come in about 2-3 weeks. PH noted that Great Barrington can't pay for the Ramsdell renovations, we'll need to rely on State, private and grants. That the next round of State library money will occur in about a year.

FY 2022 Budget: ADeG is putting in a 9% increase. When KP pointed out that she has spent about 20% of her budget over the course of 4 months, ADeG explained that the increase, approximately \$2,300, takes into account the digital newspapers that have been added to the library's offerings. KP was good with that.

ADeG noted that she would like to increase the amount of emails that go out on Mail Chimp. Currently 1,500 emails is the limit and she'd like to increase that which will cost more money. PH asked how much is spent on print newspapers-pre Covid. She replied about \$6,000 a year. With a few of those newspapers now on digital (with the Eagle being kept as print), that will reduce the expense. She is also going to reduce the number of magazine subscriptions as they are available digitally.

KP noted that the Equipment budget went up. ADeG replied that the \$1,100 increase will cover the maintenance of the new website.

CT asked as to who will cover the expense if a Chrome Book needs repair. ADeG replied that it comes under the Town's Technical Budget.

PH noted the difficulty in planning for the next budget, that we just don't know the "print" situation.

ADeG noted that the Town DPW has taken over the purchases of the disinfectant, sanitary supplies. She stated that there is a pretty good stockpile.

PH asked when the air quality at Ramsdell will be tested. ADeG has brought it up but nothing has been scheduled for Ramsdell. That the Town is waiting for the HVAC person to come to Mason. PH wants the results to be made public. ADeG agreed.

PH stated that he has been approached by members of the public as to whether the library would host a virtual debate regarding the GB Declaration. Should we pursue? A short discussion ensued and CT stated that we wouldn't want to add any more fuel to the fire. The Board seemed to agree.

ADeG stated that the Children's Librarian has launched popular virtual programs. She stated

that there will be an adult History Zoom program on Oct. 30th. Upcoming programs in Feb. or March will be on maple syrup. She is looking into crafts and gardening programs. She noted that the Town is putting the offering notifications up on the town website. LC stated to notify the Edge and they will post on their site.

ADeG: Computer Lending Policy: KP: Motion Made to Approve the Computer Lending Policy. CT: 2nd. A discussion ensued. A question was raised about the lending to a non-resident. ADeG stated that they needed to have a library card and that they need to physically pick-up and physically return the Chrome Book. It was decided to add an age requirement of 14 years. It was revised to state that it would be 1 per family at a time.

The Motion Made now read: Motion Made to Approve the Computer Lending Policy with Amendments.

Roll Call Vote: PH-Yes KP-Yes LC-YES JS-YES CT-YES VOTE: 5 – 0
PASSED.

ADeG stated that the new website should launch next week-November 16th, 2020. There was a brief discussion about some of the illustrations, that they seemed a bit childish. OK for the children's page but not for the adult sections. ADeG will review.

II. Business:

Treasurers Report: KP (see attached report): All is good. Mason collected \$281 in Fines and another generous monetary donation was received at Mason.

CT asked about the various Trusts on the financial sheet. That some are quite small and with only the interest being able to be spent. A short discussion ensued, agreeing that with the interest-only stipulation, it may be years before money is built up to purchase anything of note. ADeG will consult with the Town Treasurer as to who to contact re the individual Trusts and if some can be changed or folded into others. PH noted that the word should be put out in order to gather more donations to the various Trusts.

Building and Grounds: CT stated that he had sent the DPW a letter about both the testing of the air qualities in the libraries and the condition of the Commonwealth flag and had heard no response. PH asked that CT ask about the resealing of the Ramsdell doors. CT stated that he will send out another letter and cc it to Ed.

III. Citizens Speak: None

IV. Board Speak: JS noted that the annual Mass Library Trustee meeting is via Zoom on the 12th, from 10am to noontime. Responding to a question, she stated that there will probably be a question and answer session.

PH again noted the importance of publicity about the libraries getting out to the public.

V. Adjournment: PH: Motion to Adjourn at 6:22 pm. LC: 2nd.

Roll call vote: Roll Call: PH-Yes KP-Yes LC-YES JS-YES CT-YES
VOTE: 5 – 0 PASSED.

Next Meeting to be Dec. 10, 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

Kathleen Plungis, Secretary

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.

October Library Life

November 12, 2020

Libby/OverDrive: 1,268

Mason Circulation (everything): 3,681

Ramsdell Circulation (everything): 412

Mason had 798 patrons (average 80 curbside a week)

Ramsdell had an average of 35 curbside pick-ups a week

- Washington Post digital has launched as of November 1. I also heard from the WSJ that they are joining the digital platform. It will be \$1,200 for the year. I have gone ahead and initiated this and am prepared to use some of my digital non-print funds to cover this cost. That brings our digital newspapers up to three.
- I would like to have the Board vote on the Chromebook policy (included below). I have ordered the management software but it has not arrived yet. Once it has and we have set up the Chromebooks I hope to launch this program as soon as possible.
- The website is not done. We ran into some issues with displays on mobile phones and are doing some tweaking to get this back on track. I am planning to launch it the week of November 16.
- Next steps for Mason and Ramsdell with COVID-19:
 - Air quality testing at Mason: this was scheduled to take place on November 4 but did not happen. I was told to re-open anyway and await the re-scheduled test. I will change operations if the test comes back that air quality is poor in anyway.
 - Limited browsing at Mason started November 12. We are waiting on the plexi-glass for the Kids Room and the Computers. We will launch these as a second phase. Ramsdell is remaining curbside for now but we will be adding an additional day of pick up later in November.
- CPA Update: Step 2 was due November 6. The meeting for review of Step 2 is scheduled for November 10. I will provide an update at the Board meeting.
- Budget FY2022. We need to start discussing this and I propose we vote on it at the December or even January meeting. I have included a copy of last year's budget for reference. I predict things are going to be tight and the only places I would like to possibly increase are the non-print/print to take into account the new digital services we have added (Washington Post is \$1300, NYT is \$2,600,

Wall Street Journal is \$1,200) and office supplies to include subscriptions for Canva (marketing), Later (social media) and MailChimp (increased controls/scheduling). These three services are roughly \$675.

- Virtual Programming Update: Laurie has had great success with kids' virtual programming. She has a native Spanish speaker running a Virtual Spanish class twice a week and Laurie runs the World Traveler club virtually as well. For adults we had another history lecture in October and we will have a series of three coming up in November, December and February. More on those once the details are firmed up. We are also looking at some crafting and gardening classes.
- Daily work continues on finding and providing books to our patrons, helping with questions and keeping spirits up. I have been weeding the Children's picture books at Ramsdell and we have been re-organizing the cookbook section at Mason.

Line Item	FY2020	FY2021	FY2022	What this is
Equipment Repairs	\$2,050	\$3,200		Copiers, website, microfilm
Office Supplies	\$10,045	\$10,346		Paper, toner, book jackets, barcodes
Non-print	\$34,850	\$35,896		DVDs, audiobooks, eAudio, eVideo
Print	\$76,875	\$79,181		Books, large print, eBooks, digital newspapers, magazines
Programming Supplies	\$3,075	\$3,167		Art/craft supplies, books or packets for virtual events
Training	\$1,600	\$1,648		
Dues/Mbrships	\$1,010	\$1,040		ALA, PLA, MLA

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

borrowed. Library apps will be cultivated for a variety of uses and audiences. When an app is acquired, it is affiliated with a cloud-based account. All library apps are available for download onto library devices from the Cloud. When the library acquires a new app, it will be featured on at least one device and available for download onto compatible devices. Library staff may periodically remove installed apps, including patron sponsored apps, to free space on a device for new content.

Personal Content

Patrons wishing to save data may do so on compatible media that they provide. Patrons are encouraged to save content to personal cloud-based storage accounts. The library does not provide patrons with cloud-based accounts for storage of personal data on library devices.

Overdue and Unreturned Devices

The circulation system will assess fines on an overdue device once the loan period has elapsed. Borrowers who return a device late will be fined \$5.00 per day.

Borrowers will be charged the full replacement cost for any CLP device and its accessory parts (typically device cover, power cord, and/or adapter) not returned. The borrower will be charged for a device returned in a damaged condition, which may include repairable damage requiring cleaning, reapplication of property labels, and reinstallation of software.

Borrowers who routinely return devices with evidence of excessive wear or misuse may have their CLP borrowing privileges suspended.

Borrowers who engage in unauthorized removal and/or failure to return CLP devices will be subject to disciplinary measures that may include indefinite banishment from the library.

The library will report unauthorized removal from the library and/or failure to return CLP device to the Great Barrington Police Department as a property theft, with full borrower identifying and contact information provided.

Staff Responsibilities

When not in use, CLP devices are kept in secure storage. To the extent practical, library staff will keep devices fully charged.

To maximize fair access to any CLPS devices for all library patrons, library staff will limit repeat loans to the same individual and individuals within the same household.

To optimize circulation, patrons will be notified when their reserved device is ready; and it will be held for three library days. If not checked out by the reserving patron, the device will be made available to the next waiting patron.

A one day refresh period will be observed between loans to allow staff an opportunity to perform routine maintenance and evaluate the condition and integrity of the device.

When there is evidence that a device has been used to access inappropriate sites, library staff will review the browser history of a returned CLP device to facilitate library policy enforcement.

Stolen Devices

Staff Response: Library staff will suspect theft of a device when it becomes overdue by more than two weeks.

Incident Report: When a device appears to be stolen, staff will immediately retrieve the registration record of the patron who checked out the device. If the registration record includes a phone number, staff will call and make inquiry. The staff member that handled the transaction, if available, will be interviewed by senior staff on duty for recollection of details or any irregularities. An incident report will be created as soon as possible and shared with library staff generally, via email, capturing transaction details and recovery steps taken. The incident report will be updated as necessary, attaching updates to the initial report in a single email thread.

Most devices are managed with cloud-based or app-based tracking or recovery. Senior staff on duty will promptly activate these functions.

Police Report: The Circulation Supervisor or Assistant Director or designee will file a theft report with the Great Barrington Police Department. This report prompts for device serial number and market value, which should be included, and can be obtained from the Director.

Oct. 31, 2020
at the November meeting

Appropriated Account	Mason			Rammsell		
	Date	Start	End	Total	Balance	Total Spent
Dues	10/31/2020	\$1,040	\$81.00			
Equipment Repairs	10/31/2020	\$2,900	\$2,715.00	\$3,200	\$2,475.00	\$725.00
Office Supplies	10/31/2020	\$7,900	\$5,477.32	\$2,646.00	\$7,913.12	\$2,432.88

Appropriated Account	Mason										Rammedell *eContent, Nonprint & Program Supplies is Adults and Kids														Contingency		Total	Balance	Spent
	Date		Adult		LP		Adult eContent		YA		Child		Child eContent		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							
Print/Subscriptions	10/31/2020	\$27,000.00	\$21,075.28	\$6,500.00	\$4,799.28	\$3,600.00	\$3,084.05	\$3,600	\$3,025.96	\$1,700.00	\$13,013.11	\$1,200.00	\$1,200.00	\$800	\$7,555.48	\$597.73	\$3,000.00	\$1,203.57	\$2,400.00	\$2,400.00	\$2,400.00	\$376.03	\$79,181.00	\$59,348.49	\$19,832.51				
Nonprint	10/31/2020	\$13,000.00	\$9,993.07	\$993.07		\$3,600.00	\$3,123.78	\$960	\$6,509.17	\$1,200.00	\$1,200.00	\$5,000	\$4,037.37						\$2,400.00	\$2,400.00	\$2,400.00	\$305.79	\$35,896.00	\$29,430.18	\$6,465.82				
Program Supplies	10/31/2020	\$892.00							\$6,500	\$6,500	\$1,650	\$1,650	\$1,650	\$1,650	\$457.52								\$3,167.00	\$2,774.38	\$597.62				

Non-Appropriated In-Library	Balance
Account	Mason
Out of State Fees	\$0.00
Copier Fees	\$0.00
Fines	\$56.73
Donations	\$21,991.03
	\$12,144.20

Non-Appropriated Trusts			
Account	Date	Balance	Stipulations
Mason Trust	10/31/2020	\$294.45	Spend interest only, Mason only.
Ramsdell Trust	10/31/2020	\$2,770.19	Spend interest only, Ramsdell only.
Chesnow	10/31/2020	\$773.52	Spend interest only, Literacy related
Wheeler	10/31/2020	\$284.54	Unrestricted by library or purpose
Hollenbeck	10/31/2020	\$188.85	Spend interest only, New books for Mason.
Dewey	10/31/2020	\$284.54	Spend interest only, Nonfiction books for Mason
McNelly	10/31/2020	\$5,619.58	Spend interest only, Traditionally for large print for Mason but otherwise unrestricted
Smith	10/31/2020	\$1,717.05	Spend interest only, Traditionally for children's but no library specified

Capital Accounts	Date	Balance
M Capital Donations	10/31/2020	\$1,597.60
R Capital Donations	10/31/2020	\$5,118.00

State Aid Account	Date	Start	Balance Current
Mason Adult	10/31/2020	\$1,000.00	\$250.00
Mason Children's	10/31/2020	\$2,900.00	\$1,370.00
Ramsdell	10/31/2020	\$1,200.00	\$1,200.00
Other	10/31/2020	\$500.00	\$16.00
Total Allocated		\$5,000.00	\$2,936.00
Total in Account		\$24,035.27	
Total Available after allocation			\$21,199.27

**** Joint Print: Wowbrry, Magazines**

^{a+b}Joint Nonprint: CatExpress/WebDewey (cataloging), Niche, RB Video and remote computer help program coming later in FY21