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Topic: Great Barrington Library Trustees

Time: Dec 10, 2020 05:30 PM Eastern Time (US and Canada)

Meeting ID: 848 2357 9450 Passcode: 673577 One tap

mobile+19292056099,,84823579450#,,,,,0#,,673577# US (New York)

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

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

I. Call to Order: Patrick Hollenbeck called to Order at 5:42 pm.

A. Roll Call VIA ZOOM: Patrick Hollenbeck, Kathy Plungis, Jane Stanhope, Chris Tucci
Margaret Heilbrun Delayed due to Zoom difficulty: Lauren Clarke
Amanda DeGiorgis, Director Audience: One:

B. Approval of November Minutes: KP: Motion Made to approve the November Minutes.

CT: 2nd. No discussion. Roll Call Vote: PH-Yes KP-Yes LC-YES JS-YES CT-YES
MH abstained due to her missing the November meeting. LC not available. VOTE: 4 – 0
PASSED.

C. Friends Report: Ed Abrahams reported that due to the colder weather, the Used Book Sale continues to be located inside of Mason Library. The Friends have given a monetary grant to the Social Justice League located at Mt. Everett High School. The League purchased books that focus on diversity.

D. Directors Update/ Library Covid life/Discussion including FY 2022 Budget: (see attached report)
ADeG reported that the circulation of all materials is up slightly. That two computers are available inside of Mason Library for 30 minute use. That with an increase in Covid numbers in town that she may limit the browsing, hours that the library is open but that the curbside pick-up will continue. A discussion ensued about this.

She reported that the new website is up and running and that aside from a few tweaks, feedback has been positive.

The Mason air quality was tested on Tuesday (8th) but no report has been received. She will supply the report to the Trustees. She has not been given any date for Ramsdell's air to be tested.

FY22 budget: ADeG has increased the Office Supplies budget by \$675.00.

The DPW has been cleaning Mason in the mornings.

More items have been added to the Library of Things at Ramsdell.

When asked about the library funding from the town for the next fiscal year, the Director reported that it is still unknown.

The Director was asked about the Instagram accounts. It seems that there are two, one for the Adult patrons and one for the Children's Room. She was asked if the two can be merged. The Trustee Chairman asked that Ramsdell to be opened at some time. That an article he read stated that regular fans with filters attached to the fans (Merv 13 filters) can clean the air as well as a filtration system.

II. Business:

Treasurers Report: KP (see attached report): Stated that the numbers are fine. That there is still \$16,716.00 available in State Aid and that the FY 21 State Aid will be forthcoming from the State. ADeG reported that will be \$11,000. KP asked that ADeG remind the Town Manager of the decreased Fines being received. That normally \$19-20,000 is received yearly and that currently \$761.00 has been received 6 months into the fiscal year. That it seems there will be a loss of approximately \$18,000 by the end of the fiscal year. ADeG stated that the Town Manager and Town Accountant are aware of the decrease in revenue.

PH stated that is why the Library needs a Foundation set up in order to have funds available for unseen circumstances.

PH asked that ADeG contact the local astronomer so that a program can be set up Dec. 18-21st for the arrival of the Christmas Star.

Building and Grounds: CT reported that the Ramsdell doors will be sealed tomorrow, Dec. 11th, 2020. That he has heard no date for the testing of the air quality at Ramsdell.

III. Citizens Speak: None

V. Board Speak: None

V. Adjournment: CT Motion to Adjourn at 6:15 pm. KP 2nd.

Roll Call vote VIA Zoom: PH-Yes KP-Yes LC-YES JS-YES MH-YES CT-YES

VOTE: 6 – 0 PASSED.

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

November Library Life
December 10, 2020

Libby/OverDrive: 1,233

Mason Circulation (everything): 4,544

Ramsdell Circulation (everything): 379

Mason had 806 patrons (average 32 curbside a week)

Ramsdell had an average of 37 curbside pick-ups a week

- WSJ digital is now live. I am really happy we have gone ahead with these digital subscriptions and I think they are a great asset. With the continuing pandemic I think keeping the digital newspapers is a great move forward. OverDrive has also increased the number of magazines available with their purchase of RecordedBooks. This means in addition to the magazines we bought for our patrons, we have a wider range available through the consortium. I am looking at shifting more of our magazines online and reducing the physical ones at both libraries.
- The website launched December 1! We had one little blip to sort out but otherwise I have heard from several patrons that they love the website and that it is much improved. Glenn, Abby and I will make tweaks as needed but the big project is done. Thank you for making the funds available for doing this and your patience!
- Next steps for Mason and Ramsdell with COVID-19:
 - Air quality testing at Mason is scheduled for December 8. I have heard nothing about doing the same at Ramsdell even though I have asked.
 - Limited browsing at Mason continues but we have not added the Children's Room. There was a delay in the Plexi-Glass and now cases are on the rise again. As per the pandemic plan, we are prepared to step back or tweak things as needed. This would likely be rolling back browsing and going back to in library pickup and curbside at Mason and curbside at Ramsdell.
- Budget FY2022. I have not been given the budget worksheets yet but I have prepared a budget for you to look at (and possibly vote on). I think we are going to be asked for level budgets as much as possible. I worked the numbers and I think the only line we need to increase is the supplies to cover the social media/publicity subscriptions.

Appropriated Account	Date	Mason		Ramseil *eContent						Ramseil *eContent						Ramseil *eContent						Contingency		Total	Balance	Spent	
		Adult	Child	IP		YA		Child eContent		Adult		IP		Kids		eContent		Start	End								
				Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End										
Print/Subscriptions	11/30/2020	\$20,000.00	\$20,093.34	\$6,500.00	\$4,236.74	\$3,600.00	\$2,778.13	\$3,600	\$1,720.46	\$17,000	\$6,516.40	\$1,200.00	\$1,200.00	\$10,000	\$7,133.69	\$800	\$567.23	\$3,000.00	\$1,203.57	\$2,400.00	\$2,400	\$3,066.00	\$376.03	\$1,015.00	\$79,181.00	\$55,240.99	\$27,360.41
Nonprint	11/30/2020	\$13,000.00	\$9,112.58			\$9,600.00	\$2,810.18	\$960	\$960.00	\$6,500	\$6,096.46	\$1,200.00	\$0.00	\$5,000	\$3,945.14			\$2,000.00	\$2,400	\$2,735.00	\$305.79	\$1,000.00	\$35,896.00	\$26,331.15	\$9,558.85		
Program Supplies	11/30/2020	\$892.00	\$892.00							\$1,650	\$1,368.71			\$625	\$457.52								\$3,167.00	\$2,718.23	\$448.77		

Joint Print: Wowbriary, Magazines

Non-Appropriated Trusts			
Account	Date	Balance	Stipulations
Mason Trust	11/30/2020	\$594.43	Spend interest only. Mason only.
Ramsdell Trust	11/30/2020	\$2,770.19	Spend interest only. Ramsdell only.
Cresnow	11/30/2020	\$773.32	Spend interest only. Utarsky related
Wheeler	11/30/2020	\$284.54	Unrestricted by library or purpose
Hollenbeck	11/30/2020	\$188.83	Spend interest only. New books for Mason.
Dawey	11/30/2020	\$284.54	Spend interest only. Nonfiction books for Mason
McKinley	11/30/2020	\$5,615.38	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	11/30/2020	\$1,717.09	Spend interest only. Traditionally for children's but no library specified
Capital Accounts	Date	Balance	
M Capital Donations	11/30/2020	\$1,997.80	Mason only. For capital projects.
R Capital Donations	11/30/2020	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid Account	Date	Start	Balance Current
Mason Adult	11/30/2020	\$1,000.00	\$250.00
Mason Children's	11/30/2020	\$2,300.00	\$1,020.00
Ramsdell	11/30/2020	\$1,200.00	\$1,200.00
Other	11/30/2020	\$500.00	\$16.00
Total Allocated		\$5,000.00	\$2,486.00
Total in Account		\$19,210.27	
Total Available after Allocation			
			\$16,724.27