

GREAT BARRINGTON BOARD OF LIBRARY TRUSTEES

JANUARY 14, 2021 5:30pm via ZOOM

I. CALL TO ORDER: 5:30pm

A. ROLL CALL: PATRICK HOLLENBECK, HERE KATHLEEN PLUNGIS, HERE  
LAUREN CLARK, HERE MARGARET HEILBRUN, HERE CHRIS TUCCI, HERE  
JANE STANHOPE-ARRIVED AT 5:35pm AMANDA DeGIORGIS, DIRECTOR

B. APPROVAL OF DECEMBER MINUTES: KP: MOTION TO APPROVE THE DECEMBER MINUTES. MH: 2<sup>nd</sup>. NO DISCUSSION.

ROLL CALL via ZOOM: PATRICK HOLLENBECK, YES KATHLEEN PLUNGIS, YES  
LAUREN CLARK, YES MARGARET HEILBRUN, YES CHRIS TUCCI, YES  
JANE STANHOPE, YES VOTE: 6-0 PASSED

C. FRIENDS REPORT: ED ABRAHAMS REPORTED THAT WITH THE LIBRARIES CLOSED TO THE PUBLIC, THERE HAVE BEEN NO SALE OF USED BOOKS. HE IS STILL COLLECTING USED BOOKS THOUGH.

D. DIRECTOR'S REPORT: ADeG (See attached Report) PH ASKED ADeG IF THE LIBRARY QUALIFIES FOR THE MAILCHIMP 10% DISCOUNT. SHE RESPONDED THAT THE LIBRARY DOESN'T QUALIFY AS THEY AREN'T A NONPROFIT.

KP: MOTION TO APPROVE UP TO \$600 FROM STATE AID TO COVER THE COST OF THE CANVA.COM, LATER.COM, AND MAILCHIMP.COM COSTS FOR ONE YEAR. MH: 2<sup>nd</sup>. DISCUSSION.

ROLL CALL via ZOOM: PATRICK HOLLENBECK, YES KATHLEEN PLUNGIS, YES  
LAUREN CLARK, YES MARGARET HEILBRUN, YES CHRIS TUCCI, YES  
JANE STANHOPE, YES VOTE: 6-0 PASSED

II. BUSINESS:

A. TREASURER'S RERPORT: KP (See attached Report) KP: MOTION MADE TO MOVE \$3,000 FROM STATE AID INTO THE MASON ADULT SUBSECTION OF STATE AID. MH 2<sup>nd</sup>. DISCUSSION. PH EXPRESSED CONCERN ABOUT THE UNKNOWNNS OF THE FUTURE STATE AID. TO HOLD BACK ON THAT AMOUNT. ADeG WAS ASKED HOW MUCH SHE WOULD NEED. \$1,500 WAS SETTLED ON.

KP: MOTION AMENDED. MOTION MADE TO MOVE \$1,500 FROM STATE AID INTO THE MASON ADULT SUBSECTION OF STATE AID. MH: 2<sup>nd</sup>. NO DISCUSSION.

ROLL CALL via ZOOM: PATRICK HOLLENBECK, YES KATHLEEN PLUNGIS, YES  
LAUREN CLARK, YES MARGARET HEILBRUN, YES CHRIS TUCCI, YES  
JANE STANHOPE, YES VOTE: 6-0 PASSED

ADeG STATED THAT SHE CONTINUES TO TALK WITH THE TOWN MANAGER AND TOWN ACCOUNTANT AND THAT THERE ARE COVID 19 FUNDS AVAILABLE FOR THE PURCHASE OF DISINFECTING SUPPLIES WHEN THE LIBRARIES REOPEN.

- B. BUILDING AND GROUNDS: CT REPORTED THAT RAMSDELL'S FRONT DOORS HAVE BEEN SEALED (DECEMBER 2020).

PH ACKNOWLEDGED THE RECEIPT (FROM ADeG via the DPW, See attached Report) OF THE VENTILATION REPORT ON MASON'S AIR QUALITY. THERE WAS A DISCUSSION. ADeG INFORMED THE TRUSTEES THAT THE DPW SUPERINTENDENT STATED THAT THE SYSTEM NEEDS MAINTENANCE. THAT THE FILTERS WERE CHANGED A YEAR AGO. THAT THE SYSTEM IS OUTDATED. PH ASKED WHEN RAMSDELL'S AIR WILL BE TESTED.

- III. CITIZEN'S SPEAK: A CITIZEN CONCURRED RE THE COVID 19 SITUATION IN THE AREA, THAT IT'S "OUT THERE".

IV. BOARD SPEAK: KP STATED THAT SHE HAS HEARD FROM CITIZENS THAT THEY WOULD LIKE TO SEE THE LIBRARY REOPENED. THERE WAS A SHORT DISCUSSION. PH STATED THAT THE STATE IS GRANTING WAIVERS FOR REOPENING UNDER CERTAIN CONDITIONS. HE STATED THAT THE VIRTUAL WEBSITES HAVE ADVANCED AND THAT OUR GB LIBRARY'S ON-LINE PROGRAMS ARE A GOOD THING. ADeG COMMENTED THAT 56 PEOPLE HAVE SIGNED UP FOR THIS EVENING'S (Jan.14<sup>th</sup>) VIRTUAL PROGRAM.

PH ASKED THAT ADeG THANK THE STAFF FOR THE WORK THEY HAVE BEEN DOING.

PH NOTED THAT HIS AND KP'S TERMS EXPIRE THIS YEAR. HE STATED THAT HE IS RUNNING FOR RE-ELECTION . KP STATED THAT SHE IS ALSO.

- IV. ADJOURNMENT: PH: MOTION TO ADJOURN AT 6:03pm. KP 2<sup>nd</sup>.

ROLL CALL via ZOOM: PATRICK HOLLENBECK, YES KATHLEEN PLUNGIS, YES  
LAUREN CLARK, YES MARGARET HEILBRUN, YES CHRIS TUCCI, YES  
JANE STANHOPE, YES VOTE: 6-0 PASSED

NEXT MEETING: FEBRUARY 11, 2021

SUBMITTED BY KATHLEEN PLUNGIS, SECRETARY

*Kathleen Plungis, Secretary*

## **December Library Life January 14, 2020**

Libby/OverDrive: 1,340

Mason Circulation (everything): 4,828

Ramsdell Circulation (everything): 363

Mason had 591 patrons (238 curbside pick-ups)

Ramsdell had an average of 40 curbside pick-ups a week

- New phone system: Town Hall upgraded the phone system and the libraries' phone system with it. It has been a huge change and with it there have been many glitches and snafus. It is a work in progress and we hope that soon it will be what we need it to be.
- Next steps for Mason and Ramsdell with COVID-19:
  - Air quality testing came back for Mason. Sent results to Trustees. Maintenance is needed but system is functioning.
  - Town Manager shut all town buildings to public on December 21. Went back to curbside. As of last Wednesday I have furloughed 1 employee and I will be expected to furlough another in February. Right now I have 4 furloughed employees and 2 vacancies. The remaining staff and I are working hard to keep the same level of service and get our other work done but it is tough. I continue to be so proud of my staff and their adaptability to so many changes.
- Budget FY2022. A copy of what I submitted to Sue and Mark is attached. It is what we discussed in the last two meetings. We have been told to anticipate a tough budget season.
- Upcoming Virtual Programming:
  - Virtual Spanish for kids is running again in January and February. We may possibly do an adult version, too.
  - Mr. Picard will be back on January 21 with a talk on the history of ice harvesting in New England.
  - We have a virtual garden talk about the gardens of Devon and Cornwall on January 14.
  - On January 23<sup>rd</sup> we will have a virtual class on drawing and sketching birds by a Massachusetts wildlife artist.
  - Details and registration on all events can be found on our website.

**Libraries: 01610**

Account	Account Name	Positions			FY2020	FY2021	FY2021	FY2022	FY2022
		FY21	FY22	FY22	Year-end	Town Meeting	Actuals	Budget	Town Manager
		REQ	REQ	APRV	Actuals	Vote	thru	Request	Recommended
51143	Head Librarian	1	1		\$ 62,371	\$ 63,623		\$ 64,896	
51145	Assistant Librarians	2	2		\$ 93,398	\$ 94,906		\$ 96,805	
51146	Library Clerks	7.5	7.5		\$ 217,233	\$ 273,625		\$ 279,098	
51420	Longevity Pay				\$ 1,600	\$ 1,800		\$ 1,300	
51910	Stipend				\$ -	\$ 1,000			
TOTAL PERSONNEL:		10.5	10.5	0	\$ 374,602	\$ 434,954	-	\$ 442,099	\$ -
52400	Equipment Maint/Repairs				\$ 2,431	\$ 3,200		\$ 3,200	
54200	Office Supplies				\$ 6,691	\$ 10,346		\$ 10,988	
55800	Nonprint Materials				\$ 34,682	\$ 35,896		\$ 35,986	
55860	Books/Subscriptions				\$ 76,223	\$ 79,181		\$ 79,181	
55861	Programming Supplies				\$ 2,440	\$ 3,167		\$ 3,167	
57100	Travel/Training				\$ 291	\$ 1,648		\$ 1,648	
57300	Dues & Memberships				\$ 936	\$ 1,010		\$ 1,010	
TOTAL EXPENSES:					\$ 123,696	\$ 134,448	-	\$ 135,180	\$ -
TOTAL BUDGET:					\$ 498,298	\$ 569,402	-	\$ 577,279	\$ -

Dept Head Approval

Date

\$ Increase/Decrease \$ (569,402)  
 % Increase/Decrease -100.00%

Account	Date	Start	End	Start	End	Total	Balance	Total Spent
Dues	12/31/2020	\$1,040	\$91.00			\$1,040	\$91.00	\$959.00
Equipment Repairs	12/31/2020	\$2,990	\$1,675.00	\$300.00	\$300.00	\$3,290	\$1,875.00	\$1,415.00
Office Supplies	12/31/2020	\$7,200	\$4,421.16	\$2,646.00	\$2,255.51	\$10,346	\$6,676.77	\$3,669.23

Account	Date	Start	End	Start	End	Total	Balance	Total Spent
Print/Subscriptions	12/31/2020	\$27,000.00	\$18,731.47	\$5,500.00	\$3,739.23	\$3,600.00	\$2,520.15	\$9,600.00
Nonprint	12/31/2020	\$13,000.00	\$7,261.35			\$3,600.00	\$2,598.19	\$960.00
Program Supplies	12/31/2020	\$892.00	\$892.00					

Account	Date	Start	End	Start	End	Total	Balance	Total Spent
Out of State Fees	12/31/2020	\$75.00	\$0.00					
Copier Fees	12/31/2020	\$2.00	\$0.00					
Fines	12/31/2020	\$947.48	\$0.00					
Donations	12/31/2020	\$21,732.67	\$12,300.20					

Account	Date	Start	End	Start	End	Total	Balance	Total Spent
Non-Appropriated Trusts	12/31/2020	\$294.45	\$0.00					
Mason Trust	12/31/2020	\$2,770.15	\$0.00					
Ramsdell Trust	12/31/2020	\$773.52	\$0.00					
Greenawald	12/31/2020	\$284.54	\$0.00					
Wheeler	12/31/2020	\$188.85	\$0.00					
Hollenbeck	12/31/2020	\$284.54	\$0.00					
Dewey	12/31/2020	\$5,619.58	\$0.00					
McKinney	12/31/2020	\$1,717.05	\$0.00					
Smith	12/31/2020	\$1,717.05	\$0.00					

Account	Date	Start	End	Start	End	Total	Balance	Total Spent
Capital Accounts	12/31/2020	\$1,597.40	\$0.00					
M Capital Donations	12/31/2020	\$5,118.00	\$0.00					
R Capital Donations	12/31/2020	\$5,118.00	\$0.00					

Account	Date	Start	End	Start	End	Total	Balance	Total Spent
State Aid	12/31/2020	\$1,000.00	\$0.00					
Mason Adult	12/31/2020	\$2,300.00	\$1,000.00					
Mason Children's	12/31/2020	\$1,200.00	\$1,200.00					
Ramsdell	12/31/2020	\$500.00	\$16.00					
Other	12/31/2020	\$5,000.00	\$2,236.00					
Total Allocated		\$17,660.27	\$3,452.00					
Total in Account		\$17,660.27	\$3,452.00					
Total Available after allocation			\$14,208.27					

\*\* Joint Print: Workday, Magazines  
\*\* Joint Nonprint: Catalogs/Webbway (cataloging), Niche, NB Video  
and remote computer help program coming later in FY21