GREAT BARRINGTON LIBRARY BOARD OF TRUSTEES

**MINUTES** 

FEBRUARY 11, 2021

I. CALL TO ORDER AT 5:30pm BY PATRICK HOLLENBECK

A. ROLL CALL VIA ZOOM: PATRICK HOLLENBECK: HERE KATHLEEN PLUNGIS: HERE JANE STANHOPE: HERE MARGARET HEILBRUN: HERE CHRIS TUCCI: HERE

LAUREN CLARK: (JOINED AT 5:45pm)

AMANDA DeGIORGIS, DIRECTOR: HERE AUDIENCE: -0-

B. APPROVAL OF JANUARY MINUTES: MH: MOTION MADE TO APROVE JANUARY MINUTES. CT: 2<sup>nd</sup>. KP NOTED THAT THERE IS ONE MISSPELLING. NO DISCUSSION.

ROLL CALL VIA ZOOM: PATRICK HOLLENBECK: YES KATHLEEN PLUNGIS: YES JANE

STANHOPE: YES MARGARET HEILBRUN: YES

CHRIS TUCCI: YES LAUREN CLARK ( NOT YET ATTENDING)

VOTE: 5-0 PASSED

C. FRIENDS REPORT: NO REPORT

- D. DIRECTOR'S REPORT: ADeG: ( SEE ATTACHED REPORT): THE DIRECTOR HAD NO MONETARY REQUEST. THE DIRECTOR GAVE AN UPDATE ON THE COVID SITUATION. SIX EMPLOYEES ARE WORKING. THAT ONE EMPLOYEE, ED HUNT, HAS SUBMITTED HIS RESIGNATION, THAT HE IS RETIRING. HE HAD BEEN WITH THE LIBRARY FOR 10 YEARS. THE REMAINING EMPLOYEES ARE FURLOUGHED WITH ONE POSITION AND A HALF TIME POSITION NOT FILLED.
- E. THE DIRECTOR REPORTED THAT THE LIBRARY HAS BEEN CERTIFIED FOR 2021. THAT THE LIBRARY BUDGET WILL APPEAR BEFORE THE SELECTBOARD AND FINANCE COMMITTEE ON WEDNESDAY THE 16<sup>th</sup> OF FEBRUARY. ADEG HAS NOT CUT THE BUDGET, IT'S LEVEL FUNDED EXCEPT FOR SALARY INCREASES. SHE HAS PASSED IT ONTO THE SELECTBOARD AND FINANCE COMMITTEE FOR REVIEW. THE NEW WEBSITE HAS MADE POSTING OF NEWS EASIER. SOME MAINTENANCE AND TWEAKING STILL NEEDS TO BE DONE.

PH NOTED THAT A PATRON HAD EMAILED HIM, ADeG, AND THE TOWN MANAGER REGARDING THE REOPENING OF RAMSDELL. THE TOWN MANAGER HAS RESPONDED TO THE PATRON. WHEN ASKED BY PH, ADeG RESPONDED THAT THE TOWN MANAGER MAY LOOK AT LATE MARCH FOR THE REOPENING OF

## II. BUSINESS:

- C. TREASURER'S REPORT: KP: THE FINANCIAL SHEET PROVIDED BY THE DIRECTOR SHOWS SPENDING WITHIN ACCEPTABLE LEVELS. KP NOTED THAT THE LIBRARY IS IN ITS 8<sup>th</sup> MONTH OF THE FISCAL 2021 YEAR. THAT JUST OVER 51% OF THE "PRINT/SUBSCRIPTION" BUDGET HAS BEEN SPENT. THAT JUST OVER 47% OF THE NON-PRINT BUDGET HAS BEEN SPENT WITH 4+ MONTHS REMAINING IN THE FISCAL YEAR.
- D. BUILDINGS & GROUNDS: CT HAD NOTHING TO REPORT.

  PH ASKED ABOUT THE FREE STANDING WIFI SIGNS. ADEG REPORTED THAT THE SNOW

  HAS RENDERED A COUPLE SIGNS BROKEN AND WITH THE HIGH SNOW, THEY WON'T BE

  PLACED OUT UNTIL THE SNOW LESSENS. SHE HAS REPLACEMENTS FOR THE SIGNS THAT

  HAVE BEEN DAMAGED. PH WANTS TO MAKE SURE THAT 2 SIGNS ARE AGAIN PLACED IN

  OPPOSITE DIRECTIONS ON RAMSDELL'S LAWN.
- V. CITIZEN SPEAK: NONE
- VI. BOARD SPEAK: PH INQUIRED ABOUT WHETHER ADEG IS ABLE TO "SEE" HOW MANY PATRONS LOG ONTO THE DIGITAL NEWSPAPERS. SHE REPLIED THAT THE WASHINGTON POST GIVES HER A MONTHLY UPDATE, THAT FOR JANUARY THE SITE HAD 30 CODES USED. THAT NUMBER DOES NOT INDICATE WHETHER THE PATRON VISITED ONLY ONCE OR DAILY.
- V. ADJOURN: KP: MOTION TO ADJOURN AT 5:59 pm. LC: 2<sup>nd</sup>. NO DISCUSSION.

Katalow Plungis, Secretary

ROLL CALL VIA ZOOM: PATRICK HOLLENBECK: YES KATHLEEN PLUNGIS: YES JANE

STANHOPE: YES MARGARET HEILBRUN: YES CHRIS TUCCI: YES LAUREN CLARK: YES

VOTE: 6-0 PASSED

NEXT MEETING IS MARCH 11, 2021

## January Library Life February 11, 2021

Libby/OverDrive: 1,501

Mason Circulation (everything): 3,926 Ramsdell Circulation (everything): 395

Mason had 576 curbside pick-up appointments

Ramsdell had an average of 38 curbside pick-ups a week







- **State Aid:** MBLC met February 4 and voted on certifying libraries. We are certified for FY21 and our first payment will be \$6,951.12. The second amount will be determined later in March after the MBLC has gone through the waivers. The funds will be transferred to the Town in a few weeks.
- **CPA:** Our application was approved by the CPC committee and now goes to Town Meeting to be voted upon.
- **Budget FY2022**: The library budget will be discussed on Wednesday, February 17<sup>th</sup> starting at 6:30pm. This will be done via Zoom. The Town Manager has not made cuts but it was stressed at our department head meeting this month that the Finance Committee is going to be tough on all of us this cycle.
- **Operations:** We continued with curbside throughout January and demand remains high. We are grateful that ILL has remained up and running. Our patrons are still reading, watching videos and more. We welcome the contact and enjoy hearing from them on the phone and via email.

## • Upcoming Virtual Programming:

 Mr. Picard is doing a final talk for us on the New England Maple Sugar Harvest. This will be on February 25.

- A second workshop with Barry Van Dusen on water coloring painting birds will be February 27. The first workshop had over 50 participants
- o There will be a virtual garden talk of the gardens of Scotland in March.
- The Powder Keg Women's Writing Group is starting up again and will take place via Zoom.
- Children's Virtual Programming continues with story times, a book club and monthly special crafts.
- o Details and registration on all events can be found on our website.

Accounts as of January 31, 2021 (February Meeting)

as of Jan. 31, 2021

on opriated		Mason		Ram	adoll	100		
tagant	Duta	Start	End	Start	End	Total	Balance	Total Spent
Dues	1/31/2021	\$1,040	\$8 00			\$1,040	\$81 00	\$859,00
quipment Repairs	1/31/2021	\$2,900	\$ 198 62	\$300.00	\$300.00	\$3,200	\$498 52	\$2,701.48
Office Supplies	1/31/2021	57 700	C3 864 62	42 646 0D \$2 255 S1	C3 345 K1		\$10,346 \$5,694 13	\$4 051 87

Donations	Fines	Copier Fees	Out of State Fees	Vaconit.	ary in the state.	Program Supplies	Nonprint	Print/Subscriptions		Account	Appropriated	Office Supplies	<b>Equipment Repairs</b>	Dues	Angount
1/31/2021	1/31/2021	1/31/2021	1/31/2021	Date		1/31/2021	1/31/2021	1/31/2021		Date		1/31/2021	1/31/2021	1/31/2021	Duta
1/31/2021 \$22,185.17 \$12,400.20	\$1,038.77	\$2.00	\$100.00	Nº ason	Bajar	\$892.00	1/31/2021 \$15 010 00 \$5,718 96	\$27,000.00	Start	Adult	Mason	\$7,700	\$2,900	47	Start
\$12,400.20	\$0.00	\$0.00	\$0.00	Remsdell		\$892 00	\$5,718 %	1/31/2021 \$27,000.00 \$16,953.92 \$6,500.00 \$3,226 89	Frid			\$7,700 \$3,438.62 \$2,646.00 \$2.255.51	\$ 98 62	\$81.00	End
								\$6,500,00	Start E	P		\$2.646.00	\$300,00		Start E
									End 5	>		\$2 255 54	\$300.00		End Ti
						000000000000000000000000000000000000000	\$3,600.00 \$1,808.33	\$3,600.00 \$2,520 15	Start E	Adult eContent		\$10,346	\$3,200	\$1,040	Total E
						8.8.7.8	\$1,808.33	\$2,520.15	End S	it YA		\$10,346 \$5,694 13	\$498 52	\$81 00	Balance Total Spant
						2000	\$360	\$3,600	Start	A		\$4,651.87	\$2,701.48	\$859,00	otal Spent
						C 2 308	\$775 07	\$860 10	End						
						\$1,650	\$6,500 \$4	\$860 10 \$17,000 \$6,176 25 \$1,200.00 \$1.	Start End	Child					
						\$429 66	\$4,780.13 \$1,	,176 25 \$1,	Start	Chille					
							\$1,200.00 \$0.00	200.00 51 200.00	End	Child eContent					
						\$625	95,000	(273)	Start	Adult	Ramsdell				
						\$203.08	\$2,996.33	\$10,000 \$5,923 74	End		Ramsdell "eContent, Nonprint				
								\$800	Start End	5	onprint & Pr				
								3455 69 \$3,000.00 \$970 79 \$2,400.00	Start	Kids	t & Program Supplies is Adults and kids				
								00 \$970 7	End		s Adultu and				
							\$2,400.00	9 \$2,400,00	Start E	eContent	Kids				
			bne		, J.		\$0 \$2,235,00	\$2,019 \$3,066.00	End Start		niot				
			and remote computer help	** Joint Nonprint: Ca	** Joint Print: Wowbrar		235.00 \$305.79		t End		Joint Sarvices**				
			oter help	iprint: Ca	wbrary,		5 79	\$1.03			Con				

Fines	1/31/2021	\$1,038.77	50.00
Donations	1/31/2021	1/31/2021 \$22,185.17 \$12,400.20	12,400.20
Non-Anti-opriated Trusts	LISTS		AINTER-ST-15 NOT UPD ATED.
recount	Date	Balan a	Sk[pu]inflans
Mason Trust	1/31/2021	\$294.45	\$294.45 Spend Interest only. Mason only.
Ramsdell Trust		\$2,770.19	\$2,770.19 Spend interest only. Ramsdell only.
Chesanow	1/31/2021	\$773.52	\$773.52 Spend interest only. Literacy related
Wheeler	1/31/2021	\$284.54	\$284.54 Unrestricted by library or purpose
Hollenbeck	1/31/2021	\$188.85	\$188.85 Spend Interest only. New books for Mason.
Dewey	1/31/2021	\$284.54	\$284.54 Spend interest only. Nonfiction books for Mason
McKinley	1/31/2021	\$5,619.58	\$5,619.58 Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	1/31/2021	\$1,717.05	1/31/2021   \$1,717.05 Spend interest only, Traditionally for children's but no library specified
Capital Accounts	Date	Balance	
M Capital Donations	1/31/2021	\$1,597.60	1/31/2021 \$1,597.60 Mason only. For capital projects.
R Capital Donations	1/31/2021	\$5,118.00	\$5,118.00 Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid	Date	Bala	lance
Account		Stert	Current
Mason Adult	1/31/2021	\$1,500.00	\$1,500.00
Mason Children's	1/31/2021	\$2,300.00	\$1,020.00
Ramsdell	1/31/2021		\$325.00
Other	1/31/2021	\$500,00	\$16.00
Total Allgated	1	\$5,000,00	\$2,861 %
Total in Account		146 785 27	
Total Available after allocation	allocation		\$13,924,27

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

\$1,015.00 \$79,183,00 \$41,372,43 \$77,858.7 \$1,001.00 \$35,895.00 \$16,985.67 \$13,910.73 \$3,167.00 \$3,524.74 \$1,007.76

Contingency

Total Balance Spant

Appropriated	1000	Mason		Ram	sdoli			
Account	Date	Start	End	Start	End	Total	Balance	Total Spent
Dues	1/31/2021	\$1,040	\$81.00			\$1,040	\$81.00	\$850.00
Equipment Repairs	1/31/2021	52,900	\$198.62	\$300.00	\$300.00	\$3.200	\$493.52	\$2,701.48
Office Supplies	1/31/2021	57 700	C . 478 67	\$2.646.00	52 255 51	90F OL	SE KOA 12	\$4 F. 1 07

Apprepriated	A	Maton							3692 N. W. S. J.				Pan dall *	Court has bles	and to be				al management	The second second				
Account	Date	Aduit	1	2	Adi	if of content	1		-	FILE	Out in		1000000	The later of the l	Did of the best	register control regisplant or register applies is Adults and Kin	15 Adults on	G KIDS	4	folist Services Contingency Total Balance Spont	Contingency	Total	Belance	Spant
		and the state of the state of	The same of the sa	The second second			-	The state of the s	-	Chillo	Child e	Content	Adult		4	Klds		*Contant						-
		Start	End	tart En	d Sta	rt En	d St.	int E	P	Start End	Start	Ford	1.5	, that	1 100	İ	-	1		-	T			
Print/Subscription	1/31/202	21 527 000 00	C16 953 67	CA ADE ON CO	1 276 an	2 500 000 5	20000	40 204					1	1	Start End	reac	EUC	Start	Start End Start	tart End		8		
			-	100000	2007	2000	CT1070170	23,000	DE DOSC	בוייתהו בכ	1,1'6.25 51.2UL	7.00 St. 200.	.001 \$10.000 \$5.923.24 \$800 \$455.89 \$3.000.00	\$5.923.24	5800 \$4	55 89 \$3.000	0.00 Suro 20 &	70 67 406 00	3 0100	2000000	44	0 10 00 00 00	A A A A A A A A A A A A A A A A A A A	
Nonprint	1/31/205	21 \$13,000.00	55,318,96	N	\$	3,600.003,8	1.508 33	0965	S774 D7	\$6.5001 \$4	750 13 \$1 200	100	000 00	00 000	1		-	TO ALLENOOPE DE LA COLONIA	100	דכ מם מחום		U.S. UU. S./9,	81 00 541,4	43 531,318
Program Supplies	1/31/202	71 6897 00	2902 / 6			1	-	-			2000	200	Danger Co.	34,350 39				52,400 00		9 52,235 00 5305 79		.001.00 \$33.	\$1,001,00 \$33,896.00 \$16,985,87 \$10,010 34	016 018 78.
	Town in a la	1000	200				The second second	CONTRACTOR AND	STATE AND ADDRESS OF THE PARTY AND ADDRESS OF	21,630	5429.66		5625	SUNS OR!				The second second		-			The state of the s	

Action proprieted in Libra	P. Harris	Esigne	
dedunt	Date.	Mason	Remodell
Out of State Fees	1/31/2021	\$100.00	\$0.00
Copier Fees	1/31/2021	\$2.00	\$0.00
Fines	1/31/2021	\$1,038.77	\$0.00
Donations	1/31/2021	1/31/2021 \$22,185.17 \$12,400.20	\$12,400.20

No wap, a par no rus	TIST.	*INTHIEST IS NOT UPOATED*	
Account	Dite	Salarce	
Mason Trust	1/31/2021	2021 \$294.45 Spend interest only. Mason only.	
Ramsdell Trust	1/31/2021	1	
Chesanow	1/31/2021	2021 \$773.52 Spend interest only. Literacy related	
Wheeler	1/31/2021		
Hollenbeck	1/31/2021		
Dewey	1/31/2021		
McKinley	1/31/2021	1/31/2021 \$5,619.58 Spend interest only. Traditionally for large print for Mason but otherwise unrestricted	estricted
Smith	1/31/2021	1/31/2021 \$1,717.05 Spend interest only. Traditionally for children's but no library specified	
Canibol Assessmen	24.0	D. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	
CODING ACCOUNTS	man	W. (80)	CONTRACTOR SERVICE THE PERSON OF THE PERSON
M Capital Donations	1/31/2021	1/31/2021 \$1,597.60 Mason only. For capital projects.	
R Capital Donations	1/31/2021	R Capital Donations 1/31/2021 \$5,118.00 Ramsdell only, \$1000 earmarked for parking lot. For capital projects	

	rojects.	marked for parking lot. For capital projects
	Mason only. For capita	Ramsdell only, \$1000
F-lan.	\$1,597.60	\$5,118.00
Date	1/31/2021	1/31/2021
apital Accounts	d Capital Donations	Capital Donations

St PArd	D te	Bal	Balançe
Account		Start	Current
Mason Adult	1/31/2021	\$1,500.00	\$1,500.00
Wason Children's	1/31/2021	\$2,300.00	\$1,020.00
Ramsdell	1/31/2021	\$1,200.00	\$325.00
Other	1/31/2021	\$500.00	\$16.00
fotal Allosted		\$5,000.00	53,861,00
otal in Account		\$16,789.27	
Cotal Available after allocation	railocation		\$13,924.27

\*\* Joint Print: Wowbrary, Magazines
\*\*Joint Nonprint: CatExpress/WebDowey (cataloging), Niche, RB Video
and remote computer help program coming later in FY21

\$1,015.00 \$79,181.00 \$41,412.48 \$37,536.57 \$1,001.00 \$39,895.00 \$16,998.67 \$10,910.33 \$3,387.00 \$1,224.74 \$1,607.25