

Great Barrington Library Board of Trustees

March 11, 2021

5:30pm Meeting via Zoom

- I. Call to Order at 5:30 pm by Patrick Hollenbeck.
 - A. Roll Call via Zoom: Patrick Hollenbeck: Here Kathy Plungis: Here Margaret Heilbrun: Here Chris Tucci: Here Lauren Clark: Here Jane Stanhope: Here Audience: 2 The Director was not present.
 - B. Approval of the February Minutes: LC: Motion to approve the February Minutes. PH: 2nd. No Discussion. Roll Call via Zoom: P. Hollenbeck: Yes K. Plungis: Yes M. Heilbrun: Yes C. Tucci: Yes L. Clark: Yes J. Stanhope: Yes Vote: 6 – 0 Passed.
 - C. Friends Report: Ed Abrahams reported that the Friends are gearing up for the reopening of the Mason Library and the outside placement of used books with the soon to arrive warmer weather. He stated that the Friends have purchased a few “pop up tents” to be used for outdoor activities by the children’s librarian in the children’s yard behind the library.

That new rolling book carts have been purchased by the Friends for the used book displays, that the old ones have outlived their usefulness. CT asked for a larger table outside Ramsell for the display of the used books, that the books were a popular draw for the residents of Housatonic. Ed and Chris will follow up on this.
 - D. Selectboard Ramsdell/Mason Update: PH noted that the Trustees first heard of the possible progress of a ramp for Ramsdell during the Selectboard meeting Monday, March 8, 2021.

PH read aloud the report that the Director emailed: “Here is a brief update on library life. We spent February providing outside curbside at both Mason and Ramsdell. We bagged and put out more bags than I ever thought possible and it was gratifying to see and hear our patrons’ support for us and our books.

The Town Manager decided to re-open town buildings as of March 15 and we have been spending this week preparing for that. We will start with Phase I on Monday. We will remain closed on Mondays and will offer In Library Pick-Up Tuesday-Friday from 1-4:30pm. Curbside will continue Tuesday-Friday from 11-5pm. Ramsdell remains curbside only for now.

I will be recalling one FT staff member from furlough to help with Phase 1. Phase 2 is likely to be limited browsing upstairs with computer access and possibly adding the Children's Room by appointment. I think Mark is also considering options for Ramsdell and how we could safely provide services there with no airflow (and currently reduced staff).

We are proceeding cautiously as none of the library staff is vaccinated and we are not eligible until the final phase. We will be requiring masks and will still provide sanitizer and wipes.

Virtual programming remains strong-we have close to 130 people signed up for the Scottish Gardens program tonight. The Friends have kindly offered to purchase us some pop up tents that we can use in the back garden for programming outdoors. The Kids Programs will appreciate this immensely! Thanks go to the Friends for their purchase of the tents.

I will certainly keep the Board apprised of re-opening phases as they happen. I will be sending out an eNewsletter this week about the changes and we will be updating the website, Facebook and Instagram.

Financially we are doing well- I am behind in ordering but hope to catch up soon. I will provide snapshots next week when I am back in the office.

As I am sure some of you know, a fire was reported at Ramsdell last night but it was simply the boiler igniting as usual. The cover had fallen off so the open flame was visible. Talya does work at Ramsdell 2-3 days a week and is there to keep an eye on the building. She

reports anything to DPW. The new boiler at Ramsdell has gone out to bid so hopefully that will be replaced soon! Thank you and stay healthy! Amanda DiGiorgis, Director

II. Business:

A. Financial: KP: No Report.

B. Buildings & Grounds: CT: No Report

III. Citizen Speak: A member of the audience wanted to express her support of the libraries and hoped that both libraries would fully reopen soon.

IV. Board Speak: PH noted that the Director notified the Board earlier this week that Ramsdell's boiler would be going out to bid. He noted that the State of Massachusetts is planning on having government buildings go "green" by 2035 and by installing an oil burner in Ramsdell would negate the future plans of the State. It was wondered if the DPW Supervisor had considered other alternatives. It was also noted that the Board had not been informed of the plans for a ramp at Ramsdell. The Board expressed its disappointment about this.
On Behalf of the Trustees, KP has sent retired part time librarian Ed Hunt a card expressing their appreciation for his 10 years of service to the libraries.

V. Adjournment: CT: Motion to Adjourn at 6:15pm. KP: 2nd. No Discussion. Roll Call via Zoom: P. Hollenbeck: Yes K. Plungis: Yes J. Stanhope: Yes M. Heilbrun: Yes C. Tucci: Yes L. Clark: Yes
Vote: 6 – 0 Passed.

Next Meeting: April 8, 2021

Kathleen Plungis

March Library Life April 8, 2021

Stats from February:

Libby/OverDrive: 1,472

Mason Circulation (everything): 3,829

Ramsdell Circulation (everything): 476

Mason had 718 curbside pick-up appointments

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

Stats from March:

Libby/OverDrive: 1,507

Mason Circulation (everything): 4,484

Ramsdell Circulation (everything): 619

Mason had 479 curbside pick-up appointments and 414 in person visitors

Ramsdell averaged 42 curbside pick-ups a week

- It's National Library Week! Thank a librarian today ☺
- **Budget FY2022:** Library budget emerged from budget meetings and Public Hearing fully intact. Town Meeting will be June 7.
- **State Aid:** I received notice that we will shortly be getting our second half of State Aid. The second half will be \$6,957.08
- **Operations:**
 - Pivoted to providing in-library pick-up of items mid-March. We continued curbside at Mason although more people are coming inside to pick items up.
 - Ramsdell remained at curbside but we hope to change that soon.
 - Have been given go ahead to post vacant positions (there are a total of 5: 4 PT and 1 FT). I am hoping to start this process next week.
 - Looking to open Mason to upstairs browsing in the next few weeks. Still waiting for Plexi-Glass for curved desk in Children's Room (needed for browsing there).
 - Ramsdell will likely open for in-library pick-up to start until the weather is reliably warmer. Then we hope to open doors and invest in more fans to provide some browsing at Ramsdell.
 - Adding days/hours is going to take time as we add on the staff we need. I am not sure yet when we will return to pre-COVID days/hours.

- **Virtual Programming:**

- Adult Virtual programming has been HUGE. Talya had two solid months of great programming in February and March. We had attendance ranging from 30-100 people per event. We even had to run the Scottish Garden one a second time due to the group being too large.
- There are more events coming up in April and May and then we will be putting the virtual programming on hiatus through the summer months.
- Virtual programming is going to remain a key part of our programming. It has allowed us greater flexibility with our offerings and has broadened our audience as well.

- **Berkshire Busk:** Town sponsored summer event Fridays and Saturdays in July and August will be using Mason's lawn/steps as a performance space.
- **Ramsdell Donation:** We received \$150 in honor of Tom Tringali. The donors have requested the money be spent on Young Adult books and biographies. Talya and I are working on this.

Appropriated Account	Date	Mason		Ramsdell		Total	Balance	Total Spent
		Start	End	Start	End			
Dues	2/28/2021	\$3,100		\$1,040		\$1,040	\$81.00	\$3,959.90
Equipment Repairs	2/28/2021	\$2,900		\$300.00	\$300.00	\$3,200	\$498.62	\$2,701.38
Office Supplies	2/28/2021	\$17,700	\$2,983.97	\$2,646.00	\$2,255.51	\$10,346	\$5,209.48	\$1,136.52

Appropriated Account	Date	Mason		LP	Child eContent		Adult eContent		LP		Kids		eContent		Joint Services**		Contingency	Total	Balance	Spent
		Start	End		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End				
Print/Subscriptions	2/28/2021	\$27,900.00	\$11,631.83		\$6,500.00	\$2,777.03	\$3,600.00	\$2,278.03												
Nonprint	2/28/2021	\$19,000.00	\$4,354.10				\$3,600.00	\$1,258.87												
Program Supplies	2/28/2021	\$892.00	\$892.00				\$3,600.00	\$1,258.87												

Non-appropriated in Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	2/28/2021	\$100.00	\$0.00
Copier Fees	2/28/2021	\$2.00	\$0.00
Fines	2/28/2021	\$1,294.21	\$0.00
Donations	2/28/2021	\$22,189.17	\$12,400.20

Non-appropriated Trusts		Balance		Stipulation
Account	Date	Mason	Ramsdell	
Mason Trust	2/28/2021	\$505.43		Spend interest only. Mason only.
Ramsdell Trust	2/28/2021	\$2,789.00		Spend interest only. Ramsdell only.
Chesnow	2/28/2021	\$787.76		Spend interest only. Literacy related
Wheeler	2/28/2021	\$285.48		Unrestricted by library or purpose
Hollenbeck	2/28/2021	\$193.02		Spend interest only. New books for Mason.
Dewey	2/28/2021	\$252.48		Spend interest only. Nonfiction books for Mason
McKinley	2/28/2021	\$5,733.40		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	2/28/2021	\$1,804.58		Spend interest only. Traditionally for children's but no library specified

Capital Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capital Donations	2/28/2021	\$1,597.60	Mason only. For capital projects.
R Capital Donations	2/28/2021	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	2/28/2021	\$1,500.00	\$1,250.00
Mason Children's	2/28/2021	\$2,300.00	\$445.00
Ramsdell	2/28/2021	\$1,200.00	\$325.00
Other	2/28/2021	\$500.00	\$16.00
Total Allocated		\$5,500.00	\$2,036.00
Total in Account		\$2,237.34	
Total Available after allocation		\$3,262.66	

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