

Great Barrington Libraries Board of Trustees May 9,, 2019 5:30 pm
Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: at 5:30 pm

A. Attendance: Patrick Hollenbeck Kathy Plungis Samara Klein Jane Stanhope Lauren Clarke
One Trustee Vacancy Amanda DeGiorgis, Director Audience: 3

B. Approvals: April 2019 Minutes LC: MOTION TO APPROVE APRIL 2019 MINUTES.
JS: 2nd. VOTE: 5 - 0

C. Friends Financial Report: See attached report. Holly Hamer stated that most of the Friends revenue came from the used book sales held throughout the year. Approximately 8,000+ books were either sold or given away. HH was thanked for her dedication to the Friends. That the financial support to programming, Sunday hours at Ramsdell and extra items for the libraries, such as the museum passes, is much appreciated.

D. Mason Library Water Dispenser- DPW-Discussion & Vote:
The DPW continues to research the best location for the water dispenser and thus, this item has been taken off the Agenda. It will be added to the June Agenda.

E. Community Preservation Grant Approved the Town Meeting:
PH announced that the \$30,000 grant for Ramsdell Library was approved at Town Meeting. Trustees thanked Patrick for his efforts to obtain this grant.

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: No news.

B. Director's Report – A. DeGiorgis: See attached report. ADeG noted that the library summer reading program will begin earlier than usual, beginning on May 29th. The Mason Children's Librarian received a grant that enables her to have the program accessible via online with the elementary and middle school students. The online program allows the librarian to better check the students' reading goals and achievements.

C. Treasurer's Report: K. Plungis: See attached report. It was noted that the State Aid money, while received by the Town, has not yet been deposited in the library account. When we include that money, the account is close to \$31,000.

III. Unfinished Business:

A. Website – Next steps: See attached report. SK and the senior staff will draw up a new site map for the library website, based on suggestions received from the survey. It was suggested adding a Donation pull down to the website.

A discussion ensued as to how to attract more inquiries to the library website. It was noted that the Chamber of Commerce has the library website on its website and that the library website is located on the Town website. That the Children's director sends out emails to the parents and that the library has recently added Wowberry email blasts. The Trustees thanked Samara for her efforts.

L. Clarke left the meeting at this point, 6:06 pm.

The next step will be to write a RFP for the hiring of a website developer, hopefully to have it out by end of June. It was noted that the amount allocated will be less than \$10,000. That it needs to be written ASAP so that the library can apply for next year's CPA grants and State Aid.

B. Trustee Institute Wrap-up:

JS and PH attended the State Trustee meeting held in Worcester the end of April. That it was very informative. One session focused on how to set up a Foundation (large scale donations) and how to market the library to receive such donations. It was noted that the typical fee for a consultant to set up and run a fund raiser for a library (in our case, a renovation of Ramsdell) would run about \$50,000.

C. Citizen Speak: None

IV. New Business:

A. Calendar Updates: PH stated that the Farmers Market on July 6th will feature a "Big Book Giveaway" sponsored by the Friends. Monetary donations are always accepted.

PH noted that the Trustees are urged to attend a Berkshire County meeting of the county's Trustees on Thursday the 16th, at the Lenox Library at 6 pm.

That the Trustees also need to meet on the 16th to nominate and vote on the position of the Chairman, Secretary and Treasurer. This is in accordance with Gt. Barrington's bylaws, that elected Trustees need to meet the first Thursday after an election, the election being held on the 14th, hence our meeting on the 16th.

Adjournment. MOTION MADE TO ADJOURN AT 6:30 pm 2nd. VOTE: 4 - 0

Next Trustee meeting to be held June 6, 2019 * Please note the change in the day and date for June.

Respectfully submitted:



Kathleen Plungis, Trustee

Statistics: April

	Total Patrons	Adult programs	Children's programs	Computer use + iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	556	7 programs 67 attending	4 programs 32 attending	24 (2 iPad)	0	-	1,084*
Mason	10,223	6 programs 99 attending	19 programs 234 attending	983 (209)	165	46	8,889**

*DVD: 323 Audio: 79 Books: 650

**DVD: 1,891 Audio: 698 Books: 6,245

News, Projects and Proposals:

- ❖ **Budget Update:** Town Meeting went well. All budget items passed as did the CPA application.
- ❖ **Staffing Update:** We received eight applications for the two vacant positions. Talya, Donna and I started interviews last week and have one more next week. I am hoping to get two people hired ASAP as staffing is extremely tight the end of May and beginning of June.
- ❖ **Website:** Samara will present on this.
- ❖ **Summer Reading:** The Summer Reading Program at Mason will start on May 29th this year, almost a month earlier than usual. We are trying out a new computer program, which has the benefit of allowing future reading programs (adult and children) to use it. The summer reading software is paid for by a grant from the MBLC.
- ❖ **DPW/Building Report:**

The HVAC unit at Mason was replaced the week of April 22. I am waiting to hear of any other work happening at both libraries this summer as I know there are outstanding projects at both buildings.

GB Libraries' Website Survey Results

Respondents are primarily above the age of 55, use the library on a weekly basis, and have a library card.

- **Respondents:** 78
- **Age:** 55-64: 23%; 65-74: 23%; 35-44: 18%; 45-55: 13%; 25-34: 11.5%; 75+: 11.5%
- **Frequency:** weekly: 65%; monthly: 22%; daily: 8%; 1-2x/year: 5%
- **Library card:** have a library card: 88.5%; have a library card from another town: 11.5%

Respondents primarily use the website to access their account/the catalogue, and to view events and hours/contact info.

- Library account access: 54%; Book catalogue: 54%; Online catalogue for ebooks, etc.: 35% (grouped together because they are, essentially, the same thing)
- Events calendar: 58%
- Hours/phone/address: 55%
- Other: 6.5% (how to borrow ebooks, new arrivals, newsletter)
- Policies: 2.5%

On the home page, respondents primarily want direct access to their account/the catalogue, hours/contact info., and events.

- 68% and 46% responded that a Catalogue search button and a My library account button are very important (grouped together because they are, essentially, the same thing)
- 74% responded that Hours & contact info. are very important
- 49% responded that Events are very important
- Followed by: Museum passes: 26%, Reading recommendations: 21%, Library card application: 13%, Private room reservations: 7%

When asked about improving the website, most respondents' comments had to do with a cleaner, modern look; easier navigation, and mobile responsiveness. Several respondents addressed aspects covered in the home page question, mostly having to do with hours of operation, as well as a request for on-line museum passes, new books (and books by local authors), and event listings. Four respondents suggested photographs (one suggested photographs of the staff with bios), and two respondents suggested a link to the town website. One other suggested a site search button, and another a site map. Several respondents asked for elements that are already available (such as audio books, information on book availability, a catalogue app, clarification of digital and non-digital books, and online renewals and reserves) leading me to think that we need to look at the how-to sections to make sure these areas are covered, and covered clearly.

Friends of the GB Libraries Financial Report fy 2018

Income:

Contributions, Gifts.	900.
Book Sales	8338.
Total Income.	9238.

Expenses. Grants, Programs

Postage, shipping, supplies	306.
Staff Gifts	475.
Arts and Crafts Supplies	446.
Seasonal Decor	329.
Printing	384.
Film Series	2856.
Museum Passes	1630.
Furnishings Ramsdell Library	598.

Total Expenses	7024.
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Net	2214.
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2017....9044.	gross	income
2016....6886.	"	"

Treasurer's Report for
May 2019

Appropriated Account	Date	Mason		LP		YA		Child		Contin.	Ramsdell		Total	Balance	total spent
		Adult	Start	End	Start	End	Start	End	Start		Start	End			
Books/Subscriptions	4/30/2019	\$29,500	\$6,176.46		\$6,800	\$1,527.60	\$3,375	\$316.92	\$17,225	\$500	\$15,350	\$3,914.50	\$75,000	\$12,666.79	\$62,333.21
Dues	4/30/2019	\$410	\$86.20										\$410	\$86.20	\$323.80
Equipment Repairs	4/30/2019	\$1,255	\$0.00								\$745	\$370.02	\$2,000	\$370.02	\$1,629.98
Non-Print	4/30/2019	\$16,500	\$1,640.87				\$1,000	\$432.00	\$8,000	\$1,000	\$7,500	\$1,456.97	\$34,000	\$6,706.59	\$27,293.41
Office Supplies	4/30/2019	\$7,300	\$1,763.71								\$2,500	\$692.87	\$9,800	\$2,456.58	\$7,343.42
Program Supplies	4/30/2019	\$800	\$281.70						\$1,600		\$600	\$58.50	\$3,000	\$586.41	\$2,413.59

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	4/30/2019	\$525.00	\$0.00
Copier Fees	4/30/2019	\$2,572.09	\$104.35
Fines	4/30/2019	\$11,536.25	\$575.55
Donations	4/30/2019	\$19,134.25	\$11,682.13

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	4/30/2019	\$186.98		Spend interest only. Mason only.
Ramsdell Trust	4/30/2019	\$2,579.20		Spend interest only. Ramsdell only.
Chesnow	4/30/2019	\$618.70		Spend interest only. Literacy related
Wheeler	4/30/2019	\$274.25		Unrestricted by library or purpose
Hollenbeck	4/30/2019	\$143.45		Spend interest only. New books for Mason.
Dewey	4/30/2019	\$179.91		Spend interest only. Nonfiction books for Mason
McKinley	4/30/2019	\$4,505.94		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	4/30/2019	\$1,275.69		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	4/30/2019	\$1,110.03		Improvements for Ramsdell only.

Capital Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capital Donations	4/30/2019	\$1,739.06	
R Capital Donations	4/30/2019	\$5,118.00	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	4/30/2019	\$1,000.00	\$1,000.00
Mason Children's	4/30/2019	\$2,300.00	\$158.00
Ramsdell	4/30/2019	\$1,200.00	\$830.00
Other	4/30/2019	\$500.00	\$40.00
Total Allotted		\$5,000.00	\$2,028.00
Total in Account		\$23,046.48	
Total Available after allocation			\$21,018.48