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Topic: Great Barrington Libraries Trustees
Time: Sept. 9, 2021 5:30 PM

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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 June 16, 2021 Revised Order extending remote participation by all members in any meeting of a public body, this meeting of the Great Barrington Libraries Board of 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.

Great Barrington Libraries Board of Trustees

September 9, 2021 5:30 pm Meeting via Zoom only

I. Call to Order at 5:45 pm by Patrick Hollenbeck.

A. Roll Call via Zoom: PH: Here KP: Abs (arrived via Zoom at 5:35pm) JS: Here
MH: Here LC: Here CT: Abs There is a Quorum.
A. DeGiorgis attended. Audience: -0-

B. Approve June Minutes:

MH: Motion to Approve the June Minutes. LC: 2nd. No Discussion.

Roll Call via Zoom: PH: Yes KP: Abs (arrived via Zoom at 5:35pm) JS: Yes
MH: Yes LC: Yes CT: Abs Vote: 4-0 Passes.

C. Friends Report: None

D. Discussion of OPL regarding July meeting Approval or re-vote on funding requests.

Discussion of OPL regarding the July meeting: The State determined that the Trustees violated the Open Meeting Law. A discussion ensued. The Motions made at that meeting will be revoted during this September meeting.

JS: Motion to Approve \$1,000 for Children's summer programs from State Aid.

LC: 2nd. No Discussion. Roll Call via Zoom: PH: Yes KP: Abs (arrived via Zoom at 5:35pm) JS: Yes MH: Yes LC: Yes CT: Abs Vote: 4-0 Passes.

LC: Motion to Approve \$500 from State Aid for books and DVD's for music section at Ramsdell from State Aid. MH 2nd. No discussion.

Roll Call via Zoom: PH: Yes KP: Abs (arrived via Zoom at 5:35pm) JS: Yes MH: Yes LC: Yes CT: Abs Vote: 4-0 Passes.

JS: Motion Made to Approve up to \$190.00 from State Aid to cover additional costs for the archeological survey at Ramsdell. LC: 2nd.

Discussion. Roll Call via Zoom: PH: Yes KP: Abs (arrived via Zoom at 5:35pm)

JS: Yes MH: Yes LC: Yes CT: Abs

Vote: 4-0 Passes.

LC: Motion Made to approve \$1,800 from State Aid for adult programming through December. MH: 2nd. Discussion. Roll Call via Zoom: PH: Yes KP: Abs (arrived via Zoom at 5:35pm) JS: Yes MH: Yes LC: Yes CT: Abs Vote: 4-0 Passes.

5:35 pm, KP arrives via Zoom.

E. Director's Report (See attached report)

KP: Motion Made to Approve the Hotspot Policy. MH: 2nd. Discussion.

Roll Call via Zoom: PH: Yes KP: Yes JS: Yes MH: Yes

LC: Yes CT: Abs Vote: 5-0 Passes.

KP: Motion Made to Approve up to \$500 from State Aid for the purchase of a self-check out scanner and item receipt printer.

JS: 2nd. Discussion. The suggestion for a self check scanner came from KP. This idea had been discussed a couple years before. KP stated that staffing has been an issue in the past and the self check could help alleviate gaps in Staffing. The Director stated that the Patrons of both libraries like the 1-1 interaction with the Staff. She stated that the Staff "pulls together" to fill the gaps in Staffing. KP noted that with the continuing Covid, the self check scanner would cut down on that 1-1 interaction and

keep people safer.

JS brought up that it would free up Staff for other duties. MH felt that this might not be the case. That Patrons would need training in how to use the system.

Continued discussion centered around the speeding up of Patrons wanting to get in and out of the library quickly.

A system that would cost upwards of \$10,000 and the CWMARS system was discussed. It was put to a Motion to cover the costs to get the CWMARS system up and running.

Roll Call via Zoom: PH: Yes KP: Yes JS: Yes MH: No

LC: No CT: Abs Vote: 3-2 Passes.

A. DeG. Reintroduced the discussion of "Fines" at the libraries. They have been suspended because of the Covid situation. However, Patrons still need to pay the cost of materials if they were lost or damaged. Discussion centered around the loss of revenue to the Town, how to recover unreturned or damaged material. A. DeG. Noted that most libraries are no longer charging a Fine. We will return to the discussion at another time.

II. Business

A. Treasurers Report: None

B. Building and Grounds: CT was absent. KP wanted to know the progress of Mason's front door eggshell dome that needs replacing. That CPA funding was given two years ago.

JS wanted to know why the Mason chandelier is on all night. A. DeG said that it's on a timer. JS asked if that can be reconfigured. She also asked that the Mason outdoor free standing sandwich board be written in a larger print to make it easier to see from Main Street.

III. Citizens Speak: None, No citizens on Zoom.

IV. Board Speak: Since the November meeting falls on Veterans Day, the November Trustee meeting will be held November 4, 2021

V. Adjournment: PH: Motion Made to Adjourn at 7:13pm. Adjourned.

Next Meeting: October 14, 2021

Kathleen Plungis, Secretary

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.

August Library Life

August 9, 2021

Stats from August:

Libby/OverDrive: 1,582

Mason Circulation (everything): 6,145

Ramsdell Circulation (everything): 717

Mason had 5,061 in person visitors and 5 curbside pick-up appointments

Ramsdell in 207 person visitors

- **Funding Requests (from July and August meetings):**

- \$1,000 from State Aid to pay for Children's Summer Reading Programs. This includes: Forest Park Zoo (July), GSK Science (with Berkshire Museum) 'Be an Engineer!' (July), The Monarch's Tale (August), and some take home craft kits. [State Aid Balance is \$26,558]
- \$500 from place TBD to fund Patrick's recommendations for music books and DVDs for Ramsdell. [State Aid Balance is \$26,558; Ramsdell Donations is \$12,283]
- \$750 from place TBD to pay for increased costs of Archaeological Study at Ramsdell. CPA awarded us \$9,800 but the cost proposal has come in at \$10,548. [State Aid Balance is \$26,558; Ramsdell Donations is \$12,283]
- *NEW:* \$1,800 from State Aid to pay for Adult Programming until January. We have at least 2 events a month planned between September and January, including one session of the Powder Keg Writers Group. [State Aid balance is \$26,558]

- **Operations:**

- First PT hire, Eastlynd Bates, started on August 30. Eastlynd also works part time at the Sheffield Library
- Second PT hire, Trish Zahner, will be starting on September 7. Trish is an ESOL instructor.
- We are awaiting CORI clearance and physical clearance for our FT hire in Youth Services. If all goes well that person will start September 20.
- Changes to our hours will begin soon!
 - Week of September 13: Youth Services will be open Monday-Friday, 10-5pm. Up until now we have only been able to staff this three afternoons a week.

- Week of September 20: Mason's hours will return to Mon-Wed, 10-7; Th-Fri 10-6 and Sat 10-3 (upstairs only). Ramsdell will add back Mondays and will be open Mon-Wed 1-6 and Saturday 10-3.
- Week of September 26: Ramsdell Sundays return and we will open Youth Services on Saturdays. That will bring us back to pre-COVID operations.
- Masks are still recommended for all entering both libraries.
- HVAC at Mason continues to be non-operational. I have asked DPW to purchase air purifiers for the winter time.
- Cleaning protocols continue.
- **Programming:**
 - Summer Reading ended August 20. I do not have the final stats yet but as of the beginning of that week our youth had redeemed nearly 600 rewards (books, bags, journals, prizes and ice cream) and earned nearly 1,700 badges in Beanstack. My thanks and admiration go to Laurie for running this program – it is no small feat.
 - September will see the return of adult virtual programming. We have a gardening program, a writing program and a music program. Our website calendar has the details.
 - Youth Services programming will include a story walk, story time, a return of the Forest Park Zoo and two Hispanic-Latinx crafts (one at Mason and one at Ramsdell).
- **T-Mobile Hot Spots (August meeting):** As part of the COVID recovery legislation, the Massachusetts Board of Library Commissioners was able to purchase and fund hot-spots for MA libraries for one year (September 2022). We have received 10 devices and I have included a draft policy for the Board to vote on so we can begin cataloging them and getting them out. After one year we will have to pick up the cost of the monthly service fees for each device.
- **Fines (July & August meeting):**
 - More libraries have gone fine free, including North Adams. 62.8% of CW Mars libraries are completely fine free, 15.2% have partial fines and 22.1% have fines.

- At the moment we are not collecting fines. We need to decide if we should resume and then work on eliminating them or just go back to charging fines permanently.
- I spoke to Mark about this and he did not seem overly concerned about the lost revenue (pre-COVID around \$7,000 including replacement fees). If we decide to move forward, I would present it to the Selectboard.
- I think we could stop charging on books, magazines and DVDs. After the end of the loan period if an item isn't returned, the item will be billed and the individual would need to pay for it or return it in order to borrow again.
- I have compiled a list of the current fines we charge and the max each item can accrue. CW Mars imposes a block on a patron's account when they reach \$10. After that the patron is prevented from borrowing until they pay down the fine.
 - Books/Magazines: \$.10 a day, caps at \$3.00
 - DVDs: \$1 a day, caps at \$5
 - Equipment: \$3 a day, caps at \$15
 - Games: \$1 a day, caps at \$5
 - Museum Passes: \$10 a day, caps at \$50
 - Library of Things: varies depending on value of item.
 - Hotspots (coming): first year nothing, then \$3 a day, capping at \$15

- **Self-Check-Out**

- A member of the Board reached out to ask about self-check-out options and whether we should invest in a free standing self-check-out kiosk. The estimate was \$10,000.
- Our circulation system, Evergreen, has a built in self-check-out function that we can use. It would require a computer, scanner and a receipt printer. I estimate this could be set up for less than \$1,500 per library.
- Neither of these would be touchless but they would be people-less. A touchless option would be a mobile app. The price of those runs between \$1400-2000 for development and another \$1400 a year for the subscription.
- My advice is to try the Evergreen function, see how many people use it and then decide if we want to invest more funds.
- At this point the funds from the CARES and ARPA that the MBLC received have been allocated and the programs they have decided to fund are not

related to our project. (The ARPA funds were partially used to fund the HotSpots we received. The CARES act funds were directed towards Summer Reading and Youth.) We would need to use State Aid or Donations.

Great Barrington Libraries Hotspot Lending Policy

Policy Statement

The Great Barrington Libraries strive to provide our community with access to technology and to fill gaps in the digital divide. Thanks to a grant from the Massachusetts Board of Library Commissioners, we are able to offer ten (10) Hotspots at Mason and Ramsdell to provide wireless internet service to our patrons.

This Hotspot Program supports the Massachusetts Board of Library Commissioners' goal to Advance Equitable Access to Resources by promoting "excellent connectivity and technology infrastructure, training, and support frameworks to equitably meet the needs of library users in Massachusetts" and the Institute of Museum and Library Services' American Rescue Plan Act Objective 1.1 to advance digital inclusion.

Rules

Who Can Borrow a Hotspot?

Any resident from a municipality certified in the State Aid to Public Libraries program by the Massachusetts Board of Library Commissioners is eligible to borrow a hotspot. Patron registration in the library system may be required. Patron registration information can be found here:

<https://gblibraries.org/front-desk/get-a-library-card/>

Hotspot borrowers must be 18 years old and in good standing with the library.

Only one hotspot is allowed per household. Each hotspot will support up to 10 connected devices.

For How Long?

Hotspots may be borrowed for two weeks.

One renewal is permitted. Hotspots must be returned to the library and may not be checked out again for at least a 24-hour period.

Fines & Fees

Due to the grant conditions, hotspot borrowers will not be charged an overdue fine at this time.

If the item is not returned, data to the hotspot will be turned off until it is returned.

If the Great Barrington Libraries continues the program past September 2022, there will be overdue fines incurred at that point.

Loss Or Damage.

Due to the grant conditions, patrons will not be held monetarily responsible for loss or damage, though borrowing privileges may be affected.

Great Barrington Libraries Hotspot Lending Policy

If the Great Barrington Libraries continues the program past September 2022, there will be fees for lost or damaged equipment.

Acceptable Use

Borrowers will adhere to the library's internet acceptable use policy when using the mobile hotspot. Information on the libraries' internet policy can be found here: <https://gblibraries.org/front-desk/policies/>

While checked out, the hotspot remains the responsibility of the borrower. Borrowers should not lose control of the device by lending to friends or associates.

Any attempt to alter the configuration of the hotspot is strictly prohibited and may result in loss of borrowing privileges.

Procedures

Hotspot Availability

Hotspots may be reserved --just like a book-- through the library catalog: <https://gblibraries.org/books-media/catalog/>, or by calling the library circulation desk at: (413)-528-2403 for Mason and (413)-274-3738 for Ramsdell during normal business hours.

Hotspots are filtered by default using T-Mobile's content filtering for education. Borrowers may request that hotspot filtering be disabled when reserving a device. The library will not ask for a stated reason.

More information on the filtering provided by T-Mobile can be found at:

<https://mblic.state.ma.us/programs-and-support/arpa-cares/hotspots/files/t-mobile-webtitan.pdf>

The hotspot should be picked up within 2 days, or it will be set aside for the next user.

Hotspots should be returned to a library circulation desk. Do NOT place the hotspot in the book drop.

Hotspots should be returned with the power cord, SIM card, battery and case to the Library in the same good working condition as it was when it was checked out.

If the hotspot is not returned within 3 days after the due date, service will be turned off and the hotspot will become unusable. The due date can be found on the receipt given the user at checkout.

If the hotspot is damaged or not working, return it to the library desk. Report the nature of the damage to a staff person.

Problems? Direct borrower technical support is provided by T-Mobile to library hotspot borrowers at: **(844) 341-4834**. Alternatively, contact the circulation desks at either Mason or Ramsdell.

Guidelines

A revocation of hotspot borrowing privileges may be appealed by written request to the Library Director.

Disclaimers

The Library is not responsible for any files, data or personal information accessed/transmitted using the hotspot.

Great Barrington Libraries Hotspot Lending Policy

The Library will have no liability for direct, indirect or consequential damages related to the use of the mobile hotspots, including loss of data, or privacy invasions. Those who use the hotspots do so at their own risk and assume full liability for their actions.

Hotspot users are accessing the internet through the T-Mobile network, not the Library's network.

Illegal acts involving Library equipment or services may also be subject to prosecution.

I understand the terms and responsibilities outlined above.

Print Name

Signature

Date

FOR STAFF USE

____ Checked equipment

____ Went over how to use

____ Went over due date

____ Staff Initial and Date

Appropriated Account	Date	Start	End	Total Spent
Dues	8/31/2021	\$1,010	\$0.00	\$1,010
Equipment Repairs	8/31/2021	\$3,200	\$2,900.00	\$3,200
Office Supplies	8/31/2021	\$10,330	\$7,292.27	\$10,330

Appropriated Account		Mason				LP				YA				Child				Adult				LP				Ramsdell				eContent				Joint Services**				Contingency		Total	Balance	Spent
Date		Start	End			Start	End			Start	End			Start	End			Start	End			Start	End			Start	End			Start	End											
8/31/2021	Prints/Descriptions	\$22,685.00	\$20,538.13	\$0,000.00	\$5,181.15	\$3,800	\$3,876.38	\$17,000	\$16,934.00	\$9,000	\$8,134.97	\$800	\$701.47	\$3,000.00	\$1,370.40	\$10,000.00	\$9,318.11	\$5,900.00	\$1,600.10	\$1,000.00	\$1,000.00	\$79,135.00	\$39,225.24	\$10,000																		
8/31/2021	Nonprint	\$10,100.00	\$9,730.41			\$800	\$848.59	\$8,000	\$5,418.85	\$5,000	\$4,653.36				\$9,000.00	\$8,000.00	\$4,172.00	\$2,970.00	\$918.00	\$918.00	\$35,990.00	\$32,319.52	\$3,470																			
8/31/2021	Program Supplies	\$895.00	\$643.70					\$1,650	\$1,541.13	\$925	\$625.00																															

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** Joint Print: WebDewey, Magazine, Wash Post, W.J

** Joint Nonprint: WebDewey (cataloging), NYT, NYT Cooking

Non-Appropriated In-Library		Balance		Ramsdell	
Account	Date	Start	End	Start	End
Out of State Fees	8/31/2021	\$100.00	\$0.00		
Copier Fees	8/31/2021	\$99.70	\$0.00		
Fines	8/31/2021	\$106.90	\$0.00		
Donations	8/31/2021	\$23,388.19	\$17,282.11		

Non-Appropriated Trusts		Balance		Stipulations	
Account	Date	Start	End	Start	End
Mason Trust	8/31/2021	\$300.43	Spent interest only, Mason only.		
Ramsdell Trust	8/31/2021	\$2,787.00	Spent interest only, Ramsdell only.		
Chesnow	8/31/2021	\$787.76	Spent interest only, Library related		
Whelan	8/31/2021	\$195.48	Unreimbursed by library or purpose		
Hollenback	8/31/2021	\$193.00	Spent interest only, New books for Mason		
Dewey	8/31/2021	\$257.48	Spent interest only, Nonfiction books for Mason		
Minsky	8/31/2021	\$5,735.40	Spent interest only, Trade only for large print for Mason but only we unrestricted		
Smith	8/31/2021	\$1,804.52	Spent interest only, Traditionally for children's but no library specified		

Capital Accounts		Balance		Stipulations	
Account	Date	Start	End	Start	End
M Capital Donations	8/31/2021	\$1,592.60	Mason only, For capital projects		
R Capital Donations	8/31/2021	\$5,118.00	Ramsdell only, \$100.00 earmarked for parking lot. For capital projects		

State Aid		Balance		Current	
Account	Date	Start	End	Start	End
Mason Adult	8/31/2021	\$0.00	\$0.00		
Mason Children's	8/31/2021	\$1,000.00	\$107.74		
Ramsdell	8/31/2021	\$0.00	\$0.00		
Other	8/31/2021	\$0.00	\$0.00		
Total Allocated		\$1,000.00	\$107.74		
Total in Account		\$10,295.10			
Total Available after allocation		\$16,027.36			