

Great Barrington Libraries Board of Trustees August 8, 2019 5:30 pm
Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: at 5:34 pm

A. Attendance: Patrick Hollenbeck Kathy Plungis Jane Stanhope Lauren Clarke
Margaret Heilburn Samara Klein Amanda DeGiorgis, Director
Audience: 0

B. Approvals: July 2019 Minutes LC: MOTION TO APPROVE JULY 2019 MINUTES.
JS: 2nd. NO DISCUSSION. VOTE: 6 – 0

C. Friends: None.

KP: MOTION TO ASK THE SELECTBOARD TO APPROVE A BEER AND WINE LICENSE
FOR THE FRIENDS OF THE GB LIBRARIES FOR THE 1st SATURDAY OF EACH MONTH,
SEPTEMBER 2019 TO MAY 2020. LC 2nd. DISCUSSION. VOTE: 6 - 0

D. After Hours Activity and Policy: ADeG: Presented the updated After Hours Policy.
KP: MOTION TO APPROVE THE GB LIBRARIES AFTER HOURS POLICY. MH 2nd.
DISCUSSION (review of trash removal. Fee and deadline for submission to the Library Director).
VOTE: 6 - 0

E. Website Discussion and Vote: ADeG passed out the website RFP.

KP: MOTION TO APPROVE THE GB LIBRARY RFP AND TO DIRECT THE LIBRARY
DIRECTOR TO ADVERTISE AND SOLICIT BIDS. SK 2nd. DISCUSSION. There was some
discussion re the price point, the submission deadline, and to include at a future date, an option to
include a bilingual translation format. VOTE: 6 - 0

F. Library Hours Revisited: ADeG: (Refer to the Director's Report) ADeG gave an overview of the
proposed days and hours for Ramsdell. The Trustees directed ADeG to approach the Town Manger
with the proposed new hours for Ramsdell, to begin January 2020.

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: Continued thanks to Holly Hamer for her watering and weeding
of
the Mason Library pollinator garden.

ADeG stated that the town is redoing the senior tax write off “job offerings” and the weeding and
watering of the pollinator garden will be included. The DPW Supervisor will add the weeding of the
tree skirts in front of Mason Library to his maintenance budget for the Fall.

The DPW Supervisor will look into the purchase of security keypads and the exterior peeling paint at
Ramsdell.

B. Director's Report – A. DeGiorgis: See attached report. She presented the cost of the self check
kiosks. The Board was informed that yearly maintenance, repairs, etc. would need to be included in a
budget. She was directed to investigate the use of State Aid money for the purchase of / maintenance
of the kiosks.

ADeG presented the Art Exhibit Policy. A discussion ensued. The Board suggested a portion of any proceeds to be directed to the Friends of the GB Libraries. The issue of insurance re any art work is the responsibility of the artist, not the library or the town. That the molding to hang the artwork was secured by the DPW. Friends of the GB Libraries hung more hooks for the increased art work being exhibited.

Further discussion revolved around advertising and how to approve large exhibits. That will occur by the Director in consultation with the Trustees. Further discussion continued about who profits from any art show, who chooses the art work, whether a show is an "open call" for artists.

C. Treasurer's Report: K. Plungis: See attached report. All is in order.

KP noted that there may be a loss of Fine revenue because CWMARS has extended the due date for the return of library material. She noted that at the end of the last fiscal year \$13,728 was turned over to town coffers because of these fines. A discussion ensued. JS, also a member of the Massachusetts Library Trustee Association, noted that most libraries are doing away with fines. ADeG noted that the Staff spends time writing letters for overdue material, checking the shelves to see if a book, etc has indeed been returned, and the cost of postage. This would then decrease with the extended return policy.

III. Unfinished Business:

A. Landscape: Read under the Buildings & Grounds section. PH noted that the landscape at Ramsdell needs attention. That will be part of a long range plan for that library.

B. Technology: PH noted that usage numbers are down for the computer terminal usage in the libraries. We will need a long range plan to increase those numbers. The Director stated that computer classes are not well attended. That patrons approach the library Staff more on a 1-1, walk-in basis. PH wants a plan formulated. Advertising that the libraries can help job applicants (since many jobs feature on-line applications). It was suggested by LC that ads stating how a library can help job applicants be placed in the Shoppers Guide. It was also noted that the on-line Berkshire Edge may be able to be a source for this type of a notice.

C. Library Programming: On going.

D. Citizen Speak: None

IV. New Business:

A. Upcoming Exhibit: discussed under the Art Exhibit Policy

V. Adjournment. KP: MOTION MADE TO ADJOURN AT 6:57 pm JS: 2nd. VOTE: 6 - 0

Next Trustee meeting to be held September 12, 2019

Respectfully submitted:



Kathleen Plungis, Trustee

Statistics: August

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	574 [667]	4 programs 22 attending [0/0]	4 programs 33 attending [6/45]	18 [31]	0	-	1,232* [1,323]
Mason	11,654 [10,899]	6 programs 189 attending [7/83]	2 programs 230 attending [7/220]	930 (200 kids) [1,385]	147 [191]	31 [27]	10,495* [10,218]

*Book: 835

Audio: 57

DVD: 317

**Book: 7,133

Audio: 946

DVD: 2,349

OverDrive/Libby: 1,098

News, Projects and Proposals:

- ❖ **Website:** RFPs are due on September 26, 2019. We have had interest by five companies, four of which are local.
- ❖ **Ramsdell Designer Selection Committee:** Received 6 requests for qualifications for the ADA Improvements at Ramsdell. The committee will be reviewing these and will meet again on September 26.
- ❖ **Ramsdell Building Program RFP:** Request for proposals went out August 16. Rob Cullin is interested but Ruth Kowal is already engaged on another project. I have not heard anything from Mary Braney. Deadline for that is October 1.
- ❖ **LSTA:** Grant paperwork has been completed and finalized. Funds will be released on October 1. Talya has been working on setting up workshops and getting accounts set up with vendors.
- ❖ **Ramsdell Hours:** Mark approved the changes and new hours will start January 2020. We are working on starting publicity about this in the next month or so.
- ❖ **Staffing:** Autumn has resigned effective September 21, 2019. It was great to have her get us through the summer and the staff and I wish her the best as she continues with her library school studies. The job has been posted and applications are due September 30, 2019.

- ❖ **Art Exhibit:** Lauren Clark and Shawn Fields will be putting up a new exhibit in October when the Green Inspiration Show comes down. I will let Lauren talk a bit more about the exhibit and the accompanying talk that Shawn will be giving.
- ❖ **Computers:** Ramsdell has new staff computers and the new laptops are almost done. Children's Room will have to wait until the Big E is done. New photocopiers are installed at Mason. They will allow us the option to provide patrons access to a scanner. They will (in time) be able to scan to a thumb drive.
- ❖ **Simon's Rock Coffee and Computers:** Simon's Rock students will be coming again on the last Friday in September to provide tech help for anyone who needs it. This year I am offering free coffee (and possibly treats) to entice people. We have put out quite a bit of publicity so I am hopeful this will be good. We are still looking at other ways to get the word out about tech support that is available at the libraries.
- ❖ **Art Exhibit Policy:** Updated policy follows below.

Great Barrington Libraries Display and Exhibition Policy

General Guidelines for Use

1. Displays are for the enjoyment, education or enlightenment of the patrons of the Great Barrington Libraries or in cooperative benefit of the Friends of the Great Barrington Libraries and a Great Barrington based non-profit organization.
2. Applications must be submitted at least four weeks before desired use date.
3. Applications will be reviewed by the Library Director and the Board of Library Trustees.
4. A complete exhibit inventory must be submitted to the Assistant Director or Director one week before the installation.
5. Special events related to any exhibit will be coordinated separately with the Assistant Director.
6. Publicity should be coordinated and reviewed with the Assistant Director. The library must be supplied with biographical material and descriptions of the display for use in library publications when space permits.
7. The exhibitor is responsible for setting up and dismantling all exhibits in a time mutually agreed upon with staff members.
8. Holes may not be put in the walls.
9. Sale prices may not appear on the items.
10. Exhibitors are responsible for any sales transactions of exhibit items in the library.
11. Although the display cases are locked and the building is protected by burglar and fire alarms, the owners of the displays (and any other artwork) are urged to make sure they have sufficient insurance to cover vandalism, theft or any other damage that might occur. The Library is not responsible for theft or damage of items.

Application for Use of Library Exhibit/Display Space

Exhibitor Information

Name: _____

Contact Person, if a Group: _____

Address: _____

Telephone: _____

Exhibit Information

Title/Subject: _____

Medium: _____

Space Requirements: _____

Number of Pieces: _____

Preferred Dates: _____ to _____

Signature and Date: _____

LIBRARY USE ONLY

Approved Dates: _____ to _____

Authorized Signature: _____

Liability Waiver

Exhibit to be held in _____

Dates _____

I, _____, hereby lend the following works of art or other material to the Great Barrington Libraries for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release Great Barrington Libraries, the Town of Great Barrington and employees thereof from responsibility for any loss, damage, or destruction while they are in the possession of the library.

Description of materials on display:

Signature _____ Date _____

Print Name _____

Address _____ Phone _____

Treasurer's Report for
August 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	7/31/2019	\$30,150	\$27,030.40	\$6,800	\$6,354.19	\$3,675	\$3,675.00	\$17,525	\$17,454.05	\$1,500	\$15,975	\$13,619.56	\$76,875	\$70,785.63	\$336,000
Dues	7/31/2019	\$1,010	\$674.00										\$1,010	\$674.00	\$336,000
Equipment Repairs	7/31/2019	\$1,300	\$557.00								\$750	\$750.00	\$2,050	\$1,307.00	\$743,000
Non-Print	7/31/2019	\$16,878	\$16,337.41			\$1,189	\$1,189.00	\$8,000	\$7,613.26	\$1,000	\$7,783	\$7,568.93	\$34,850	\$33,708.60	\$1,161,000
Office Supplies	7/31/2019	\$7,424	\$6,660.82								\$2,621	\$2,621.00	\$10,045	\$9,281.82	\$753,000
Program Supplies	7/31/2019	\$825	\$825.00								\$625	\$625.00	\$3,075	\$3,075.00	\$0.00

Non-Appropriated In-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	7/31/2019	\$0.00	\$0.00
Copier Fees	7/31/2019	\$307.60	\$6.20
Fines	7/31/2019	\$986.82	\$31.87
Donations	7/31/2019	\$19,037.43	\$11,619.13

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	7/31/2019	\$186.98		Spend interest only. Mason only.
Ramsdell Trust	7/31/2019	\$2,579.20		Spend interest only. Ramsdell only.
Chesnow	7/31/2019	\$618.70		Spend interest only. Literacy related
Wheeler	7/31/2019	\$274.25		Unrestricted by library or purpose
Hollenbeck	7/31/2019	\$143.45		Spend interest only. New books for Mason.
Dewey	7/31/2019	\$179.91		Spend interest only. Nonfiction books for Mason
McKinley	7/31/2019	\$4,505.94		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	7/31/2019	\$1,275.69		Spend interest only. Traditionally for children's but no library specified

Capitol Accounts		Date	Balance	
M Capital Donations	7/31/2019	\$1,739.06	Mason only. For capital projects.	
R Capital Donations	7/31/2019	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects	

State Aid Account		Balance	
Account	Date	Start	Current
Mason Adult	7/31/2019	\$1,000.00	\$700.00
Mason Children's	7/31/2019	\$2,300.00	\$1,450.00
Ramsdell	7/31/2019	\$1,200.00	\$900.00
Other	7/31/2019	\$500.00	\$500.00
Total Allocated		\$5,000.00	\$3,550.00
Total In Account		\$32,319.29	
Total Available after allocation			\$28,769.29

