

09/15/2019 AM 10:28

Great Barrington Libraries Board of Trustees September 12, 2019 5:30 pm  
Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: at 5:35 pm

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

B. Approvals: August 2019 Minutes PH MOTION TO APPROVE AUGUST 2019 MINUTES.  
KP: 2nd. NO DISCUSSION. VOTE: 5 – 0

C. Friends: PH reported that the Friends Free Book Give-away on August 31 was successful and that approximately \$400 was realized.  
The First Saturday Film was a success, about 120 people attended.

D. Disco Dance Oct. 12<sup>th</sup> outside Mason Library – Discussion & Vote:

MOTION TO RECOMMEND TO THE SELECTBOARD THE APPROVAL OF THE SATURDAY OCTOBER 12TH DISCO DANCE IN MASON LIBRARY'S PARKING LOT AND THE USE OF THE DOWNSTAIRS BATHROOMS. NOTE THAT THE EVENT IS ENDORSED BY THE LIBRARY TRUSTEES. 2ND. DISCUSSION. VOTE: 5 – 0

The library was approached by Ken Rodt of Simon's Rock. The time of the event will be from 5:30pm till 9:39pm. That the site was chosen because of the open space adjacent to Main Street and the area is handicap accessible.

PH will request that Dresser Ave be closed to vehicles. PH suggested that a substantial barrier be placed at either end of the street to prevent vehicles from turning onto the street. No alcohol will be allowed. The downstairs bathrooms at Mason will be open and staffed by volunteers.

E. CPA deadline Oct. 1<sup>st</sup>: Discussion & Vote:

PH presented a couple of proposals. The Trustees agreed that new plexiglass storm windows or similar material for the large windows at Ramsdell Library be placed in a CPA request.

A discussion ensued about the lack of parking at Ramsdell. It was noted that there is space on the right side and back of the building. Plans for Ramsdell will need to be firmed up before pursuing this.

## II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: None

B. Director's Report – A. DeGiorgis: See attached report. ADeG noted that students from Simon's Rock will be available for technology questions on Friday Sept. 27<sup>th</sup> from 10:30am to noon.

Volunteers are being sought for patron tech assistance at Ramsdell on Sundays.

ADeG presented the Display and Exhibition Policy with the changes that were discussed at August's meeting. MOTION TO APPROVE THE UPDATED GREAT BARRINGTON LIBRARIES DISPLAY AND EXHIBITION POLICY. 2ND. DISCUSSION. VOTE: 5 – 0

C. Treasurer's Report: K. Plungis: See attached report. All is in order. Despite CWMARS now granting patrons an additional 3 weeks for returning material, KP noted that the libraries collected nearly \$1,100 in August, which goes into the town coffers.

### III. Unfinished Business:

A. Website: PH noted that the deadline for the RFP's is Sept. 26<sup>th</sup>. See the Director's report for additional information.

B. Building Program: PH stated that two interested parties responded to the RFP. See the Director's report for additional information.

C. Policies: See the Director's report for additional information.

D. Volunteers/Landscaping: ADeG stated that 2 patrons responded to her library website request for assistance in maintaining the new gardens in the front of Mason Library's foundation. The DPW will prepare the beds for winter.

E. Citizen speak: None

### IV. New Business:

A. Tech Grant: ADeG stated that the library needs to wait a year to reapply since we recently received a grant.

B. Fall-Winter Art Project via Lauren Clarke:

ADeG presented the proposal to the Trustees (LC absent). LC had approached the Director with the idea. Local artist Shawn Fields has created a portrait of a local resident and his exhibit will feature his work from rough sketches to the finished product.

V. Adjournment. JS: MOTION MADE TO ADJOURN AT 7:10 pm PH: 2<sup>nd</sup>. VOTE: 5 - 0

Next Trustee meeting to be held October 10, 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 of 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:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Treasurer's Report for  
September 2019

Appropriated		Mason						Ramsdell									
Account	Date	Adult		LP		YA		Child		Contin.		Ramsdell		Total	Balance	total spent	
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End				
Books/Subscriptions	8/31/2019	\$30,150	\$23,045.18	\$6,800	\$5,930.40	\$3,675	\$3,400.76	\$17,525	\$12,362.76	\$1,500	\$15,975	\$11,608.15	\$1,250	\$1,003.22	\$76,875	\$58,850.47	\$19,024.53
Dues	8/31/2019	\$1,010	\$674.00												\$1,010	\$674.00	\$336.00
Equipment Repairs	8/31/2019	\$1,300	\$557.00								\$750	\$750.00			\$2,050	\$1,307.00	\$743.00
Non-Print	8/31/2019	\$16,878	\$15,189.11			\$1,189	\$622.92	\$8,000	\$6,938.82	\$1,000	\$7,783	\$6,979.37			\$34,850	\$30,730.22	\$4,119.78
Office Supplies	8/31/2019	\$7,424	\$6,408.26								\$2,621	\$2,547.23			\$10,045	\$8,955.49	\$1,089.51
Program Supplies	8/31/2019	\$825	\$819.95					\$1,625	\$1,493.41		\$625	\$614.00			\$3,075	\$2,927.36	\$147.64

Non-Appropriated in-Library				Balance	
Account	Date	Mason	Ramsdell		
Out of State Fees	8/31/2019	\$0.00	\$0.00		
Copier Fees	8/31/2019	\$674.90	\$31.70		
Fines	8/31/2019	\$1,962.43	\$146.07		
Donations	8/31/2019	\$19,281.13	\$11,747.54		

Non-Appropriated Trusts				Stipulations	
Account	Date	Balance			
Mason Trust	8/31/2019	\$186.98	Spend interest only. Mason only.		
Ramsdell Trust	8/31/2019	\$2,579.20	Spend interest only. Ramsdell only.		
Chesnow	8/31/2019	\$618.70	Spend interest only. Literacy related		
Wheeler	8/31/2019	\$274.25	Unrestricted by library or purpose		
Hollenbeck	8/31/2019	\$143.45	Spend interest only. New books for Mason.		
Dewey	8/31/2019	\$179.91	Spend interest only. Nonfiction books for Mason		
McKinley	8/31/2019	\$4,505.94	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted		
Smith	8/31/2019	\$1,275.69	Spend interest only. Traditionally for children's but no library specified		

Capital Accounts				Stipulations	
Account	Date	Balance			
M Capital Donations	8/31/2019	\$1,739.06	Mason only. For capital projects.		
R Capital Donations	8/31/2019	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects		

State Aid				Balance	
Account	Date	Start	Current		
Mason Adult	8/31/2019	\$1,000.00	\$550.00		
Mason Children's	8/31/2019	\$2,300.00	\$1,130.00		
Ramsdell	8/31/2019	\$1,200.00	\$750.00		
Other	8/31/2019	\$500.00	\$96.23		
Total Allotted		\$5,000.00	\$2,526.23		
Total in Account		\$31,295.52			
Total Available after allocation			\$28,769.29		