

Great Barrington Libraries Board of Trustees October 10, 2019 5:30 pm  
Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: at 5:31 pm

A. Attendance: Patrick Hollenbeck Kathy Plungis Jane Stanhope(5:33) Margaret Heilburn  
Samara Klein Lauren Clarke(5:40) Amanda DeGiorgis, Director Audience: 2

B. Approvals: September 2019 Minutes PH MOTION TO APPROVE SEPTEMBER 2019 MINUTES.  
KP: 2nd. NO DISCUSSION. VOTE: 4 - 0

C. Friends: E. Abrahams: There will not be a free book giveaway over Columbus Day weekend. The holiday book sale in Mason's lobby will begin Thanksgiving weekend. Attendance at the September First Saturday film was not as well attended as past events, 40 people. Not sure why. The Friends have decided to no longer sell children's books, they will be given away. Lee Bank will sponsor this endeavor and has donated \$500 to the Friends. A sign will be placed above the children's book area stating that the free books are sponsored by Lee Bank.

D. Vote on Request for new sign boards: ADeG stated that the outdoor sign boards for both libraries are in poor condition and need to be replaced at a cost of \$275 apiece. After stating that she would like to purchase a black board and use neon markers, discussion ensued as to the visibility from the street of the words on the board being that they would be narrower than the current block letters. PH passed around a photo of a black board with neon print. It was discussed whether the Trustees could approach local businesses to donate a board or two to the libraries. KP: MOTION TO APPROVE UP TO \$275.00 FROM MASON DONATIONS FOR THE PURCHASE OF A FREE STANDING OUTDOOR DISPLAY BOARD FOR MASON LIBRARY. LC: 2<sup>nd</sup>. DISCUSSION. VOTE: 6 - 0  
KP: MOTION TO APPROVE UP TO \$275.00 FROM RAMSDELL DONATIONS FOR THE PURCHASE OF A FREE STANDING OUTDOOR DISPLAY BOARD FOR RAMSDELL LIBRARY. SK: 2<sup>nd</sup>. NO DISCUSSION. VOTE: 6 - 0

E. CPA Update: PH stated that he and KP attended the Wednesday night meeting (Oct. 9<sup>th</sup>) to present the \$85,000 application for funds for replacement/repair of windows and sills at Ramsdell Library.

The CPC approved the application's move to the 2<sup>nd</sup> step of the process. A short discussion ensued about how this ties into the future renovation at Ramsdell. Some windows are in need of repair and this will not interfere with the future renovation.

F. Building Program Discussion and Vote: ADeG stated that there were two applicants. Information re the two applicants had been disseminated to the Trustees prior to the meeting. A discussion ensued as to the merits of the applicants and to our needs at Ramsdell. KP: MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE WITH KIMBERLY BOLAN AND ASSOCIATES REGARDING THE RAMSDELL BUILDING PROGRAM PROPOSAL. SK: 2<sup>nd</sup>. DISCUSSION. VOTE: 6 - 0

G. Website Design Discussion and Vote: ADeG stated that there were four applicants. Information re the four applicants had been disseminated to the Trustees prior to the meeting. A discussion ensued as to the merits of the applicants and to the website needs of our libraries. Two applicant companies (Geiger and TSquare) will be asked to come to the November Trustee

meeting for a short presentation.  
No vote needed at this time.

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

### A. Buildings & Grounds- K. Plungis: None

B. Director's Report – A. DeGiorgis:(See attached report) ADeG stated that she will begin discussing the FY21 in November. She noted that a new Union employee contract will begin discussion in the near future.

She noted that the Selectboard approved the Disco Night for Saturday Oct. 12<sup>th</sup>.

She noted that Chicago Libraries recently went “Fine Free” and that it's apparent that this will be the future trend in libraries.

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

## III. Unfinished Business:

A. Design Selection: (Re Handicap access for Ramsdell Library) PH noted that three firms submitted proposals. Each firm will make a presentation on Wednesday Oct. 16<sup>th</sup> at 11:00 in the Selectboard's Meeting Room in the Town Hall. Trustees are encouraged to attend.

B. Citizen speak: None

## IV. New Business:

A. Mass Library Trustees Annual Meeting: PH reminded the Trustees of the annual meeting that will take place at the Shrewsbury Library. Please go online to register.

\*PH and ADeG noted that ebook ordering restrictions will be put in place by the publishers in the near future. That library orders cannot be placed until after the release date of such ebooks to the general public.

V. Adjournment. KP: MOTION MADE TO ADJOURN AT 7:19 pm SK: 2<sup>nd</sup>. VOTE: 6 - 0

Next Trustee meeting to be held November 14, 2019

Respectfully submitted:



Kathleen Plungis, Trustee

## Director's report for September 2019

October 10, 2019

## Statistics: September

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	455 [478]	7 programs 28 attending [4/29]	2 programs 6 attending [4/12]	18 [22]	0	-	958* [1,051]
Mason	10,031 [9,582]	9 programs 216 attending [7/93]	11 programs 189 attending [11/222]	904 (216 kids) [1,020]	138 [125]	39 [34]	8,809** [8,149]

\*Book: 634      Audio: 52      DVD: 254  
 \*\*Book: 5,979      Audio: 746      DVD: 1,983  
 OverDrive/Libby: 948

## News, Projects and Proposals:

- ❖ **Website:** Proposals were due on September 26 and we received four from Tom Stier, Silo Media, T Square Design and Geiger Computers. Samara, Donna and I met on October 3 to discuss the proposals and make our recommendations. We went through each one, discussed their work, their timelines, prices and previous work. Our recommendation is to award the website redesign to Geiger Computers or T Square Design.
- ❖ **Ramsdell Designer Selection Committee:** The committee met September 26 and decided to invite EDM of Pittsfield, Lerner Ladds + Bartels and Wright Ostermier Landscape Architects to present their work on October 16 at 11am.
- ❖ **Ramsdell Building Program RFP:** We received two proposals: one from Mary Braney and one from Kimberly Bolan and Associates. Both are well within the amount the Board received from the FY20 CPA Grant.
- ❖ **Tech Tuesdays with Christine:** Our regular tech support program is starting up again at Mason! Christine will provide 30 minute sessions for patrons on the First and Third Tuesdays of the month. Patrons can sign up at the Circulation Desk. We are still working on providing a similar program at Ramsdell.
- ❖ **Budget FY2021:** In November I would like to start talking budget for the next fiscal year. I will provide a run-down of what we had and spent in all the

categories so we can discuss. This year will also be a Union negotiation year for staff salaries.

- ❖ **Disco Party:** Reminder that the Disco Party developed by Ken Roht of Daniel's Art Party/Simon's Rock will be Saturday, October 12 in Mason's parking lot. Party starts at 7:30pm.
- ❖ **Funding Request:** The sign board at Mason has reached the end of its functional life. Ed has glued the holders twice and they are falling off again. I would like to replace the Mason sign with a new one, this time a wet erase board. It would be black and we could use colorful wet erase markers with it. Demco (library supplier) has one with weather proof markers and wheels for \$273.03 with shipping. I request that the Board approve \$274 from Mason Donations to cover the cost of the new sign board for Mason and \$274 from Ramsdell Donations to cover the cost of a new sign board for Ramsdell. The picture shows a white sign but we would purchase a black one.





Treasurer's Report for  
October 2019

Appropriated Account	Date	Mason				Ramsdell								Total	Balance	total spent
		Adult		LP		YA		Child		Contin.		Ramsdell				
Account		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Books/Subscriptions	9/30/2019	\$30,150	\$20,366.88	\$6,800	\$5,460.14		\$3,675	\$1,336.75	\$17,525	\$12,251.72	\$1,500	\$15,975	\$10,603.29	\$1,250	\$934.37	\$76,875
Dues	9/30/2019		\$1,010		\$674.00											\$1,010
Equipment Repairs	9/30/2019	\$1,300	\$557.00									\$750	\$750.00			\$2,050
Non-Print	9/30/2019	\$16,878	\$14,205.27				\$1,189	\$521.69	\$8,000	\$6,938.82	\$1,000	\$7,783	\$6,293.07			\$34,850
Office Supplies	9/30/2019	\$7,424	\$5,950.37									\$2,621	\$2,547.23			\$10,045
Program Supplies	9/30/2019	\$825	\$753.45						\$1,625	\$1,473.43		\$625	\$587.17			\$3,075
																\$2,814.05
																\$260.95

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	9/30/2019	\$0.00	\$0.00
Copier Fees	9/30/2019	\$953.50	\$37.50
Fines	9/30/2019	\$2,817.99	\$175.37
Donations	9/30/2019	\$19,506.32	\$11,667.84

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	9/30/2019	\$186.98		Spend interest only. Mason only.
Ramsdell Trust	9/30/2019	\$2,579.20		Spend interest only. Ramsdell only.
Chesnow	9/30/2019	\$618.70		Spend interest only. Literacy related
Wheeler	9/30/2019	\$274.25		Unrestricted by library or purpose
Hollenbeck	9/30/2019	\$143.45		Spend interest only. New books for Mason.
Dewey	9/30/2019	\$179.91		Spend interest only. Nonfiction books for Mason
McKinley	9/30/2019	\$4,505.94		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	9/30/2019	\$1,275.69		Spend interest only. Traditionally for children's but no library specified

Capitol Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capitol Donations	9/30/2019	\$1,739.06	
R Capitol Donations	9/30/2019	\$5,118.00	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	9/30/2019	\$1,000.00	\$50.00
Mason Children's	9/30/2019	\$2,300.00	\$1,070.00
Ramsdell	9/30/2019	\$1,200.00	\$750.00
Other	9/30/2019	\$500.00	\$40.06
Total Allotted		\$5,000.00	\$1,910.06
Total in Account		\$30,679.35	
Total Available after allocation			\$28,769.29