

Great Barrington Libraries Board of Trustees

January 9, 2020

5:30 pm

231 Mason Street

Great Barrington, MA 01230

I. Call to Order at 5:30pm

- A. Attendance: Patrick Hollenbeck, Lauren Clarke, Samara Klein, Jane Stanhope, Margaret Heilbrun, and Amanda DiGiorgis, Library Director
Absent: K. Plungis
Audience: 2

B. Approval of December minutes:

LC: Motion to Approve
MH: 2nd
No Discussion
Vote: 5-0

- C. Friends Report: Holly Hamer reported on 1) successful Book Sale which resulted in \$1,800 in revenue for ~2K books, 2) December movie "Moving Images" had 75 attendees, and 3) Friends review of CHP request to show the movie "The Providers."

- D. Vote to release \$5,00 from State Aid for programming from Jan to June 2020.
MH: Motion to Approve
LC: 2nd
No Discussion
Vote: 5-0

- E. Discussion/vote on hiring website designer/developer: Amanda met with the two finalist firms who have agreed to jointly work on the project. One firm will focus on design/production, the other on website development and maintenance. Both firms submitted revised estimates totalling \$13,950. \$600/year maintenance contract is not included in this total.

Motion to Approve: LC

JS: 2nd

A discussion ensued.

Vote: 4-1 (LC, JS, SK, MH approved, PH opposed)

II. Reports on Officers, Boards, and Standing Committees

- A. Building and Grounds: Amanda reported that library is making inquiries into Town DPW regarding several issues: 1) Emergency roof repairs (Ramsdell) 2) New heating system (Ramsdell), and 3) Broken door opener (Mason)

- B. Director's Report: Amanda reported that the library has received 10 applications for posted job opening (Katie's placement). The new laptops at Ramsdell are up and running. The computers for Children's room and iPads are next. Library budget will be

presented on Tues Feb 4th. There will be a Library Legislative Breakfast at Monterey library on Fri. Jan. 31st. Finally, the library is almost ready to distribute info packets for the Library of Things and associated workshops which are planned for late winter/early spring.

C. Treasurer's Report - Kathy Plungis was absent. Report for January was distributed.

III. Unfinished Business

- A. Ramsdell renovation: PH reported that the archeological investigation is complete. Consultant found moderate to significant activity on the grounds. Next step is a site excavation required by the Mass Historical Commission totaling \$8,900. The Trustees/Library will ask CPA to cover this work which is important for due diligence. A parking study is also underway which also will be covered by CPA monies. Consultant will also look at Housatonic School as one of the 2 required alternate locations.
- B. Spring Election: PH reported that Samara Klein will not be seeking re-election. PH commended Samara for the many contributions she has made over the past year including work on the new website. PH will speak with Jenn Messina to double-check on the length of terms of current Trustees.

IV. Citizen Speak: A Housatonic resident expressed concerns about reduced hours at Ramsdell.

V. Adjournment: Motion to Adjourn at 6:50pm. 2nd. Vote: 5-0

Kathleen Plungis, Secretary

approved by the Board, July 9, 2020 Zoom Meeting

Statistics: January

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	528 [558]	2 programs 14 attending [4/25]	4 programs 30 attending [4/24]	11 [22]	0	-	1,166* [1,323]
Mason	10,752 [10,539]	4 programs 96 attending [5/122]	25 programs 344 attending [25/292]	820 (165 kids) [918]	176 [174]	49 [58]	11,415* [9,958]

*Book: 796

Audio: 61

DVD: 299

**Book: 7,987

Audio: 828

DVD: 2,513

OverDrive/Libby: 1,081

News, Projects and Proposals:

- ❖ **Staffing:** We have started interviews for Katie's replacement and I hope to have the job filled by our next Trustee meeting. The staff have been so helpful about filling in
- ❖ **Website:** Glenn, Abby, Laurie, Christine, Donna and I met on February 7 (Samara was unable to attend). We talked about our patrons and the wish list and started to prioritize what we would be working on. Both Glenn and Abby are on vacation now until the end of February.
- ❖ **LSTA/Library of Things:** Talya is finishing up the cataloging and documentation for the Library of Things. We are working on a Press Release and hope to have the collection available and running by the first of March. The workshops will follow.
- ❖ **Children's Room Tables:** Laurie has brought to my attention that the two small wooden tables in the main reading area of the Children's Room are falling apart. They are 30 x 30 x 23. We have reached out to Demco and Discount School Supply to see how much it would cost to replace them and I hope to have a quote by Thursday's meeting. We do have money designated for spending on the Children's Room both in Mason Donations (~\$1,200) and the EE Smith Trust (~\$1,600).
- ❖ **Budget Update:** I presented the library budget on February 4 to the Selectboard and Finance Committee. They were receptive and the only question asked was whether or not the increases we asked for would cover the increased cost of materials. So far I have not been asked to cut anything. I will let you know of any further meetings.

Proposal:

Monday: 2pm-6pm

Tuesday: 2pm-6pm

Wednesday: 2pm-6pm

Saturday: 9am-3pm

Sunday: 1pm-4pm

(Closed Thursday & Friday)

The community response portion of the consultant's report asked for consistent hours of operation, and hours in keeping with community needs, i.e. evenings and longer on weekends.

Additionally, Kimberly Bolan & Associates suggested less overlap with the Mason on weekends, as well as consecutive days.

These proposed days & hours meet all these requests and suggestions:

The days are consecutive, and the hours are consistent Monday-Wednesday; the weekday hours extend to 6pm allowing for afterschool and afterwork use.

Though the Mason is open on Monday, most area libraries (including the nearby Stockbridge & West Stockbridge libraries) are not, and Tuesdays and Wednesdays are already moderate days for the Ramsdell, with patronage declining after 6pm on Wednesday, other than the writing group, which could continue to meet on Wednesday at 6:30pm without the library open to the public.

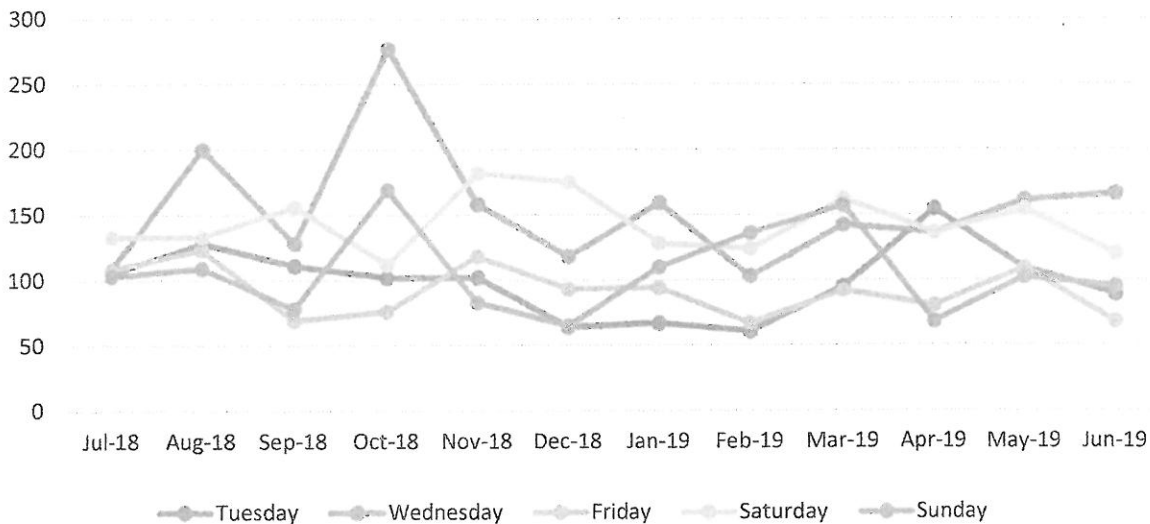
The Ramsdell gets the most patronage on the weekends. Opening at 9am on Saturday would extend the hours by one (patronage goes down toward 3pm) and the Ramsdell would be open an hour earlier than the Mason. The current Sunday hours seem to work very well. – Other than the Sheffield library, the Ramsdell is the only area library open.

In the past, the Ramsdell did not have high patronage on Thursdays, and Fridays currently have the lowest patronage. Special programs (music, drawing, etc.) can continue to take place outside of normal library hours with arrangements made.

Ramsdell Days & Hours

Current days/hours and patronage:

Day	Tuesday	Wednesday	Friday	Saturday	Sunday
Hours	1-5pm	1-8pm	1-6pm	10am-3pm	1-4pm
# of hours	4	7	5	5	3
Jul-18	105	108	108	133	103
Aug-18	128	200	123	133	109
Sep-18	111	128	69	156	78
Oct-18	102	277	76	112	169
Nov-18	102	158	118	182	83
Dec-18	64	118	93	175	65
Jan-19	67	159	94	128	110
Feb-19	61	103	67	124	136
Mar-19	95	142	92	162	157
Apr-19	154	136	80	136	68
May-19	109	161	109	154	102
Jun-19	89	166	68	120	95
Total patrons	1,187	1,856	1,097	1,715	1,275
Average patrons	99	155	91	143	106
Average patrons by hour	6	6	5	7	7
	w/in 10 of average	above average	below average		



Area libraries' days/hours:

	Mason	W. Stockbridge	Sheffield	Egremont	Stockbridge	Lee	Lenox
Monday	10am-7pm	x	x	2pm-6pm	x	10am-8pm	x
Tuesday	10am-7pm	10am-5pm	10am-5pm	2pm-6pm	9am-8pm	10am-8pm	10am-8pm
Wednesday	10am-7pm	2pm-6pm	10am-5pm	x	9am-5pm	10am-5pm	10am-6pm
Thursday	10am-6pm	2pm-6pm	10am-5pm	2pm-6pm	9am-5pm	10am-8pm	10am-6pm
Friday	10am-6pm	2pm-6pm	10am-8pm	x	9am-8pm	10am-5pm	10am-6pm
Saturday	10am-6pm	10am-2pm	10am-5pm	9am-12pm	9am-2pm	10am-2pm	10am-5pm
Sunday	x	x	2pm-5pm	x	x	x	x

Appropriated Account	Mason										Ramsdell								Total	Balance	total spent
	Date	Adult	Start	End	LP	Start	End	YA	Start	End	Child	Start	End	Contin.	Start	End	LP	Start			
Books/Subscriptions	1/31/2020	\$30,150	\$12,251.56	\$6,800	\$3,586.35	\$3,675	\$737.56	\$17,525	\$6,687.22	\$1,500	\$15,975	\$6,534.44	\$1,250	\$608.85				\$75,875	\$31,905.98	\$44,969.02	
Dues	1/31/2020	\$1,010	\$74.00												\$1,010	\$74.00		\$935.00			
Equipment Repairs	1/31/2020	\$1,682	\$0.52									\$750	\$0.00		\$2,432	\$0.52		\$2,431.48			
Non-Print	1/31/2020	\$16,878	\$8,307.48									\$7,783	\$4,475.04		\$34,850	\$19,311.92		\$15,538.08			
Office Supplies	1/31/2020	\$7,424	\$3,478.43									\$2,621	\$1,798.46		\$9,663	\$5,276.89		\$4,386.11			
Program Supplies	1/31/2020	\$825	\$450.61									\$625	\$566.11		\$3,075	\$1,982.89		\$1,092.11			

Non-Appropriated In-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	1/31/2020	\$250.00	\$0.00
Copier Fees	1/31/2020	\$1,872.05	\$69.60
Fines	1/31/2020	\$5,347.38	\$337.28
Donations	1/31/2020	\$20,642.64	\$12,329.97

Non-Appropriated Trusts		Balance		Stipulations	
Account	Date	Mason	Ramsdell		
Mason Trust	1/31/2020	\$229.81		Spend interest only. Mason only.	
Ramsdell Trust	1/31/2020	\$2,652.62		Spend interest only. Ramsdell only.	
Chesnow	1/31/2020	\$674.26		Spend interest only. Literacy related	
Wheeler	1/31/2020	\$277.94		Unrestricted by library or purpose	
Hollenbeck	1/31/2020	\$159.74		Spend interest only. New books for Mason.	
Dewey	1/31/2020	\$205.31		Spend interest only. Nonfiction books for Mason	
McKinley	1/31/2020	\$4,950.13		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted	
Smith	1/31/2020	\$1,617.23		Spend interest only. Traditionally for children's but no library specified	

Capital Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capital Donations	1/31/2020	\$1,739.06	
R Capital Donations	1/31/2020	\$5,118.00	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	1/31/2020	\$1,000.00	\$1,000.00
Mason Children's	1/31/2020	\$2,300.00	\$2,300.00
Ramsdell	1/31/2020	\$1,200.00	\$1,200.00
Other	1/31/2020	\$500.00	\$500.00
Total Allotted		\$5,000.00	\$5,000.00
Total in Account		\$27,496.10	
Total Available after allocation			\$22,496.10