

**Great Barrington Libraries Board of Trustees**

**February 13, 2020** 5:30 pm

231 Mason Street

Great Barrington, MA 01230

**I. Call to Order at 5:33 pm**

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

**B. Approval of January Minutes**

January minutes were not available and approval was deferred to the next board meeting.

**C. Friends Report: There was no Friends Report.**

**D. Requests to exhibit art in Mason and Ramsdell.**

Library has received 3 requests to hang art. Amanda suggested starting two of the exhibits -- the first by Caryn King at Mason, and the second by Margaret Butche at Ramsdell -- in April each for 2 months. The 3rd exhibit is a CATA artist for later in the season.

There were 2 motions:

PH: Motion to Approve 2 exhibits starting in April for 2 months

MH: 2nd

No Discussion

Vote: Approved 5-0

PH: Motion to Approve CATA artist - Eric Schuman - exhibit later in the season.

MH: 2nd

No Discussion

Vote: Approved 5-0

**E. Website Update**

Amanda gave a progress report on new website. There was a 3-hour kick-off meeting on February 7, 2020 with the selected website contractors to start development of wish list of feature requirements based on target patron profiles. Amanda noted it was a productive session.

**F. Ramsdell hours revisited**

There was a discussion of recent Ramsdell hours change and possible options to increase hours particularly this spring where the library will be closed for several holidays. Cost is an issue as it is unbudgeted and per contract it would require 2 people for 4 hours plus utilities. This was followed by a general discussion of upcoming contract negotiations.

There were 2 motions:

PH: Motion to recommend to Town Manager a pilot program to open Ramsdell on select Sundays on holiday weekends (MLK, Presidents Day, Patriot's Day, Palm Sunday, Memorial Day, Columbus Day)

LC: 2nd

Vote: Approved 5-0

SK: Motion to support staff for contract negotiations for quality of life increase in wages.

LC: 2nd

Vote: Approved 5-0

G. Front Door issue

The front doors at Ramsdell need to be refinished asap to prevent further deterioration.

MH: Motion to ask the Town to refinish front doors of Ramsdell this spring.

LC: 2nd

Vote: Approved 5-0

II. Reports on Officers, Boards, and Standing Committees

A. Building and Grounds: No report

B. Director's Report: Amanda DeGiorgis distributed the Director's report. Trustees tabled conversation on eliminating late fees for Children's room and the Library of Things PR/announcement for the next meeting.

C. Treasurer's Report - No report. Kathy Plungis was absent.

III. Unfinished Business

A. Ramsdell renovation: With the first phase of archeological investigation now complete, next step is site excavation as required by Mass Historical Commission.

MH: Motion to request from Town \$9,800 to cover phase two.

LC: 2nd

Vote: Approved 5-0

B. Legislative Breakfast at Monterey Library

Monterey Library hosted a Legislative breakfast in last January. Donna Brown from the Library and Patrick Hollenbeck, Lauren Clarke, and Kathy Plungis from the Trustees attended.

Representatives of the Mass Library Commission discussed the need for more funding.

Patrick noted that the Library Legislative Day at MA State House will be held April 2nd and encouraged Trustees to attend.

C. Trustee Vacancy

Patrick noted the upcoming Town elections and 2 Trustee openings.

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

Jane Stanhope. Temporary Secretary

*Approved by the Board, July 9, 2020 Zoom  
Kathleen Plungis, Secretary meeting*

**Statistics: February**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	554 [544]	5 programs 44 attending [8/105]	5 programs 44 attending [3/25]	13 [13]	0	-	1,243* [1,035]
Mason	10,166 [9,878]	5 programs 90 attending [5/78]	26 programs 319 attending [19/168]	735 ( 131 kids) [761]	160 [155]	48 [44]	10,073* [8,844]

\*Book: 908

Audio: 48

DVD: 273

\*\*Book: 7,165

Audio: 658

DVD: 2,167

OverDrive/Libby: 981

**News, Projects and Proposals:**

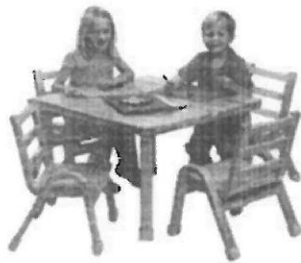
- ❖ **Staffing:** We have offered the job and are waiting to hear back if our candidate passed the physical and CORI check. My hope is to have this person start on March 23. Leslie Meltzer has put in her retirement papers; her final day will be June 30.
- ❖ **COVID-19/Corona virus:** We have been putting out signs and pamphlets about corona virus as a source of information. DPW has been sanitizing both libraries on a daily basis in response to COVID-19. We will be providing wipes for the computers once they come in and have hand wipes available for the public. We are following the Town's lead in conjunction with the Board of Health. We have no current plans to shut down the library (this is a question that I am being asked daily by patrons). Staff are being encouraged to disinfect their workstations and wear disposable gloves. DPW also has face masks on order but they are currently back ordered. The situation is ever evolving and I am keeping informed.
- ❖ **Website:** Glenn, Abby and I have been busy deconstructing our current site and deciding what is going to stay and what is going to go. We are also working on the architecture of the new site. We met on March 5 to regroup after their vacations. Abby has started to build a sitemap of the new site and we will be meeting in the next couple of days to refine it.
- ❖ **Buildings and Grounds:** The inside windows at Mason have been cleaned; the outside ones will be cleaned in the spring. Vacant/occupied locks have been installed on the upstairs bathrooms at Mason. Ramsdell's hanging system is up, the door knob re-installed and the front doors will be taken care of in the spring. They are planning to take them down, sand them (which was not done last time)

and re-varnish them. The closet at Ramsdell was also cleaned out and Steve built shelves for it.

- ❖ **LSTA/Library of Things:** The LoT is live as of Monday! I have already received a dozen emails in response to the MailChimp that went out. All responses have been positive and people are already talking about the collection and about donating items to increase it. As of Tuesday afternoon, two items have been checked out. WGBY and Spectrum News 1 will be coming out in the next few weeks to do TV segments on it.

Talya is at work scheduling workshops – we will be keeping an eye on the COVID-19 recommendations and hope to have them starting as soon as we can. We are thinking of having an open house when we announce the classes, if anyone is interested in helping with that. Again, that will be dependent on how things develop.

- ❖ **Children's Room Tables:** Circling back to the tables, DPW said they cannot fix them and we need to replace them. They are 30 x 30 x 23. Laurie and I would like to order two tables (picture below) from Discount School Supply. They are solid hardwood and cost \$188 each. The total for two tables (with shipping) would be \$432. I spoke with the Town Accountant and she suggested we use Mason Capital Donations as it was created for expenditures of this type. There is roughly \$1,700 in that account. We could also spend what interest is available in the EE Smith Trust (\$37ish) and then take the rest from Mason Capital.



- ❖ **Budget Update:** The Public Hearing for the budget will be Tuesday, March 17 at 6pm. The Finance Committee and Selectboard will be entertaining questions from the public and the Finance Committee will be making their recommendations.

The latest news for you

kplungis@yahoo.com/Inbox



THE NEWSletter <thenewsletter@gmail.com>  
To: kplungis@yahoo.com

Corona Virus 19

Mar 13 at 12:37 PM

received Friday March 13  
2020

The following is from Great Barrington library director Amanda DeGiorgis.

As a community, I know we all have been watching the COVID-19 events and wondering what this means for our daily lives. At the library, we have been taking measures to keep our surfaces clean and disinfected as much as possible. We have a supply of wipes, hand sanitizer and good old soap and water.

Yesterday the Town suspended all nonessential meetings and lifted the plastic water bottle ban temporarily.

The library continues to be open, though we are canceling our events and curtailing our hosting of meetings.

If you are ill with a fever, cough or flu like symptoms, please stay home. The library is offering UNLIMITED renewals on all materials (books, magazines, DVDs, audiobooks) so there is no need to come in if you don't have to.

Also, don't forget that we have access to thousands of eBooks and eAudio via our digital catalog ([www.cwmars.overdrive.com](http://www.cwmars.overdrive.com)). All you need is your library card number and password. Call us or email us and we can help you borrow eBooks and get you set up!

I will keep you updated on any further developments and you can also find updates on our website. Please be safe, be well, be kind and know that we are always here.

Healthy Wishes,  
Amanda DeGiorgis, Library Director

THE NEWSletter | POB 567, Housatonic, MA 01236

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Treasurer's Report for  
March (February) 2020

Appropriated Account	Date	Mason						Ramsdell										Total	Balance	total spent
		Adult		LP		YA		Child		Contin.		Ramsdell		LP						
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End					
Books/subscriptions	2/29/2020	\$30,150	\$8,880.74	\$6,800	\$3,208.86	\$3,675	\$290.07	\$17,525	\$6,494.35	\$1,500		\$15,975	\$5,467.59	\$1,250	\$522.78	\$76,875	\$26,281.09	\$50,593.91		
Dues	2/29/2020	\$1,010	\$74.00													\$1,010	\$74.00	\$936.00		
Equipment Repairs	2/29/2020	\$1,682	\$0.52									\$750	\$0.00			\$2,432	\$0.52	\$2,431.48		
Non-Print	2/29/2020	\$16,878	\$6,869.98							\$1,000		\$7,783	\$3,841.10			\$34,850	\$16,556.61	\$18,293.39		
Office Supplies	2/29/2020	\$7,424	\$3,224.43									\$2,621	\$1,717.84			\$9,663	\$4,942.27	\$5,102.73		
Program Supplies	2/29/2020	\$825	\$442.32					\$1,625	\$863.20			\$625	\$566.11			\$3,075	\$1,871.63	\$1,203.37		

Non-Appropriated In-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	2/29/2020	\$275.00	\$0.00
Copier Fees	2/29/2020	\$2,164.60	\$76.80
Fines	2/29/2020	\$6,062.63	\$376.08
Donations	2/29/2020	\$20,795.37	\$12,264.07

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	2/29/2020	\$229.81		Spend interest only. Mason only.
Ramsdell Trust	2/29/2020	\$2,652.62		Spend interest only. Ramsdell only.
Chesnow	2/29/2020	\$674.26		Spend interest only. Literacy related
Wheeler	2/29/2020	\$277.94		Unrestricted by library or purpose
Hollenbeck	2/29/2020	\$159.74		Spend interest only. New books for Mason.
Dewey	2/29/2020	\$205.31		Spend interest only. Nonfiction books for Mason
McKinley	2/29/2020	\$4,950.13		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	2/29/2020	\$1,617.23		Spend interest only. Traditionally for children's but no library specified

Capital Accounts		Balance	
Account	Date	Mason	Ramsdell
M Capital Donations	2/29/2020	\$1,739.06	
R Capital Donations	2/29/2020	\$5,118.00	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	2/29/2020	\$1,000.00	\$1,000.00
Mason Children's	2/29/2020	\$2,300.00	\$1,800.00
Ramsdell	2/29/2020	\$1,200.00	\$1,200.00
Other	2/29/2020	\$500.00	\$16.00
Total Allotted		\$5,000.00	\$4,016.00
Total in Account		\$26,512.10	
Total Available after allocation			\$22,496.10