

Great Barrington Library Board of Trustees Meeting

July 12, 2023 at 5:30 PM Mason Library in person only

Present: Patrick Hollenbeck (chair), Rob Shaeffer, Sandy Pantorno, Donna Brown (interim library director) , Marie B. (Library staff) , Lauren Clark, Carol McGlinchey, Ruby Chang (secretary), Ed Abrahams (Friends of the Library) and community members; Michelle Loubert, Eileen Mooney, Linda Baxter and Sharon Gregory.

Meeting started 5:34 PM.

Minutes for May 17, 2023 Meeting- motion made by Lauren and Carol second for approval. Carol McGlinchey noted correction, she as present for the meeting roll call and approval of minutes. (Correction made to minutes and reposted)

Minutes for June 20, 2023 Meeting- motion made by Lauren and Carol second for approval. No discussion. All present approved of minutes.

Report from Friends of the Library,

Ed Abrahams reports donated books are placed in front of the library for Saturday and Sundays, provided weather permitting. Dubois bookstore closed/moved and donated huge number of books. We had someone go over the books to weed out the valuable ones and rest for sale at \$1.00/piece. A lot of books about history. Many books are stored in the community room. Temperature is fine for them there. We are bringing in some money.

Sad news is Friends are now 5 members. Jeff Van deVisse died.

Friends and radio station WBCR-lp that he was involved with hosting a gathering in the Children's Garden this Saturday at 5-6:30PM.

Movie program may be in the fall due to air conditioning only one unit is working right now. Ed would like some support with moving the books on the weekends.

Interim Director Donna Brown Report:

Mason circulation went up, Ramsdell went down just a little bit. Since Mason is closed on Mondays, the circulation at Ramsdell on Sunday and Mondays have gone up.

Funding and Budget question from Sandy: What is non-expendable

trust: principal? Principal that cannot be spent. State Grant is available now but not released at once, is for programming. The interlibrary loans are included in the circulation data. Sharon questioned comparing with other towns, metrics of donation against expenses, what percentage of the budget? PH noted every town is different. MCLS has all the data.

- Donna reviewed function of our subscription to Tixkeeper which allow patrons to reserve passes on line but some participating avenues request the physical pass which patron will need to pick up at the library. Others, can be downloaded onto your phone.

- Sharon wanted to know about large donations, whether we should have a 501c3 status. We would like to have that status someday.
- Passes: Friends pay for the passes. Would be important that we track how often the passes are used. We had not had tracking till the new system is in place.
- Artist in Residence-Samara has been coming in to help sign up and set up the table. Tuesday and Friday they were outside making paper.
- Donna feels the A/C is functioning. Thanks for the support given by the trustees.
- Ramsdell ramp is held due to asbestos removal. Joe Aberdale has been helpful.
- Donna reviewed Summer Reading Program, going over the numbers.
 - Delay of Forest Park Zoo program to July 29 due to inclement weather. **Questions and Answers/Trustee Update:**

- Surveys— Setting up table at Farmer's Market by Rob and got 45 surveys this past Saturday. Wonder if there is detriment to library staff to have the survey at the library. Donna did not feel that it was an issue. The sign Fran made was great.

Sandra reported she dropped the surveys out to Railroad Street Youth Project and they loved to participate in focus group. Also dropped off some at the Senior Center and spoke with director Joan. CHP was really welcome helping with the survey as well as the Southern Berkshire Community Center. The survey is also at the Town Hall.

Rob- We went live on July 5th and sent out E-blast. Town has it on their website with link to the downloadable version that can be filled out and returned. Christine came up with pattern to be more efficient. Need print out survey give number to Rob and Christine will have paper survey printed out for Friday. She needs a 2.5 day window. Rob has contacted Executive Director of VIM and working on Spanish translation of the survey to be available as well. Such as using English language learners not ESL. By next Monday, they will have the Spanish version available. Everyone will get PDF copy. Farmer's Market, we have a table set up as an open invitation. Rob has made all the craft people and vendors to fill them out. Sharon recommend maybe distribute them at FlagRock. Eileen Mooney will take the survey to the board meeting. Question need larger print? Question sending out as insert in the Shopper's Guide but too difficult to insert and pose a labor issue. Eileen sent out the info in her Newsletter as well. Sharon noted potential candidates do not have to live in the community and everyone in the family should fill out their individual form. We had received close to 300 surveys in the 2018 Ramsdell Study. Others suggested locations at the Berkshire Coop, Quido's Market. Various discussions about concerns to get good cross section, but do not need to saturate.

- Staffing- Pat requested update. He noted one person from the Trustees board will also be involved in the interview process. Newly hired Director will be involved in hiring the staff. The openings per Donna are Director, Assistant Director, full time staff for children's section and 2 part time staff. Would also like to have staff that have IT

expertise. We are still waiting to find out how many people will be involved in the hiring committee and whether any of staff members will be involved. They are advertising via "Indeed" and also on the town website. Michelle noted there is website from Mass. Municipal Association Public sector that has the posting. Sandy question about increase the board involvement. Pat will contact Mark, town manager about this. Sharon noted we now have a part-time shared HR person. Rob noted that the job description about director responsible for Strategic Plan is not accurate.

- Lauren: Board members were invited to the presentation of the W.E.B. Du Bois Sculpture project with 3 sculptors' presentation of their maquettes which will be available for viewing on July 20. Decision will be made end of month. Berkshire Botanical Garden has a fund raiser for the statue on July 19 from 5:30-7 pm. There are 3 jurors. Overall committee of selection of 5 and 2 members have a say. The jurors are Reginald Madison (painter and sculptor) who lived Great Barrington but now lives in Hudson, Delano Burrowes, Brooklyn - based writer and artist whose mother is the minister at the Macedonia Baptist Church in Great Barrington and also Lauren Clark. The presentation should be available for viewing since it is recorded on Zoom.

- Sandy will be taking lessons for managing Zoom for future meetings.

Meeting adjourned at 6:30 pm as agreed after taking motion.

Respectfully submitted,

Ruby Chang