

Great Barrington Libraries Board of Trustees April 11, 2019 5:30 pm  
Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: at 5:32 pm

1. Roll Call: Patrick Hollenbeck Kathy Plungis Samara Klein Jane Stanhope Lauren Clarke  
One Trustee Vacancy Amanda DeGiorgis, Director Audience: 8

A. Approvals: March 2019 Minutes LC: MOTION TO APPROVE MARCH 2019 MINUTES.  
KS: 2nd. VOTE: 5 - 0

B. Trustee Updates/Communications: Jenny Clarke from the Berkshire Women's Action Group spoke to the Trustees regarding the water station that will potentially be placed on the Mason Library front lawn. DPW suggested the best placement of the station is near the current water pipes. A discussion ensued. Tentatively the proposed water station will be installed in June at the earliest. It will be operational 3 seasons a year and the DPW will be in charge of maintenance for the winter months.

Holly Hamer (HH) reported the Friends will be donating funds for the purchase and installation of a water station inside Mason Library. Arbor Day festivities will take place at Mason Library on Friday, April 26<sup>th</sup>. Volunteers are needed to assist with the variety of activities. HH reported that the April Saturday night film was attended by 75 patrons. The film series is now on hiatus until September. The Trustees thanked Holly and Ed Abrahams and all of the Friends for their efforts to make the Saturday night film series a success.

Patrick Hollenbeck (PH) noted that the town's annual town meeting is May 6<sup>th</sup>. He encouraged the Trustees to attend as the Trustees are requesting \$30,000 in CPA funding for a library building program for Ramsdell. PH and Jane Stanhope (JS) announced a state wide Trustee meeting will take place on Saturday, April 27<sup>th</sup> in Worcester MA. All Trustees are encouraged to attend. There will be a New Trustee Orientation taking place at the Lee Library on Thursday, May 14<sup>th</sup>, at 6pm.

C. Ramsdell Designer Selection Committee Update:

PH stated that the committee has met for the third time. They have moved to a completed Request For Proposals. Applications are due by the end of July. The Committee is made up of PH, Amanda DeGiorgis (AD), Ed Abrahams (chair), Holly Hamer, and Pedro Pachano.

D. Library Policy Clarification:

A. DeGiorgis presented the current Library Card Policy (see attached document). There has been a patron complaint about needing to show a library card when taking out materials. There was significant conversation as it is a difficult subject. The overarching concern of the Trustees and Library Director is that staff cannot be discriminatory in their transactions with patrons and it is important to protect patron privacy. A library card aids in these matters. The Library Director shared that there is a new CW MARS app that can save your library card number for checkout at a circulation desk, adding an additional form of identification (library card, driver's license and now phone app).

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: None. See the Director's report for additional information.

Devon Arnold presented three plans for the Pollinator Garden to be placed in the well area that runs the length of Mason Library's front foundation. Trustees questioned the height of plantings, overgrowth and who was

going to maintain it, whether soil would need to be added, will there be signage to ID the plants. There is concern about grounds in general and other areas on the lawn. DPW will be funding all aspects of garden including signage and maintenance.

B. Director's Report – A. DeGiorgis: Staffing changes include departure of Sam Reggio, Adult Circulation Supervisor, and promotion of Christine Warner to that position. Marie Blauvelt, PT, resigned. A search for two PT circulation technicians is ongoing. See attached report for more details.

C. Treasurer's Report: K. Plungis: See attached report. The previously voted money allocation from the Mason Capital account was not used. The DPW paid for the steam cleaning of the remaining portable chairs at Mason.

### III. Unfinished Business:

A. Library Services and Technology Act (LSTA) update: The grant application was submitted and we will be notified by July 16 if we have been successful. The anticipated success of the grant will help fund the “Library of Things” that will be established at Ramsdell Library.

Marketing/Outreach, Report to the Community from Trustees: Jane Stanhope (JS) reported that work on this is ongoing.

B. Website survey update and funding: See Director’s Report for more information. Website survey is complete.

C. Proposals for programming: An audience member inquired as to whether programs will continue to be offered at Ramsdell due to the library not being handicap accessible. In a phone conference with the Ramsdell Designer Selection Committee, the Committee spoke with Jeffrey Dougan (Massachusetts Office on Disability). Mr. Dougan made it clear that if a complaint is received about a patron have accessibility issues at Ramsdell, then we will need to curtail these events until the building is made accessible.

PH noted that this week is National Library Week. He asked as to when volunteers are thanked. The Library Director replied that they are thanked the end of December with a card and gift.

### IV. New Business:

A. Board Speak: PH mentioned that the part-time library staff is underpaid and this needs to be looked at in future budget cycles. The union contract expires in 2020. An audience member reminded the Trustees about the bigger picture and tax ramifications. PH suggested that fundraising and additional outside funding would be a great way to help offset that cost.

V. Citizens Speak: None

Adjournment. LC: MOTION MADE TO ADJOURN AT 7:09 pm JS: 2nd. VOTE: 5 – 0

Next Trustee meeting will be May 9, 2019

The Trustees will also meet on Thursday, May 16, at 4:45pm, at Mason Library. This will be our Reorganization Meeting, per our Bylaws.

Respectfully submitted:

Kathleen Plungis, Trustee 

**Statistics: March**

|          | Total Patrons | Adult programs             | Children's programs          | Computer use +iPad | Quiet/ study | Meeting room | Circulation |
|----------|---------------|----------------------------|------------------------------|--------------------|--------------|--------------|-------------|
| Ramsdell | 491           | 7 programs<br>48 attending | 4 programs<br>32 attending   | 17 (1 iPad)        | 0            | -            | 1,268*      |
| Mason    | 10,171        | 6 programs<br>99 attending | 24 programs<br>252 attending | 969<br>(198)       | 196          | 47           | 8,974**     |

\*DVD: 292   Audio: 102   Books: 839

\*\*DVD: 2,163   Audio: 684   Books: 6,057

**News, Projects and Proposals:**

- ❖ **PJ Drive:** We collected a total of 267 pairs of PJs this year. Huge thank you to everyone who participated.
- ❖ **Budget Update:** Town Meeting will be Monday, May 6 at 6pm. Both the Library Budget and the CPA Grant will be voted upon.
- ❖ **Staffing Update:** Christine Warner has been appointed the new Adult Circulation Supervisor. Her first day is April 16. Marie Blauvelt has resigned, which leaves two vacant part time positions. We have advertised the positions and are accepting applications until April 19.
- ❖ **LSTA Grant Update:** Application was submitted on April 8. We will hear by July 15, 2019 if we are successful. I, again, want to say thank you to Talya for her work on it.
- ❖ **Website:** The survey went out and we have 75 responses as of April 5. Samara, Laurie, Donna and I decided to leave it up for the rest of this week and will then start going through the responses. From that we hope to work on what we would like so we can create our RFQ.
- ❖ **DPW/Building Report:**

The rest of the Community Room chairs were cleaned in March. This means all of the chairs have been cleaned and treated. They all look so much better without ten years of dirt and grime on them.

The HVAC unit at Mason will be installed the week of April 22.

### ❖ Library Card Policy:

Mason Library sees, on average, 350 people a day. The winter months tend to be a bit slower but during the summer months we can see close to 450 to 500 people a day. We are in a unique situation as Great Barrington is a hub for South County in many different ways. We see library users from all over our neighboring towns as well as Connecticut and New York. Yes, we are Great Barrington's town library but we have become the main library for South County. Our circulation statistics are only exceeded by Pittsfield for all of Berkshire County.

In 2012, the Board of Trustees and the then library director created the GB Library Borrowing Policy and Procedures. In this document they laid out what was required to obtain a library card and some of the responsibilities of holding that card. Throughout the document is the phrase "Great Barrington Libraries may request positive identification from any person checking materials out." In 2013, the then Library Director began requesting staff to ask patrons routinely for their library cards. This was due to more and more patrons expecting the library staff to know who they are and the staff seeing more and more new faces that they did not recognize.

We are not alone in requesting library cards. The Stockbridge Library has it in their policy that "patrons are expected to present their library cards when borrowing materials from the library. If you come to the library without your card, you still may borrow material by showing photo identification with your name address. The library reserves the right not to lend materials to a person who cannot present his or her own library card or valid ID, or to anyone who presents a library card registered to another person." Pittsfield requires a card or photo ID to take out materials. The reality is that while we have a small town feel, our library is too big to always be able to provide all of the small town conveniences we know and love.

It has never been our intention to make our patrons uncomfortable or to give offense when asking for a library card. It is an important practice in our world as it helps prevent mistakes and protects patrons from items being put on their accounts erroneously. Our database of cardholders contains not just Great Barrington, Sheffield, New Marlborough, Monterey and Lee. The database encompasses all of Central and Western Massachusetts. There are 500,000 card holders in that database. You would be surprised how many patrons have the same last name and sometimes that list is several pages long.

The staff strives to be welcoming of their friends and neighbors as well as newcomers to our community. Yes, they do end up knowing quite a few of our patrons. But we do have a number of new faces on a daily basis. The combinations of staff turnover, part time staff members, staff members that work between two libraries as well as a staff who does not all live in the community, makes it possible that a patron might be served by a member of staff who does not know or recognize them. This puts the staff member in an awkward situation of trying to guess who this person is and hoping they made the right guess. We have always accepted a driver's license in lieu of a card and if a patron has come in with neither we will look them up and ask them to verify some key information. We never turn anyone away from checking out an item if they have a valid account.



## Great Barrington Libraries

### After-Hours Policy

**Permitted uses of Mason Library After-Hours:** Meeting room access is granted on an equal basis but priority is given to Town Committee and Board use. The Community Room is the only room available for meetings outside normal library hours. The Great Barrington Libraries will not allow revenue-generating activities hosted by for-profit entities on the premises. *[Do we want to include events or limit to meetings at this point? Friends are excluded as they are library related]*

**Fee:** Town Boards and Committees may use the space without incurring a fee. Otherwise the Town does assess a \$35 building use fee. The Town Building Use Procedure form must be completed, signed and returned to either the Library Director or Assistant Director of Programming.

**Food:** Light refreshments may be consumed in the Community Room but the group must clean up and dispose of the trash at the end of the evening.

**Set up and Clean Up:** Please be sure to return the area to the condition in which you found it. Any extraordinary cleaning required after an event will be subject to a cleaning charge of \$250.

**Security:** The person requesting the use of the library's space is personally responsible for all damage, theft or vandalism that may occur to the library during the event/meeting.

**Key Check Out:** Upon successful completion of the Town Building Use Procedure form and acceptance from the library director, you will be contacted to schedule a walk through/key check out session during library hours. Only the person signing the application or the person listed as the alternate may check out the room key for after-hours use. The key **MUST** be returned by placing it in the special return enveloped clearly identified for this purpose and dropping it in the book drop slot immediately after the building is secured. There will be a lost key replacement charge of \$50.

**Important:** please not at any time the library is closed you *must*:

- a) Make sure all entrances are locked within 20 minutes from the start of the event/meeting, or
- b) Station a greeter in the elevator lobby on the main floor at all times if the doors are left unlocked. **DO NOT** leave the library entrances unlocked and unattended.

Treasurer's Report for  
April 2019

| Appropriated Account | Date      | Mason    |            |         |            | Ramsdell |          |          |            |         |          |            |         |          |         |       |     | Total | Balance | total spent |     |       |     |       |     |       |     |       |     |       |     |
|----------------------|-----------|----------|------------|---------|------------|----------|----------|----------|------------|---------|----------|------------|---------|----------|---------|-------|-----|-------|---------|-------------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|
|                      |           | Adult    | LP         | YA      | Child      | Contin.  | Ramsdell |          | LP         |         | YA       |            | Child   |          | Contin. |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |
|                      |           | Start    | End        | Start   | End        | Start    | End      | Start    | End        | Start   | End      | Start      | End     | Start    | End     | Start | End | Start | End     | Start       | End | Start | End | Start | End | Start | End | Start | End | Start | End |
| Books/Subscriptions  | 3/31/2019 | \$29,500 | \$7,873.59 | \$6,800 | \$2,255.86 | \$3,375  | \$955.23 | \$17,225 | \$2,667.56 | \$1,500 | \$15,350 | \$4,580.16 | \$1,250 | \$373.64 |         |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |
| Dues                 | 3/31/2019 | \$410    | \$86.20    |         |            |          |          |          |            |         |          |            |         |          |         |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |
| Equipment Repairs    | 3/31/2019 | \$1,255  | \$0.00     |         |            |          |          |          |            |         |          |            |         |          |         |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |
| Non-Print            | 3/31/2019 | \$16,500 | \$4,295.07 |         |            | \$1,000  | \$441.99 | \$8,000  | \$936.21   | \$1,000 | \$7,500  | \$2,651.76 |         |          |         |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |
| Office Supplies      | 3/31/2019 | \$7,300  | \$2,766.07 |         |            |          |          |          |            |         |          |            |         |          |         |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |
| Program Supplies     | 3/31/2019 | \$800    | \$287.68   |         |            |          |          | \$1,600  | \$314.81   |         | \$600    | \$73.55    |         |          |         |       |     |       |         |             |     |       |     |       |     |       |     |       |     |       |     |

| Non-Appropriated in-Library |           | Balance     |             |
|-----------------------------|-----------|-------------|-------------|
| Account                     | Date      | Mason       | Ramsdell    |
| Out of State Fees           | 3/31/2019 | \$525.00    | \$0.00      |
| Copier Fees                 | 3/31/2019 | \$2,287.91  | \$86.95     |
| Fines                       | 3/31/2019 | \$10,368.24 | \$494.00    |
| Donations                   | 3/31/2019 | \$18,974.48 | \$11,682.13 |

| Non-Appropriated Trusts |           | Balance    |          | Stipulations  |
|-------------------------|-----------|------------|----------|---|
| Account                 | Date      | Mason      | Ramsdell |   |
| Mason Trust             | 3/31/2019 | \$186.98   |          | Spend interest only. Mason only.  |
| Ramsdell Trust          | 3/31/2019 | \$2,579.20 |          | Spend interest only. Ramsdell only.   |
| Chesano                 | 3/31/2019 | \$618.70   |          | Spend interest only. Literacy related   |
| Wheeler                 | 3/31/2019 | \$274.25   |          | Unrestricted by library or purpose  |
| Hollenbeck              | 3/31/2019 | \$143.45   |          | Spend interest only. New books for Mason.   |
| Dewey                   | 3/31/2019 | \$179.91   |          | Spend interest only. Nonfiction books for Mason   |
| McKinley                | 3/31/2019 | \$4,505.94 |          | Spend interest only. Traditionally for large print for Mason but otherwise unrestricted |
| Smith                   | 3/31/2019 | \$1,275.69 |          | Spend interest only. Traditionally for children's but no library specified              |
| Ramsdell Improvements   | 3/31/2019 | \$1,110.03 |          | Improvements for Ramsdell only.   |

| Capitol Accounts |                   | Date      | Balance    |   |
|------------------|-------------------|-----------|------------|---|
| M                | Capitol Donations | 3/31/2019 | \$1,739.06 | Mason only. For capital projects.                                     |
| R                | Capitol Donations | 3/31/2019 | \$5,118.00 | Ramsdell only. \$1000 earmarked for parking lot. For capital projects |

| State Aid                        |           | Balance     |             |
|----------------------------------|-----------|-------------|-------------|
| Account                          | Date      | Start       | Current     |
| Mason Adult                      | 3/31/2019 | \$1,000.00  | \$1,000.00  |
| Mason Children's                 | 3/31/2019 | \$2,300.00  | \$1,285.00  |
| Ramsdell                         | 3/31/2019 | \$1,200.00  | \$830.00    |
| Other                            | 3/31/2019 | \$500.00    | \$40.00     |
| Total Allotted                   |           | \$5,000.00  | \$3,155.00  |
| Total in Account                 |           | \$24,513.48 |             |
| Total Available after allocation |           |             | \$21,358.48 |



### PRODUCT SPECIFICATIONS

Elkay Outdoor ezH2O® Bottle Filling Station Bi-Level Pedestal, Non-Filtered Non-Refrigerated. Features shall include 316 Stainless, Laminar Flow, Heavy Duty Vandal Resistant. Furnished with Vandal Resistant bubbler. Mechanical Front Bubbler Button activation. Product shall be Floor Mount/Freestanding, for Outdoor applications, serving 2 station(s). Unit shall be lead-free design which is certified to NSF/ANSI 61 & 372 (lead free) and meets Federal and State low-lead requirements.

|                                 |  |
|---------------------------------|--|
| <b>Special Features:</b>        | 316 Stainless, Laminar Flow, Heavy Duty Vandal Resistant   |
| <b>Finish:</b>                  | Beige (BGE), Black (BLK), Blue (BLU), Brown (BRN), Evergreen (EVG), Gray (GRY), Orange (ORN), Purple (PUR), Red (RED), Terracotta (TER), White (WHT), Yellow (YLW) |
| <b>Power:</b>                   | No Electrical Required   |
| <b>Bubbler Style:</b>           | Vandal Resistant   |
| <b>Activation by:</b>           | Mechanical Front Bubbler Button  |
| <b>Mounting Type:</b>           | Floor Mount/Freestanding   |
| <b>Chilling Option:</b>         | Non-refrigerated   |
| <b>Dimensions (L x W x H):</b>  | 14" x 31" x 64"  |
| <b>Approx. Shipping Weight:</b> | 147 lbs.   |
| <b>Installation Location:</b>   | Outdoor  |
| <b>No. of Stations Served:</b>  | 2  |

**Special Note:** Bottle Filler Stations 1 (Upper), Bubbler Stations 1 (Low), Choose from 12 color options

- Mechanically-Activated bubbler continues to supply water in event of service disruptions.
- Laminar flow provides clean fill with minimal splash.
- Base material constructed from marine-grade 316 stainless steel provides the ultimate corrosion protection from even the most corrosive elements.



### AMERICAN PRIDE. A LIFETIME TRADITION.

Like your family, the Elkay family has values and traditions that endure. For almost a century, Elkay has been a family-owned and operated company, providing thousands of jobs that support our families and communities.



**Included with Product:** Outdoor Bottle Filler

### PRODUCT COMPLIANCE

ADA & ICC A117.1

Buy American Act

GreenSpec®

NSF/ANSI 61 & 372 (lead free)



Complies with ADA & ICC A117.1 accessibility requirements when installed according to the requirements outlined in these standards. Installation may require additional components and/or construction features to be fully compliant. Consult the local Authority Having Jurisdiction if necessary.

[Installation Instructions \(PDF\)](#)

**Warranty pertains to drinking water applications only. Non-drinking water applications are not covered under warranty.**

[Warranty \(PDF\)](#)

### OPTIONAL ACCESSORIES

LK4471LHB - Locking Hose Bib

97890C - Accessory - Direct Bury Adaptor

PART: \_\_\_\_\_ QTY: \_\_\_\_\_

PROJECT: \_\_\_\_\_

CONTACT: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

*In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit [elkay.com](http://elkay.com) for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.*