

Great Barrington Libraries Board of Trustees

January 10, 2019

5:30 pm

Mason Library 231 Main Street Great Barrington, MA 01230

I. Call to Order: At 5:30 pm.

Roll Call: Patrick Hollenbeck Kathleen Plungis Lauren Clarke Jane Stanhope Samara Klein

The Board is short one Trustee Amanda DeGiorgis, Director Audience: 5

A. Approvals: September/November Minutes:

KP: Motion to Approve the September Minutes. LC 2<sup>nd</sup>. No discussion. Vote: 5 – 0

KP Motion to Approve the November Minutes. Sk 2<sup>nd</sup>. No Discussion. Vote: 5 – 0

FY2020 Proposed Library Budget:

PH: Motion to Approve the FY 2020 Proposed Library Budget. KP 2<sup>nd</sup>. Discussion. Vote: 5 – 0

State Library Aid for programming Jan 2019-June \$5,000:

PH: Motion to Approve \$5,000 from State Aid for Programming from January to June 30, 2019. SK 2<sup>nd</sup>. Discussion. Vote: 5 – 0

Trustee dues Mass Library Trustees Association:

KP: Motion to approve \$100 from Mason Donations for 2019 dues to Mass Library Trustees Association. PH 2<sup>nd</sup>. Discussion. Vote: 5 - 0

B. Friends Report and Arbor Day/Arts week: H. Hamer reported that the Holiday Book Sale went really well. She will present the 2018 annual report next month.

She was asked a question as to the book give-aways, storage. Her reply was that the give-aways are for good will. That the storage area is small and numerous books come in weekly.

KP: Motion to Approve the GB Libraries to partner with the GB Tree Committee, the Friends of the GB Libraries, and the GB Land Conservancy in an Art week Massachusetts Arbor Day celebration on Friday April 26<sup>th</sup> at Mason Library and throughout downtown GB. LC 2<sup>nd</sup>. Discussion. Vote: 5 – 0

C. Trustee Announcements (unofficial December meeting):

PH announced that the December Meeting did not have a physical Quorum and so all Motions Made were invalid and void. That is why we needed to revote on the September and November Minutes, etc. He stated that Hilda Banks-Shapiro has officially resigned from the Board. Her position will not be filled as the Town elections occur in mid May. He noted that there will be 1 seat up for re-election, 3 seats up for election.

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: Stated that the DPW superintendent will proceed with outdoor security cameras in the near future. It was then remarked on the need for outside lights on the Pleasant St. and Dresser St. sides by the entrances. That info will be passed onto the DPW.

That additional work needs to be done on Ramsdell's roof. That pumps at Mason Library need to be replaced.

KP brought up the high cost of new chairs for the main floor of Mason and she requested that the

cleaning service that steam cleaned the carpets be contacted to steam clean the chairs.

KP: Motion to Approve up to \$1,000 from Mason donations for the cleaning of the upholstered chairs at Mason. LC 2<sup>nd</sup>. Discussion. Vote: 5 – 0

PH stated that an archeological study needs to be performed on the Ramsdell Library grounds before the temporary ramp can be installed. Local history indicates that Indians resided in the area. That the Mass Commission stated that we are eligible for grants for digging to determine what is in the soil but the funds are not eligible for the removal of what is found. PH stated that it may run \$8,000-\$10,000. The DPW Superintendent is still trying to find people to serve on the Design and Development committee for Ramsdell.

B. Director's Report – A. DeGiorgis: (See attached report). Questions were asked about the “Kanopy” streamlining proposal. The Director will study this further.

The After Hours Policy Proposal was discussed. Focus was how to handle the opening and closing of the Mason Library after hours. Right now the access will be for town committees. The director will present an After Hours Policy in March. PH would like to explore the use of the Housy Dome for library activities/programs because it's handicap accessible. If anyone has ideas, please contact him. The Director brought up the possibly of purchasing an electronic door counter for Ramsdell. A discussion ensued. The cost, the difficulty of deducting multiple in and out the doors by the same patron or volunteer, Fed Ex, etc would inflate the numbers. The consensus was that we do not need it at this time.

KP: Motion to Approve \$400 from Mason Donations for the purchase of a mobile Computer Charging Cart. PH 2<sup>nd</sup>. Discussion ensued how to solicit donation of such and future items via the business community. ADeG would like a subcommittee to pursue this. Vote: 5 – 0

KP Motion to Approve up to \$100 from Mason Donations for the purchase of a vacuum cleaner for Mason Library. Discussion. Vote: 5 – 0

C. Treasurer's Report – K. Plungis: (See attached report). She noted that the Town Accountant found some discrepancies in the Trust accounts, reducing accounts by a few dollars each. Otherwise, KP notes that all is well with the financial report.

### III. Unfinished Business

#### A. Funding- Community Preservation Committee:

PH stated that the CPA application was approved at the December meeting and it will go before the Town at the annual meeting.

LSTA update: Reread the Director's Report, this information is embedded in her report.

Book Plates: ADeG presented a few designs. The consensus was to use our Library logo and to have it in color. ADeG will go ahead and produce some.

#### Marketing/Outreach:

PH and ADeG stated that publicity needs to be done well before the town meeting. ADeG presented various printouts of info pertaining to the libraries that she and a Staff member created. The Trustees positively acknowledged these printouts. Discussion ensued as to various venues to spread the word about the offerings at our libraries. PH asked for volunteers to be on a subcommittee for Marketing/Outreach. JS, LC, two Staff will be on the website subcommittee.

KP: Motion to approve up to \$100 from Mason Donations for Library publicity. PH 2<sup>nd</sup>. Discussion. Vote: 5 – 0

Report to the Community: See above.

Statewide Trustee Meeting: See Motion Made at the beginning of the meeting.

B. Website update and funding: PH and SK spent some time looking at the library's website and at other libraries' websites and tabulating the pluses and minuses of various websites. PH estimated that up to \$10,000 will be needed for a consultant and development of the library website. PH asked for volunteers for a website subcommittee. ADeG, plus two Staff, LC, SK, and PH will be on the subcommittee.

C. Proposals for Programming: (See the Director's Report under the LSTA section). A member of the audience addressed the Board about her Feb. 9<sup>th</sup> Dance, Music, Exercise workshop at Ramsdell. There will be a sign-up sheet and due to space, will be limited to 20-25 participants form age 9 upward. PH asked about marketing of this workshop. The presenter, will work with the Asst. Director on this. It was noted that a music jam evening at Ramsdell organized by a Staff member was well received and attended. A future music session will occur on Feb. 21<sup>st</sup> from 7-10pm at Ramsdell.

#### IV. New Business

A. Board: None

#### V. Citizens Speak

Karen Smith addressed the Board. She referred to the Motion made by the Board at it's (which was later invalidated because the member who had phoned-in did not constitute a quorum) January meeting. She referred to the letter that was sent to the Selectboard, the CPC and to her and to the Press, criticizing her remarks at a CPC meeting (during which funds for Ramsdell Library were requested). She said that the statements attributed to her were inaccurate. She told the Board that she wants a retraction and public apology. That the recording of the meeting by Chris Rembold proved that she had not made the comments attributed to her.

KP and then PH stated that they did not give the letter to the Press.

KS wanted to know the plan of the Board. She asked if any of the Board has listened to the recording. She knew one Trustee had listened to the recording. The others have not yet listened to the recording.

PH wanted to know if she has apologized to the Library Staff for her comments during the CPC meeting in which she indicated that the attendance records at Ramsdell Library had been fabricated by the Staff.

Further comments by KS ensued.

PH acknowledged that he blundered and paraphrased her comments. PH noted that the Town Planner sent him an email that the recording from that CPC meeting has been deleted because the Minutes from that meeting were voted and accepted. KS stated that the Edge has the recording in its article.

PH and KS went back and forth with comments. KS again asked the Board for a retraction, apology. KS stated that she did not point at PH and state the comment he said she did.

An audience member stated that she heard the recording and that the letter did not accurately state the comments made on the tape. But that the intent of KS's words was to disparage Mr. Hollenbeck (Trustee Chairman). KS did not agree with the Ramsdell funding proposal and had indicated she wanted the Town to have the opportunity to vote at Town Meeting to defund Ramsdell Library altogether.

At that point KS interrupted the speaker. The speaker asked KS not to interrupt. Comments went back and forth between the two people.

PH pulled up the Town Planner's email stating that his recording of that meeting has been deleted.

PH admitted that he "blew it" but that KS need to apologize to the Staff for her comments. There were further comments and KS left the room.

PH asked if there were any other Citizens wishing to comment.

Another audience member commented that the Board needs to keep in mind the Open Meeting Laws, that if there is confusion about a procedure that the Town Hall should be consulted.

KP: Motion to Adjourn at 7:17pm. LC 2<sup>nd</sup>. Vote: 5 – 0

Next GB Trustees meeting date: TBD

*Kathleen Plurges, Trustee*

**Statistics: December**

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	515	4 programs 29 attending	5 programs 19 attending	8	0	-	1,145*
Mason	8,602	7 programs 96 attending	19/274 programs attending	834 (173 Kids)	134	36	7,895**

\*DVD: 330 Audio: 72 Books: 728

\*\*DVD: 1,981 Audio: 798 Books: 2,730

**News, Projects and Proposals:**

- **FY2020 Budget:** The Town Manager approved and recommended the budget we came up with. The library budget will be discussed and presented to the Finance Committee and Selectboard on Tuesday, January 29 at Town Hall.
- **PJ Drive:** The Boston Bruins are again sponsoring the PJ Drive this year. I am planning on signing us up again. The program will run February 1 – March 15. PJs collected will be distributed through DCF to local Berkshire Country Families. Our goal this year is 150 pairs.
- **Library Legislative Breakfast:** This year it is on Friday, January 25<sup>th</sup> and will be at the Sawyer Library at Williams College in Williamstown. It starts at 8am. Let me know if anyone wishes to attend.
- **OverDrive:** C/W MARS (which is us!) circulated 1 million eItems in 2018. I have been adding items that give our patrons priority borrowing based on what our patrons have on hold. As of this month I will be able to track our local statistics on these new items, which will be interesting to see. In general, eBook/eAudiobook circulation has been rising the last few years and the last fiscal year in particular saw a huge jump for our patron use of eBooks and eAudio.
- **Chair Update (Mason and Ramsdell):** I sent a few chair designs from Eustis Chair along with director's report last month and am including them again this month. The Duquesne Arm Chair would be \$924, Skidmore \$731 and Saint Martin \$731. This does not include the upholstery or delivery. There are options from Demco for a similar chair to what we currently have at Mason. A vinyl covering would run us \$419. Kathy also talked to Jeff Homeyer about possibly repairing our current chairs but we still run into the problem of what to do with the dirty upholstery.

- **LSTA Grant Update:** Talya and I will be going to the grant writing workshop on January 17<sup>th</sup> in Springfield. We will be going forward with the \$15,000 maker space grant application and will be planning to use some of the funds to help provide items for the Library of Things.
- **Wowbrary:** Through a discount afforded to us by our C/W MARS membership, I was able to subscribe the library to Wowbrary. Wowbrary provides free email alerts that showcase the library's newest items each week including books, movies, eBooks, etc. Patrons can sign up for the emails and choose what formats they wish to be notified of. Wowbrary works with Evergreen (our Circ System) and takes the information straight from there. Many other local libraries already use Wowbrary and it will be a great way for us to keep our patrons informed of our new material. This will be available at the end of January. The subscription is \$384 a year and will come out of my operating budget.



- **Kanopy:** I have had a few inquiries from patrons about possibly subscribing to Kanopy. Kanopy is a streaming service (i.e. Netflix) of 30,000 documentaries, classic and indie films. Patrons can check a film out and play it as many times as they want in a 72 hour period. It is a user-driven model, which means there are no platform fees, and we only pay for films that are actually watched. I have spoken with one of their representatives and we would be able to set a yearly budget to help control costs. They recommended \$775-\$900 per year (\$64.50/\$75 per month). Once that money was spent, I would either have to raise the limit or patrons would have to wait until the next month to check something out. BPL (Boston Public) had a similar arrangement for audiobooks with Hoopla and ended up having to discontinue it as it got too expensive. They do still offer streaming videos and eBooks through Hoopla. I have not gone ahead with this one yet and would like to get some feedback from the libraries that are using it. I am considering waiting until the new fiscal year (July 1) if I do go forward.



- **After Hours Policy:** I will provide copies of some library after hours policies to help us determine how we wish to proceed at the end of my report. The key for this, for Mason and Ramsdell, is to allow out of hours access without staff. I would prefer a keypad entry system where we could provide codes that expire rather than make additional keys. The other option is that the key resides with the Police Department and must be picked up and returned there.
- **People Counters (Ramsdell):** I would like the Board to think about installing a door counter at Ramsdell. Mason has them at all of the entrances and we have never considered one for Ramsdell. I plan on still maintaining the physical count as well as it breaks down the attendance by hour and that is important in figuring out open hours for Ramsdell. I got in touch with Traf-Sys, the company that we purchased Mason's door counters from, and we could get a system for Ramsdell for \$1,630. This would include the counters and the ability to get access to the data remotely.
- **Funding Requests:**
  - ❖ **Computer Charging Cart** – with the donation of the twelve new laptops we are in need of a new computer charging tower. Our current one can only handle 10. I have found a new cart on Amazon that has a 30 device capacity and can handle laptops as well as iPads. It is \$400. It offers surge protection and a keypad lock for security. I would like to take the \$400 out of Mason Donations to upgrade our cart.
  - ❖ **Back up vacuum** – Mason is in need of a backup vacuum for the Children's Room. We have been using the DPW vacuum but it often breaks at inconvenient times and we are left without one. The Craft Room of the Children's Room needs to be vacuumed daily and often after programs. I can get a decent upright vacuum for \$100. I would like to take this from Mason Donations as well.
  - ❖ **State Aid for January – June 2019.** I would like to request \$5,000 to cover programming for the first half of 2019.

Treasurer's Report for  
January 2019

Appropriated Account	Date	Mason				Ramsdell				Contin.	Ramsdell				Total	Balance	total spent
		Adult	Start	End	LP	YA	Child	Start	End		Start	End	LP	Start	End		
Books/Subscriptions	12/31/2018		\$29,500	\$16,369.09	\$6,800	\$3,752.71					\$15,350	\$8,142.07	\$1,250	\$694.18		\$39,442.52	\$35,557.48
Dues	12/31/2018		\$410	\$86.20												\$86.20	\$323.80
Equipment Repairs	12/31/2018		\$1,255	\$0.00							\$745	\$370.02				\$370.02	\$1,629.98
Non-Print	12/31/2018		\$16,500	\$8,702.08		\$1,000	\$8,000	\$789.40	\$4,073.46	\$1,000	\$7,500	\$4,548.48			\$34,000	\$70,113.42	\$13,886.58
Office Supplies	12/31/2018		\$7,300	\$4,377.83							\$2,500	\$1,326.11			\$9,800	\$5,703.94	\$4,096.06
Program Supplies	12/31/2018		\$800	\$454.60					\$887.55		\$600	\$300.95			\$3,000	\$1,643.10	\$1,356.90

Non-Appropriated in-Library		Balance	
Account	Date	Mason	Ramsdell
Out of State Fees	12/31/2018	\$350.00	\$0.00
Copier Fees	12/31/2018	\$1,573.91	\$63.40
Fines	12/31/2018	\$7,318.99	\$334.65
Donations	12/31/2018	\$18,494.78	\$11,510.63

Non-Appropriated Trusts		Balance		Stipulations
Account	Date	Mason	Ramsdell	
Mason Trust	12/31/2018	\$186.98		Spend interest only. Mason only.
Ramsdell Trust	12/31/2018	\$2,579.20		Spend interest only. Ramsdell only.
Chesnow	12/31/2018	\$618.70		Spend interest only. Literacy related
Wheeler	12/31/2018	\$274.25		Unrestricted by library or purpose
Hollenbeck	12/31/2018	\$143.45		Spend interest only. New books for Mason.
Dewey	12/31/2018	\$179.91		Spend interest only. Nonfiction books for Mason
McKinley	12/31/2018	\$4,505.94		Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	12/31/2018	\$1,275.69		Spend interest only. Traditionally for children's but no library specified
Ramsdell Improvements	12/31/2018	\$1,110.03		Improvements for Ramsdell only.

Capitol Accounts		Date	Balance	
M Capitol Donations	12/31/2018	\$1,739.06	Mason only. For capital projects.	
R Capitol Donations	12/31/2018	\$5,118.00	Ramsdell only. \$1000 earmarked for parking lot. For capital projects	

State Aid		Balance	
Account	Date	Start	Current
Mason Adult	12/31/2018	\$1,000.00	\$0.00
Mason Children's	12/31/2018	\$2,300.00	\$14.48
Ramsdell	12/31/2018	\$1,200.00	\$0.00
Other	12/31/2018	\$500.00	\$55.00
Total Allotted		\$5,000.00	\$69.48
Total in Account		\$26,018.48	
Total Available after allocation			\$25,949.00