

**Great Barrington Libraries
231 Main St.
Gt. Barrington, MA 01230**

**AGENDA
Great Barrington Libraries Board of Trustees
February 14 , 2013, 5:30
Mason Library**

I. Call to Order

- 5:30 **A. Attendance**
- 5:31 **B. Approval of January minutes**
- 5:35 **C. Trustee announcements**

II. Reports of Officers, Boards and Standing Committees

- 5:38 **A. President's Report - Holly Hamer**
- 5:40 **B. Director's Report - Kate Deviny**
- 5:55 **C. Treasurer's Report - Emily Shaw**
- 6:05 **D. Friends' Report - Julia Erickson**
- 6:20 **E. Website Redesign Co. Report - Ed Abrahams**
- 6:25 **F. Centennial Co. Report - Kathy Plungis, Hilda Banks Shapiro**
- 6:30 **G. Long Range Plan Co. Report - Ed Abrahams, Kathy Plungis**

III. Unfinished Business

- 6:35 **A. Ramsdell development**
- 6:45 **B. Policy: after hours programming**
- 7:00 **C. 2013 Goals**

IV. New Business

- 7:10 **A. State Aid funds for programming**

V. Citizen Speak

7:20

VI. Adjournment

Statistics:

	Total Patrons	Adult programs	Children's programs	Computer use	Quiet/study	Meeting room
Ramsdell	796	4 programs 21 attending	4 programs 92 attending	42	NA	NA
Mason	10,755	11 programs 134 attending	17 programs 131 attending	1,347	167	4

Outreach:

- I am working with Betsy Andrus and other organizations to create a welcome packet of information for people who are getting a library card and are new to the area.
- Kathy Plungis, Laurie, Leslie and I are working to create a brochure that will introduce the library to new moms. It will list the types of services and the scope of materials we offer parents and children and accompany a baby book that is given out by Fairview Hospital. This continues that practice but adds further content.
- Explored community needs & found out that ESOL, computer classes, afterschool homework help are already taken care of by other local institutions.
- Working with the DuBois celebration committee; the library will participate in the celebration of his life by hosting A Reading of excerpts of the Souls of Black Folks by Du Bois and/or selections of The World of Du Bois: Sourcebook by Meyer Weinberg. This reading will take place inside the Mason Library on Saturday morning, August 24th.

News:

- The Ramsdell Library now has a very comfortable quiet study / reading room (see it on the library's Facebook page) with Maureen's books on the shelves. When Maureen comes back from Florida, she, Amanda and Leslie will investigate how to best catalog and display all the art books so that they are used.
- Poetry study group started with 6 and went well. MaJohng continues to be a skill people want to learn.
- Anime club starts back up this week
- Legislative breakfast went well, showing off the library architecture. Thanks to all who helped move, carry, and clean up.
- Mike Bergman, from Bard College, he has agreed to label our rock collection
- Long Range Plan –sent all Trustees the information so far. Once the forums are finished, we will meet and distill all the knowledge that we have gained.

Budget: see accompanying papers

State Aid: Total \$10,776 for this year

In 2012, we spent \$15,373 (\$4,597 in Adult programs; \$3,390 in Children's programs, \$1,407 at Ramsdell's programs and \$5,971 in other) The bulk of Adult programming at Mason was spent on GB Reads.

This year we have currently spent Adult-\$700; Children's \$2,631 and Ramsdell \$257. Totaling \$3,588. (Ramsdell does have two programs coming up as does Mason Children's which will over spend the \$4,000 that the Trustees allotted.

At this time we have \$31,103 in State Aid account (which includes the first installment of this year a check for \$5,389). We can expect another check of similar amount in the last quarter of 2013. Suggest we only spend \$9,000 divided between Ramsdell / Mason Adult /Mason children.

Other Items:

Grandfather clock- getting estimates

Survey- is online through our website and Facebook. I have gotten very positive feedback from mailed invitations to the forums; with some interesting concepts appearing.

Who can bake for the forums? Who can come? Help setting up & tear down?

Great Barrington Libraries Board of Trustees
February 14, 2013
5:30 P.M.
Mason Library

I. Call to Order

Meeting called to order by Holly Hamer at 5:33 P.M.

A. ATTENDANCE

PRESENT: HOLLY HAMER (HH)
KATHY PLUNGIS (KP)
HILDA BANKS-SHAPIRO (HB-S)
ED ABRAHAMS (EA)
EMILY SHAW (ES)
KATE DEVINY - DIRECTOR (KD)
JESSICA MAGELANER (JM)
ABSENT: MARY PAT AKERS (MPA)

AUDIENCE: 3

B. Approval of minutes from January 10, 2013.

Corrections were made.

MOTION TO ACCEPT: H. B-Shapiro

SECOND: E Abrahams

VOTE: 5-0

Approval of minutes from the Special Meeting held Feb. 6, 2013.

Corrections were made.

MOTIONS TO ACCEPT: H. B-Shapiro

SECOND: EA

VOTE: 5-0

C. Trustees' Announcements: KP, the Recording Secretary, announced that she will be using a recorder from now on to record the meetings.

II. Report of the Officers, Boards, & Standing Committees

A. PRESIDENT'S REPORT: HH stated that interested parties can go to the Town website, including the library's website, to read various policies. She noted that Drawing classes are being offered at the Ramsdell Library and that there is a fee for the classes. Charging of fees for future programs will be discussed at a later date. HH noted that the coming year's Budget will be very tight. There was some concern about the Articles the Trustees submitted being accepted. There is a meeting on the 20th of Feb. at the firehouse, beginning at 6pm regarding budget proposals. The Library budget will be at the end of the meeting. Trustees were encouraged to attend.

HH noted that the Long Range Plan Open Forum is this Saturday at 1 pm at Mason Library and an Open Forum will be held at Ramsdell on the 21st at 5:30 pm. KD noted that both forums are being promoted for public input.

B. DIRECTOR'S REPORT: K. Deviny: Please see the report on file.

KD noted that the library is working on a "Welcome to New Residents" packet.

HH believed that there is also a Welcome Wagon in town. There was a short discussion and HH stated that she will look into the Welcome Wagon's offerings.

KD stated that her group continues to work on a "Books for Babies" informational packet that can be included in a packet that Fairview Hospital hands out to new parents.

KD stated that the library has been working with the DuBois Celebration committee. The Mason Library will host a reading by local citizens of "Souls of Black Folk" on August 24th.

KD stated that the libraries will be exchanging their activity calendar with the local Senior Center so that they will be able to coordinate events.

HH wanted to know if the library is discontinuing computer classes.

KD replied that they are being offered on a 1-1 basis. In the past, people who signed up for classes either did not show or dropped out of succeeding classes. Right now, the 1-1 offerings seem to be working well.

KD stated thanks to the town's DPW for repairing a water damaged wall and painting a back room at Ramsdell Library. The room is now housing the Hickey art books and a table and chairs have been placed in the room. It may also be used as a study or tutoring room.

KD thanked all that helped with the Legislative Breakfast that was hosted by Mason Library the end of January.

She has received an estimate for the repair of the grandfather clock and will seek out another estimate.

She also asked for Trustees to volunteer to bake goods for the LRP Open Forums. Friends will make coffee. Trustees volunteered to do so.

C. TREASURER'S REPORT: ES will now be meeting with KD and JM the first Thursday of every month to touch base, etc. They will also address any unfunded items that may come up before the monthly meeting.

It was brought up that out-of-state fees and copier fees, and donations left at the check-out desks, currently go into the Town coffers. ES would like to see those monies come back to the library.

KD did speak with the Town Manager about those monies and if they could be used to offset the cost of the copier ink, etc. The Town Manager replied that they could not due to the current set-up of accounts.

HH noted that the Town approves the budget for the year, thus any monies raised during the year cannot be allocated back to the libraries.

A short discussion ensued with a decision to speak with the new Town Manager about changing this.

ES asked that a yearly budget be drawn up for programming to better clarify where and how the monies are being allocated.

JM will provide a monthly up-to-date spreadsheet. She weekly updates sheets, about 20 in all.

ES noted that it will be helpful to have a monthly balance sheet provided to her. ES noted that a Goal of hers will be to work with the Town Manager in order to have clarity on the library accounts.

KD presented a follow-up regarding the Budget. After a short overview, she stated that she was asked by the Selectmen and the Finance Committee to cut the budget that had been presented. It was asked of her to consider cutting the CWMARS account (nearly a \$19,000 fee). She noted that if the CWMARS account was discontinued, that she would then need to purchase a new software system for tracking books, materials.

A discussion ensued as to the purpose of CWMARS (interlibrary book, material loans) The Trustees reached a general consensus to keep CWMARS.

She asked the Trustees for suggestions for cuts.

A discussion ensued and it was suggested to subtract \$2,000 from both the nonprint and print budgets, for a total of \$4,000.

Further discussion ensued.

It was decided that \$4,000 would be recommended. 4 Trustees agreed, one stated that she was not comfortable with that cut.

D. FRIENDS REPORT: Julia Erickson represented the Friends. The movie, "The Finnish Phenomenon", held at Monument Mt., was a success, with approximately 120 attending with 4 schools' personnel (public and private) present for a discussion about the movie.

There will be an author, Michael Thomson, speaking in mid-May, sponsored by BHRSD and BCD. The Friends are currently gathering copies of his latest book in order to form a school wide reading of the book.

KD stated that once given a date, she will add it to the library calendar.

On Feb. 26th, The MV PTA is sponsoring a speaker on Teens and Literacy.

Librarians Katie W. and Amanda M. are also participating.

It was suggested that free young adult books be available at this meeting so that parents can bring them home. The books in storage will be gone through to find books to donate.

JE noted that the movies shown at Ramsdell, "Exit Through the Looking Glass" and "How to Survive a Plague" were successful.

Two films are scheduled to be shown in March.

JE also spoke about an upcoming art contest involving VHS tapes. Posters will soon be up, explaining the project. Prizes will be awarded. The submitted art work will be displayed at Ramsdell Library.

JE also thanked EA for his work on the new bookcase for Mason Library that will feature used books for sale and a bulletin board for events at the library.

E. WEBSITE: Jessica M continues to seek out information on the inner workings of the library website and the data usage, visitors to the site. She noted that the library pays \$122 a year for the domain.

F. CENTENNIAL COMMITTEE REPORT: KP and HB-Shapiro stated their ideas for the event. Two dates have been penciled in, Friday, July 26th and Saturday, July 27th. Events will include an event at the library on Friday eve and events for both young and old on the 27th.

G. LONG RANGE PLAN COMMITTEE REPORT: KD stated that currently, 72 people have taken the online library survey. She encouraged all to speak to friends and neighbors to take the survey as the information will assist the Staff to develop a comprehensive plan for the future. She noted that the 50-69 age group represents the majority of the people that have taken the survey. She also noted that the #1 request so far has been for adult classes and crafts classes. She also noted that 2 Open Forums have been scheduled for public input.

III. Unfinished Business:

A. RAMSDELL DEVELOPMENT: HH opened the discussion on pursuing a Historical Designation for the Ramsdell Library. Trustees agreed. HH stated that the Trustees have up to a year to submit the application. It will cost \$400 more to submit the application.

Paul Ivory, representing the Historical Commission spoke about the advantages of pursuing the Designation, that it is an honorary designation. That the Designation would still allow us to make changes to the building. He also noted that the Designation can also be pulled from the building. However, the Designation would also allow the Library to pursue a variety of Grants.

Jim Stark also spoke about the building would also be eligible for the local CPA funds (Community Preservation Act) if the building has the Historical Designation. Ed A made a motion that the Trustees approve up \$400 to proceed with the designation.

H B-Shapiro 2nd the motion.

A short discussion ensued. KD requested that she see the original documents that were completed by Norene Roberts. HH stated that she will contact her to obtain them.

Vote: 4 - 1 with KP in the negative.

EA thanked PI and JS for their input these last two meetings.

B. POLICY: AFTER HOURS PROGRAMMING: Tabled

C. 2013 GOALS: Trustee goals for this year: Ed A's goals center around programming, volunteering, promotion and marketing of the libraries, fundraising, recognition of current Staff and Volunteers, and the physical buildings.

EA also stated how much the local libraries continue to be such a welcoming place to visit.

IV New Business:

A. STATE AID FUNDS FOR PROGRAMMING: KD stated that \$5,389 had been received from the State. It appears that the library will receive about \$ 3,000 more than last year.

A discussion ensued as to future allocation of the monies, such as more adult programming.

KD asked for suggestions re programming.

It was noted that the programming budget will be overspent (\$188) by the end of the fiscal year (June 30, 2013).

A discussion ensued as to money allocation and the type of programs being offered and future programs to be offered.

KD asked that this issue be tabled till next month.

HH would like to see how the monies break out.

KD will get the numbers together.

ES was concerned about the future overspending.

JM stated that the overspending won't occur until April.

It was agreed to table the discussion until the next Trustee meeting.

V Citizen Speak: None

VI. Adjournment: HB-Shapiro made a motion to adjourn.

EA seconded.

The Board voted (5-0) to adjourn at 7:56 pm.

Respectfully submitted,

Kathleen Plungis

Kathleen Plungis

May 13, 2013

Due to my being absent from March + April meetings.