

Great Barrington Libraries Board of Trustees
July 11, 2013
5:30 P.M.
Mason Library

A. ATTENDANCE:

PRESENT: ED ABRAHAMS (EA) HOLLY HAMER (HH)
KATHY PLUNGIS (KP) HILDA BANKS-SHAPIRO (HB-S)
EMILY SHAW (ES) KATE DEVINY - DIRECTOR (KD)
LAUREN CLARK (LC) (5:45)

I. Call to Order

Meeting called to order by Ed Abrahams at 5:30 P.M.

KP asked for a change of order to the Agenda so that she could present the Centennial schedule.

EA asked for a change of order to the Agenda so that the new Town Manager could address the Trustees.

II. G. Centennial Report: **KP** gave an overview to the Centennial events that will be held on July 27th. She requested more money for the events.

HH made a motion to add \$250.00 to the Centennial budget, to be taken from the EE Wheeler Bequest Fund.

EA seconded the motion.

No discussion.

Vote: 5-0

B. Approval of May minutes .

HH pointed out corrections that needed to be made to the June minutes.

MOTION TO ACCEPT (as corrected) EA

SECOND: HildaB-S

VOTE: 4-0

C. Trustees' Announcements:

None

D. Town Manager Announcements:

Jennifer Tabakin introduced herself and stated that she had already met with the Library Staff that morning. She was impressed with the programs. At a later date, she will be available to share her perspective regarding the Library and its vision and guidelines regarding policies.

She stated that she will be available to be used as a resource.

HH asked that the Room Use policy that had been rewritten by the previous Town Manager be revisited.

JT stated that it is open for discussion and that she would work with HH on that.

HH stated that a big issue is Ramsdell's accessibility. Studies have been done in the past. The use of the building needs to be addressed.

JT stated that she will help sort out priorities regarding Ramsdell.

JT stated that she wants to keep the lines of communication open.

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

A. PRESIDENT'S REPORT:

Submitted by EA. See the attached report.

Regarding the Volunteers, KD stated that that would be a great help.

EA stated that Julia Erickson will be the Volunteer Co-ordinator, which will fall under the aegis of the Trustees.

A discussion ensued about suggestions for programs for the Fall.

B. Director's Report

KD: Please see the attached report.

KD stated that the grandfather clock has now been repaired.

She also asked for feedback regarding the Library ad that has been in the Shoppers Guide for the last couple of weeks. KD and LC will meet to brainstorm about a change in the presentation of the weekly ad.

A discussion ensued regarding a Tag line for the Library. KD would like a decision made at the August meeting. Should any Trustees have a comment, email or speak to KD.

A discussion ensued about the logo for the Library and whether there should be a new one.

C. Treasurer's Report:

ES: No report.

ES will follow up with KD and Jessica M. regarding the monthly report.

D. Friends Report:

Please see the attached report.

The amplification system will be ordered shortly and should be at the Library in time for the Centennial events.

The Trustees and Director traveled upstairs to see the proposed placement of a new bookcase, bulletin board that will be built and paid for by the Friends. The bookcase will be able to hold more books for an ongoing book sale.

Back downstairs, a discussion ensued as to the placement of the Children's books that are always on sale. Any ideas to improve the flow of the space, please speak with KD.

F. Teen Room:

KD: No report

G. Centennial Committee Report:

Was reported at the beginning of the meeting.

H. Long Range Committee Report:

KD: No report.

III. Unfinished Business:

A. Ramsdell Initiatives Plan: LC will be meeting with the Historical Society and the Historical Commission regarding Ramsdell.

IV. New Business:

A. **Bylaw** review / revision: HH reviewed statements, phrases, within the Bylaw that she is proposing for change.

A discussion ensued as to those proposed changes.

Responding to a question regarding the Bylaws, HH stated that the Bylaws are under the purview of the Trustees. A discussion ensued regarding the Town Charter and the Library Bylaws.

B. Trustee Orientation:

EA: Tabled

V Citizen Speak:

A member of the audience suggested that the Massachusetts Board of Library Commissioners be contacted, that they would send a representative to our Board and give a Trustee training session.

VI. Adjournment:

HB-S made a Motion to Adjourn.

EA seconded.

The Board voted (6-0) to adjourn at 7:08 pm.

Respectfully Submitted,

Kathleen C. Plungis

Kathleen Plungis, Secretary

Aug. 8, 2013

1. I've asked everyone who has a request, report, committee report or motion to make at the trustee meeting to send it in advance to all trustees and Kate so we have time to consider it before the meeting. (A copy will be given to Kathy to include in the minutes when it is brought up at the meeting). Please don't "reply all" to anything sent out, not even to ask a question. Any deliberations must be in an open meeting. The point of the advance emails is only so that trustees and Kate can be prepared to ask questions and speak about topics during an open meeting.

Anything sent out in advance can be edited or changed prior to the meeting. Just bring corrected copies with you. They are not formal reports, motions, etc. until they are made at the meeting.

When presenting committee reports at the monthly trustee meeting, please give a general report on what has happened in committee and present any motions that need trustee approval. There is no need to read the report, just summarize important information. Trustee meetings are also the time to ask questions of trustees or request input and opinions from the trustees.

Reports will be entered into the minutes and made available to the public at the meeting.

2. Kate, Jennifer Tabakin and I will be having weekly meetings to discuss the library and its operations and to review the monthly President's report and the Director's report.
3. Adam Gudeon will head up a group of volunteers to help Kate with programing. My understanding is that they will work with Kate to create program ideas and then they will implement the programs. Kate will still be responsible for staffing, budgeting, building use, etc. Any trustee wanting to be involved in this or with suggestions for others to be involved, please contact Adam.
4. Julia Erickson has volunteered to be the Volunteer Coordinator. She will tweak the volunteer intake process and stay on top of volunteer contact and recognition. It will still be the job of staff to supervise volunteers. It will still be the job of staff and trustees to recruit volunteers. To that end, Eileen, would you please include something about the library's need for volunteers and let Julia know if you need specific information.
5. Trustee Orientation: The MBLS says it is the job of the Director to create a trustee orientation process. Kate has reported that she already has a lot on her plate so I am going to ask if one of the trustees will volunteer to do that. (Create a job description, gather materials -- electronically if possible -- including lists of important phone numbers, bylaws, meeting schedule, old minutes, etc.)

Director's report for June 2013
11, 2013

July

Statistics:

Total Patrons 1528140
Adult programs added Ramsdell 7648 programs
Children's programs 28 attending
Computer use + iPad 41 attending
Quiet/ study 3 programs
Meeting room 54 + 420342
Items 103 attending
Mason 11,4459 programs
84 attending
2,022 + 1

The stats show an increase in attendance, as we would expect now that summer is here & the part-time home owners and vacationers have arrived.

News:

Maureen Hickey, Lauren and I have worked out a great schedule for the fall and winter. Due to their expertise and contacts, we will have an Artist's series, a History series, and a Writer's series. As soon as we have all 17 speaker's lined up we will make up a great poster to publicize this.

We were without barcodes for the last three weeks of June, so many new books will be hitting the shelves this week.

We have finished the year without overspending any account, even though we were so short-staffed. This is thanks to Jessica who kept track of all the bills and due to the staff who were judicious. Kudos go to Kate Warner who spent all of her money by mid-June. Talked to the new Town Manager about the possibility of having a teenage page position next year.

Due to patron demand, I have created a list of movies that are musicals.

Ongoing:

Have not heard from Patrick Hollenbeck about the BSO concerts at Ramsdell, but have decided to have the concerts in the rotunda area of Ramsdell since the upstairs is not air conditioned.

The photo-mural that 4 children created is up at Ramsdell and there should be an article about it in the Berkshire Record.

Adult Summer Reading is slowly gaining momentum.

Working on inviting people to speak at the Du Bois gathering.

Working on an FAQ for volunteers. (who to contact, how books are filed, typical library closings, etc).

Friends report: June/July from Holly

I. Book Sale during Centennial Celebration

- A. Culled books in Ramsdell basement for the last time and sent 14 boxes onto Mason
- B. Held two work parties to tackle books at Mason; five and then four people spent about three to four hours each each day
- C. Discussed logistics of sale with Centennial Co-Chair, Kathy Plungis
 - 1. Will use back hallway, Friends room and three tables upstairs in main reading room
 - 2. Will do set-up Friday late afternoon
 - 3. Sale starts when library opens at 10am, closes 2:30, everyone out by library closing at 3:00
 - 4. Fill a bag for \$6 from 1:30 to 2:30
 - 5. Will provide two sets of volunteers and two cash boxes for different levels
- D. Added to the children's on-going book sale area
 - 1. Put out almost every book collected
 - 2. Organized books by age and interest categories
 - 3. Kept boxes within delineated area and did not impede hallway
 - 4. Realized sales 10x greater than usual and generated extreme interest
 - 5. Restocked area during second work party and sold books as they were being put out
- E. Created book sale poster and three posters for Centennial events

II. Rented a snow cone machine from Taylor Rental; scooped about 50 cherry snow cones for participants in Summer Reading Kick-Off event

III. Talking with different carpenter to create larger poster display and ongoing book sale area upstairs. Can discuss creating similar set-up in children's area or reinstating sale area which Kate curtailed as being cluttered.

IV. Researching PA system/projector for Mason. Aiming to purchase microphone and amp/mixer in time for use during Centennial Celebration

Mason Library Centennial Update

July 11, 2013

-The Event Schedule has been finalized (a musician-duo has been added & the Ice Cream Social moved to the end of the day).
The times and events were placed on a poster designed by Holly. Thank you, Holly.

-Posters and fliers have been printed & are being distributed.

-Various publications & WSBS have been notified about the event.

-A tent will be set up on the side lawn, along Pleasant Street, for the Children's Authors event.

-A portable amplifier system will be in place for the speakers, musicians.
Thank you, Holly.

The Police will have an Officer stationed at the Post Office crosswalk, beginning at 10:45, in anticipation of parents and children attending the Children's Authors event.

-KP is finalizing the number of tables, chairs, trash receptacles needed for the day.