

Great Barrington Libraries Board of Trustees
January 9, 2014
5:30 P.M.
Mason Library

I. Call to Order

Meeting called to order by Ed Abrahams at 5:33 PM

A. Attendance:

Present: ED ABRAHAMS (EA) HOLLY HAMER (HH)
 KATHY PLUNGIS (KP) ADAM GUDEON (AG)
 LAUREN CLARK (LC) HILDA BANKS-SHAPIRO (HB-S)
 JESSICA MAGELANER (JM) Audience: 1

B. Approval of December minutes .

EA made a motion to approve.

2nd HB-S

One correction

Vote: 6-0

C. Trustees' Announcements:

HB-S stated a proposal that she wanted to add under New Business.

HH also added a proposal under New Business

AG stated that he is meeting with representatives of the GB Fairgrounds to discuss ways that the Library can collaborate with them regarding offering events at the library. It was suggested that JM also be included in those meetings. AG will forward information pertaining to this to JM.

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

A. Chair's Report:

EA: Stated that AG is now Chairman of the Volunteer Committee. EA, AG, and JM will meet next week to firm up parameters of that committee.

EA reported that the application for the listing of Ramsdell Library on the Historic Register is slated for presentation on March 14th in Boston. Noreen Roberts had been hired for the research, etc. regarding this. She did submit a report to the library (received last year). HH stated that Roberts has requested a \$300 fee for the presentation. She will present and defend the application and the fee will cover this. HH made a motion to move up to \$300 from the Ramsdell Donations to cover this fee.

HB-S 2nd the motion.

HH gave a review of the steps that this designation has gone through.

Vote: 6 - 0

EA reported that \$5,027.77 has been received as the first payment of State Aid. That two donations were received from the Friends of the GB Libraries and the donations were used to refurbish the Staff kitchen area.

B. Interim Director's Report:

JM: See attached report. JM stated that the libraries are now half way through the fiscal year. She gave a brief overview of the monthly financial statement. The revamped statement gives a clearer picture of the monthly expenses and the amounts left in each account.

HH made a motion to allocate \$8,000 to programming expenses for the calendar year of 2014, with the money to come out of the State Aid account.

HB-S 2nd the motion.

Vote: 6 - 0

HH requested more information on the group that was going to use the Mason Library's Community Room on Sat. the 11th. She asked that there be better communication between the Director and the Board as to who will be using the space. She asked that the Board consider guidelines regarding prior notice as to who is requesting use of the Community Room and how those requesting the space fits with the literacy activity guidelines for the space.

C. Treasurer's Report:

HH stated that the balances are good and that she will be reviewing the information with JM next week. It was noted that the Postage and Repair budgets have gone over the allotments. A discussion as to where additional monies for those budgets will come from (from the Town Budget). It was noted that a new vacuum needed to be purchased and the service contract on the printer increased.

It was noted that the Ramsdell Donation account amounts were higher than the Mason Donation accounts. It was stated that the Ramsdell accounts have not been spent down and the Mason Donation accounts are being spent down.

D. Friends' Report

HH stated that the Ramsdell movie saw 8 attendees and the Mason movie was rescheduled due to the snow storm.

The Saturday used book sales that took place between Nov. and December raised over \$1,000. That the Friends continue to provide support to the libraries because of these donations. Recent donations by the Friends include: a mirror for the Young Adult Room, a new long table in the newspaper section, a refurbished Staff kitchen area, a media cart, all at Mason, and the various plants that were provided to make the Mason Library a festive location during the Gt. B. Holiday Stroll and during the beginning of the winter season.

IV. Unfinished Business

A. Ramsdell Initiatives Plan:

LC: None

B. Bylaw review/revision:

HH presented the Trustees with revised copies of the Trustee By-Laws. Guidance on this document was also provided by the Town Manager.

A discussion followed regarding clarification of MGL Chapter 78, Section 2

(freedom of censorship of books) and how committees are appointed. Wording was clarified.

HH made a motion to accept the revised By-Laws as proposed.

HB-S 2nd the motion.

Vote: 6 - 0

C. Policy Review:

HH & LC: None

D. Building & Maintenance/Repair Review

EA stated that he had met with the DPW supervisor regarding the maintenance issues at Ramsdell and Mason. The DPW supervisor has drawn up a chart listing the dates, times for the completion of the issues. As areas are completed, JM is to inform the Trustees.

HH suggested that the worn carpet in the elevator be added to the list (It was suggested that a mat be placed instead of carpet). That the caulking in the newly repaired front steps at Mason is failing. That an all weather mat be placed inside the Pleasant St. entrance to the Mason Library to alleviate the wet and snow being tracked into the building.

E. Logo Update:

LC will continue to work with the chosen artist on specific details concerning the new logo chosen. JM will forward to LC various samples of what the current logo has been used on.

LC asked about the book bags used during the summer reading program. JM stated that the Staff is continuing to research bags that follow the new guidelines (a plastic bag ban will be in effect by early March 2014) sent out by the Town.

F. Brochure Update:

AG has presented preliminary designs to JM. The process is ongoing.

G. Director Search Update:

EA stated that interviews ended on Jan. 3rd. A second round of interviews will commence shortly.

V. New Business:

A. Buildings and Grounds Committee:

EA stated that HH will be the Trustee representative on the Buildings and Grounds Committee.

A brief discussion revolved around the clarification of the purpose of the committee after a question was asked if each library should have their own committee.

EA asked for another volunteer to the committee, KP volunteered. HB-S stated that she was previously on the committee and would like to continue to serve.

EA accepted both and asked for names of citizens who could also serve on the committee.

B. Library Evaluation:

EA stated that there is a need to create a committee. It was decided to table this until a new Director has been named.

C. Arbor Day:

HB-S reported that she is acting as a representative of the Thursday Morning Club. In conjunction with the Thursday Morning Club and the Art teacher at the Monument Valley Regional Middle School, that art work pertaining to trees, be allowed to be hung in the Mason Library Community Room in April, in honor of Arbor Day.

JM agreed that up to 25 pieces of artwork by the students could be accommodated. It was suggested that additional pieces artwork be also displayed at Ramsdell.

Vote: 6 - 0

D. Brown Bag Lunch Lecture Series:

HH proposed that a Brown Bag Lunch Lecture Series begin. That it would be 30 - 40 minutes in length and take place at Mason Library.

A discussion ensued regarding topics, speakers, and that JM and AM be involved with the committee for this. Various topics were suggested. It was discussed that it could take place on every Wednesday in March. HB-S volunteered to assist in finding lecturers. HH stated that the first brainstorming meeting will be held on Jan. 15th at noontime. Any Trustee is welcome to attend.

VI. Citizen Speak:

The audience member stated that the Newsletter can publicize any library events. She also noted that 3 Trustee seats are up for election in May.

VII. Adjournment:

EA made a Motion to Adjourn.

HH seconded.

The Board voted (6-0) to adjourn at 6:58 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

Statistics:

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Item add
Ramsdell	535	9 programs 57 attending	5 programs 22 attending	52	1	-	
Mason	9190	5 programs 58 attending	11 programs 194 attending	1,287 (243 kids)	168	18	

News:

Doors and stairs:

-Many repairs to the building are underway – the front entrance is still waiting on parts, and Joe is still looking into materials for the Ramsdell front stairs.

Works in progress:

-Maintenance continues to be an issue in the Children's room – I am working with Jennifer and Joe to find a good solution for this issue.