

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

**I. Call to Order**

Meeting was called to order by Holly Hamer at 5:30 P.M.

**A. Attendance:**

**Present:** Ed Abrahams (EA) Holly Hamer (HH) Kathy Plungis (KP)  
Hilda Banks-Shapiro (HB-S) Lauren Clark(LC) Adam Gudeon(AG)  
Amanda DeGiorgis, Director (ADeG)

**Audience:** 0

**B. Approval of September minutes:**

HB-S moved to accept.

EA seconded.

Vote: 5-0 One abstention.

**C. Trustee Announcements:**

None

**II. Reports of Officers, Boards & Standing Committees:**

**A. Chair's Report:**

HH - None

**B. Director's Report:**

ADeG: See Report.

A thank you note was received from the Historical Society regarding the Art Show at Mason library.

A discussion centered on the two companies that ADeG is looking at regarding EBooks. She will look further into the pros and cons of each company.

She stated that an updated list for Building & Grounds concerns will need to be drawn up for the next year.

The Historical Society has asked permission to sell house tour tickets in the lobby, this will not take place until May of 2015.

KP made a motion to approve the use of the Mason lobby to sell tickets for the May 2015 house tour.

HB-S seconded.

Discussion.

Vote: 6 - 0

The wireless reception at Mason was discussed regarding spots in the library where there is none or that the signal is slow. A discussion ensued as to fees, the

installation of another line, current computer hookups, and fiber optics (that could be 10x faster), and cost approximately \$200.00 a month.

EA requested that money for broad band be added to our Budget for next year.

ADeG was told to figure this into the budget for next fiscal year.

ADeG also stated that we need more routers placed within the library in order to access the wireless.

She was told to research the cost and bring figures to next month's meeting.

EA made a motion to install up to 3 routers (up to \$500.00 that will come out of State Aid).

HB-S seconded.

Vote: 6 - 0

### **C. Friends:**

HH reported that the recent movie at Ramsdell was well attended. Mason library's movie had an average attendance.

A Friends and two Staff members have stepped forward to run the Ramsdell Film Night.

The Friends will be looking for ways to raise money to replenish their funds.

The next book sale will be the weekend before Thanksgiving.

### **D. Buildings & Grounds:**

HH reported that the soap dispensers have been switched out for foam dispensers.

That mats are needed in front doors and the circulation desks at both Mason and Ramsdell, especially with winter approaching.

It was asked if the rubber mats will be put back onto the steps at Ramsdell.

### **E. Building Maintenance/Repair:**

This was addressed above.

In addition, ADeG was instructed to look into the purchase of better shelving for the Children's Room at Ramsdell. Deeper shelves are needed to better hold the picture books.

ADeG will look into this.

## **III. Unfinished Business:**

### **A/B Ramsdell Library update/Community Preservation Fund proposal:**

HH stated that the CPA application was approved by the CPA and will now move onto the second round.

HH has sent out a letter to local architects requesting bids to assist us in the next stage. The deadline is Dec. 2, 2014.

**C. Halloween Party:** HH also spoke about the upcoming Halloween party at Mason Library on Nov. 1st. There will be activities for both children and entertainment for adults. Volunteers are needed.

#### **IV. New Business:**

##### **A. Constant Contact:**

HH talked about how information regarding events held at both libraries is currently handled. That more publicity about the happenings at the libraries would be beneficial and the best way to do that.

Whether emails (would need permission to use patrons' emails), mass mailings, blogs, ads, public event notices in newspapers, which would be best?

ADeG was instructed to have JM research "Mail Chimp" as a possible way for spreading notices about our events.

##### **B. Scanner:**

AdeG spoke about the types available. She stated that \$600.00 should cover the scanner that would serve the needs of the researchers in that room. It would be all electronic-no ink, no toner, that any information scanned would go to a designated computer, phone, etc. for the researcher to print out. If printed on the library computer, a charge of 15 cents would be charged.

HH made a motion to approve up to \$600.00 for the purchase of the scanner she recommends. The money will come from the Ramsdell Archive account.

EA seconded.

Vote: 6 - 0

##### **C. People Counter:**

HH stated that patrons are counted by hand at Ramsdell Library. If an electronic counter was installed there, the data obtained could give the Director and Trustees a better idea of the hours that patrons are in the library. It was also suggested that the counter (3 are needed) at Mason be replaced with one that would also give hourly patron entrance/exit at the library.

ADeG will do research as to the models that would suit our needs.

HH made a motion to approve up to \$500.00 for a wi-fi people counter for Ramsdell.

LC seconded.

A discussion ensued as to why the current system should be replaced. The discussion centered around the number of patrons and their relation to State Aid.

Vote: 6 - 0

#### **V. Adjournment:**

EA made a Motion to Adjourn.

LC seconded.

The Board voted (6 - 0) to adjourn at 7:34 pm.

Respectfully Submitted,



Kathleen Plungis, Secretary

## Statistics: September

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Items added
Ramsdell	756	11 programs 58 attending	7 programs 39 attending	55	8	-	136
Mason	10,023	9 programs 84 attending	6 programs 107 attending	1933 (419 kids)	143	27	704

**News, Projects and Proposals:**

-We are into the second month of being fully staffed and have also successfully recruited a large number of volunteers. We currently have at least one volunteer in each day of the week. The volunteers help us with shelving, cleaning, repairs and book sorting for the book sales. The increased number of volunteers has allowed the staff to spend time on our book displays for the first time in quite a while. We currently have two great displays on Banned Books and Haunted New England near the circulation desk. Any further suggestions for topics are always welcome!

-Having a full staff and crew of volunteers has also allowed the staff to undergo some training on the microfilm machine as well as catch up on projects. We are now able to print from the microfilm machine, which will be a great resource for researchers.

-The Financial Report of the State Aid Application is complete and has been submitted. With both this and the ARIS in, I am done with state reports until next year. The next project for me will be budget planning for FY16.

-Both Mason and Ramsdell have benefited from some weatherization work due to a grant Joe Sokul applied for. Both libraries have had weather stripping added to the exterior doors and caulking around the windows to help cut down on drafts. Mason has also had insulation added to the attic of the original building. I am hoping this might help with our heating bill this winter. Ramsdell is to have some attic insulation work done as well.

-Talya, our new assistant director, is settling in and has been working on programming for the upcoming year as well as helping with the Ramsdell Open House planning. One of the bigger programs in process is a month long series on climate change, which will probably happen in the spring of 2015. Having Talya take over the programming has allowed me more time to work on the day to day running of both libraries as well as planning for the next year.

-I have tried out a trial of Ebsco's Flipster and eBook platforms this month. Flipster is a digital magazine service offering the most popular magazines on a computer, phone or tablet. You subscribe to the platform and purchase magazine subscriptions on top of it. Ebsco's eBook platform is a yearly subscription service that offers access to fiction and nonfiction titles, most with pre-2012 publication dates. I am currently in the middle of a trial of RecordedBooks' OneClickDigital service which is available for eBooks and downloadable audio. These would be platform subscriptions that we would then purchase titles for. At this time I do not have figures yet and I do have a couple more services I want to investigate.

-We have a lot of great adult and children's programs coming up in October. We had local historian Gary Leveille give a presentation and book signing on October 8th. The Ramsdell Open House and survey will be Saturday, October 18<sup>th</sup>. Older children have the chance to learn how to create their own video games at Ramsdell on Saturday, October 25<sup>th</sup> (2-4pm). The big event of the month will be the Halloween Party on November 1<sup>st</sup>. Mason's Children's Room will be kicking off the event with a spooky storyteller at 5pm.

-I have received the Buildings and Grounds Maintenance/Improvement Needs form for FY2016. Are there any items/projects that we should submit for FY 2016?