

Great Barrington Libraries Board of Trustees

June 1, 2017

5:30 p.m.

Mason Library

231 Main Street

Great Barrington, MA 01230

I. CALL TO ORDER

Meeting called to order at 5:31 p.m.

A. Attendance: Patrick Hollenbeck, Kathy Plungis, Hilda Banks-Shapiro, Lauren Clark, Dana Coleman, Susie Beacco, Amanda DeGiorgis, Director  
Audience: Holly Hamer, Sean VanDeusen

B. Approval of May Minutes:

KP made Motion to approve the May minutes. HB-S 2<sup>nd</sup>. Vote: 5-0.

KP made Motion to nominate SB as Secretary. HB-S 2<sup>nd</sup>. No discussion.  
Vote 6-0.

C. Trustee Announcements:

PH handed out a packet of information for Trustees to review for the July meeting. PH and ADeG handed out various policies to be read before the July meeting.

II. REPORTS

A. Director's Report: (see attached report)

ADeG reviewed her report.

The Children's Librarians again asks the Trustees to solicit gift certificates for the summer reading program. Various trustees took soliciting letters. ADG clarified the tax donation status that businesses can take this donation as deductible.

Motion to Approve \$5,000 from State Aid for programming from July 1st to December 31st 2017. KP 2<sup>nd</sup>. Vote 6-0.

ADeG will have a staff training morning. Trustees can attend to meet the staff. ADeG will let us know the date in advance.

### III. UNFINISHED BUSINESS

#### A. Mason Signage:

Should we talk to Historic District Commission first? KP will contact the Commission.

#### B. Missing AV Equipment:

ADeG stated a police report has been filed. There are no leads, but at least the missing equipment is on the police inventory list.

#### C. Website:

PH wants to get patrons' artwork on the website. Decision was made to wait on website until decision was made about a library consultant.

#### D. Accessibility Timetable:

The Town Manager's response to Trustee concerns re Ramsdell accessibility - She responded via email to PH. Money does not include a library consultant. PH reviewed last summer's subcommittee meeting with JT. JT stated it was a municipal building and focus will be on building, maintenance, etc. PH provided information on accessibility at other libraries. Discussion on how can the Trustees get a consultant.

ADeG stated State Aid money is not available.

HH said the Friends have money still in donations. Discussion re fundraising. We need a vision for Ramsdell. We should re-read the Long Range Plan and the SOAR report from Kate Deviny, the libraries' previous Director. Stressed how special the Ramsdell is.

### IV. NEW BUSINESS

#### A. Community Garden:

The Unitarian Church in Housatonic wants to create raised bed gardens on a small section of the Ramsdell Library property. PH made a Motion to approve this request. HB-S 2<sup>nd</sup>. Vote 6 – 0 with stipulation that Trustees will review again in the winter.

#### B. Community Table at the Farmer's Market:

Library was invited to have a community table at the Farmer's Market. Suggestions to have newspapers, library information, information on kids' programs. KP Motion to approve pursuit the library being represented at Farmer's Market. HB-S 2<sup>nd</sup>. Vote 6 – 0.

B. Treasurer's Report: (see attached report)  
End of fiscal year, June 30<sup>th</sup>, right on target.

C. Friend's Report:

HH reported that the book give away on Saturday, May 27<sup>th</sup> was very successful. 2,400 items went out. Received \$390 in donations. They will plan another free give-away, probably Columbus Day weekend. Planning on Saturday evening films to run September-April. Looking at fees for documentaries, expenses how budget?

D. Buildings & Grounds:

Sean VanDeusen went over history of Ramsdell and noted that a study was completed some years ago, with a renovation price tag around 1.5 million. The Town Manager has stated that Ramsdell, as a town owned building, in order to get ADA compliance, a procurement process (RFQ), (architecture, engineers consultant) needs to be completed. The prior study will be able to give us input about Ramsdell. This process will take several months to write, bid, advertise, interview, choose a firm. SVD was asked the cost of such a building consultant, SVD stated it is typically 10-15% of the cost of the renovation. SVD speculated it would take 3-4 weeks to write-up, then a month to advertise, thus, this project is some months in future. PH wants a Trustee on board for this process.

PH then asked SVD whether we would be able to get a temporary ramp. State says accessibility is important, bathroom not as important. SVD – cannot speak to issue of temporary ramp. PH will get in touch with Town Manager. KP said SVD, ADeG and herself will meet next week to go over maintenance, etc. at both libraries.

PH stated Ramsdell's chimney needs repair. In addition, the front door needs to be sealed. PH has spoken with people that may be interested in sealing the doors via the town's senior real estate tax break program. KP explained when the application process begins.

HH asked about Ramsdell's air conditioner status. SVD stated that Wilbur Electric will go through the library next week. SVD said Mason's catwalk work to begin end of June.

He said to meet him later on about the Mason signage. KP will approach the town Historic District Commission.

KP asked for money for plants at Mason. Wants to purchase potted flowers for three containers at Mason library. HB-S has a source at Ward's Nursery. She said to let her know what is needed and she will provide the plants.

V. CITIZEN SPEAK

None.

VI. ADJOURNMENT.

HB-S made Motion made to adjourn at 6:44 p.m. LC 2<sup>nd</sup>. Vote 6-0.

Next Trustee meeting Thursday, July 13, 2017.

Respectfully Submitted,

Susan Beacco, Trustee

*Kathleen Plungis, edited*