

TRUSTEES OF FORBES LIBRARY
Meeting of September 18, 2014

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Jenny Pittsinger, representative of the Forbes Library Employee Association (FLEA); Faith Kaufman, Arts & Music librarian; Paul Gulla, Michelson's Gallery. **Absent:** Mr. Twarog.

The meeting was called to order at 4:05 PM in the Watson Room in Forbes Library.

Public Comments

There were no public comments.

Baskin Sculpture

Paul Gulla of Michelson's Gallery in Northampton came to the meeting with a bronze bas-relief by Leonard Baskin to show to the Trustees. It is a study of the first horse in the cortege at Franklin Roosevelt's funeral for the FDR Memorial in Washington, DC. Mr. Gulla described the FDR Memorial and showed a video about the memorial with Baskin's sculpture as a prominent part of it. Baskin worked on the piece for many years and did sketches, drawings, and studies for it. This piece is the largest study, and the last remaining of the edition of six. It exemplifies Baskin's work with a shrouded figure of a horse symbolizing encompassing grief. Mr. Gulla said the piece should be waxed and lit from above. He offered to wax it once a year for 3 years. The piece could be hung as is or mounted onto stone or wood.

The Trustees thanked Mr. Gulla and he left the meeting at 4:30 PM.

Ms. Kaufmann said the best place for the sculpture is at the top of the stairs near the Calvin Coolidge Museum. It is a prominent location with appropriate lighting. In response to a question from Mr. Carrier, Ms. Kaufmann said that acquiring the piece was in keeping with the library's acquisition policy.

Ms. Kaufmann left the meeting at 4:35 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Report of July 23, 2014 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Rowe moved that the Secretary's Report of August 5, 2014 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of the executive sessions of May 20 and June 18, 2014 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Rowe moved that the preliminary Treasurer's Report of August 31, 2014 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin reported that the FY14 year-end report is not finalized, and therefore the beginning balances in the August 31 report may change. The preliminary August report shows that the Aid Fund closed the month with a deficit of \$20,900, due to July being a 3-pay period month. Building

Treasurer's Report (continued)

insurance was pre-paid for the year. The worker's compensation insurance has a negative balance due to a refund to the FY15 insurance stemming from a payroll audit. The Book Fund has a \$6,800 deficit in August, which will be eliminated in September when the annual Garvey income is received from the endowment. The E.F.T. fund should be at zero for the beginning balance, once the final FY14 financial statements are calculated. The Friends of Forbes annual contribution of \$2,500 to the Staff Development fund was received. Their \$200 contribution towards the August BBQ was also deposited in this fund. A \$5,000 transfer to the Garvey Book & Media fund in the endowment will be on the September financial statement. Mr. Morin created a new fund to track the finances for repairing the 2nd floor fire damage. Mr. Morin said that next month he would have the finalized FY14 year-end report, as well as a revised August report and September report.

In response to a question from Mr. Carrier, Ms. Downing said that there were still a few unpaid pledges to the "Forbes For All" campaign, and that she would send the list to Mr. Carrier.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that new glass has been installed on the Connecticut River photographs donated by Carl Nardello. They hang next to the Reference Room desk. The new glass is non-reflective and UV protective.

The Coolidge Museum and the Arts & Music Magazine Lounge reopened and the connecting half of the Hosmer Gallery features nineteen original World War I posters from the library's collections. The other half of the gallery has on display photographs by the 1940's photographer, Stephen Johnson. He is a minor character in a new play being presented at the Academy of Music October 17 & 18. The play, "Nobody's Girl," is a comedy set in the 1940's about the problems of Mildred Walker who was the manager of the Academy of Music. The Trustees commented on the beauty of the posters, and suggested that Forbes should display its "treasures" on a more regular basis.

Ms. Moulding said that the Friends of Forbes have asked the Trustees to thank the sponsors at the Wine Tasting Event next week. Major donors: Liquors 44, PeoplesBank, Sandy Duclos, Northampton Rental Center. Raffle prize donors: Black Birch Vineyard, Liquors 44, Northampton Country Club, Off the Wall Picture Framing, Pengyew Catering, Silverscape Designs. Food donors: Ibiza Tapas Bar, India House Restaurant, Paul & Elizabeth's, Sylvester's Restaurant. Musicians: Ken Forfia, Bruce Kelley, Don Anderson, Vernon David, and Dominic Poccia. Mr. Rowe, Mr. Twarog, and Mr. Carrier will take turns staffing the ticket table.

Ms. Moulding reported that next week is Banned Books Week and the library will have creative displays in both the adult and young adult areas.

Ms. Hess moved that the Administrative report be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Friends of Forbes Meeting

Ms. Hess attended the September 3 meeting of the Friends of Forbes and reported that the garden tour earned over \$8,000 this year, the largest amount ever, due to good publicity and beautiful weather. They voted to make a donation of \$170 in memory of Chris Nolan's mother to add to the \$830 already donated to go to the Friend's endowment. The Friends have budgeted \$600 for the wine tasting event and discussed details of the event including

Friends of Forbes Meeting (continued)

food, raffle tickets, and ticket sales. They discussed purchasing Museum of Fine Arts passes for loaning to patrons. The Friends' newsletter is switching from Constant Contact to Library Aware. Ms. Moulding discussed outreach funding, and the Friends will continue to fund mileage for delivery of library materials. The Community Room carpet needs to be replaced and the Friends will discuss it at their next meeting. So far they have received 145 ballots in the Florence Savings Bank Customer's Choice Community Grants program. Ms. Moulding added that a donor to the UMass Libraries who worked at the Goodell Library, recently wrote that her fondness for libraries began when she worked as a volunteer at Forbes Library when she was growing up.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, October 21, 2014 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, October 1 at 6:30 PM. Mr. Rowe will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2014 at 4:00 PM on Monday, December 1. Ms. Burnham will attend on behalf of the Trustees.

Communications

There were no communications this month.

Finances

There is no report this month.

WMLA Membership

It is time to renew the Trustees' membership in the Western Massachusetts Library Advocates (WMLA). This group is active in influencing the Massachusetts Library Association, the Massachusetts Board of Library Commissioners, and the Massachusetts Legislature to insure they pay attention to the concerns of libraries in the western part of the state.

Ms. Burnham made a motion to approve \$100 to be paid from miscellaneous to renew membership in WMLA. Mr. Rowe seconded the motion, which passed unanimously.

Letter to Gazette about Outreach

Mr. Twarog wrote a letter to the editor of the Daily Hampshire Gazette about the library's Outreach program. The Trustees discussed and edited the letter.

Ms. Burnham made a motion to submit the revised letter signed by Mr. Carrier and Mr. Rowe to the Daily Hampshire Gazette. Mr. Rowe seconded the motion, which passed unanimously.

Ms. Downing said that there was a good article in the Conz Street Chronicle about the Library's Outreach program.

Security Cameras

Ms. Moulding distributed a memo from Russell Sienkiewicz, Chief of Police, to Mayor Narkewicz. In it the Chief "strongly recommends" that Forbes Library install security cameras at entrance doors. The Trustees discussed installing security cameras at the library's doors. Footage would be recorded on DVR and would at some point automatically record over itself so would not be kept indefinitely. Ms. Moulding expressed the need for the additional security in

Security Cameras (continued)

wake of the arson in July. The security cameras will allow for quicker apprehension of suspects should it become necessary. The cameras may also serve as a deterrent and provide a sense of security to library staff. Ms. Hess spoke strongly against the security cameras as an invasion of privacy and damaging to the welcoming atmosphere that Forbes has created over the years. Ms. Moulding and the Trustees share those concerns, but said that for them safety and security concerns outweigh the concerns about privacy. In response to a question from Ms. Hess, Ms. Moulding said that security cameras would have helped catch the July arsonist more quickly. Ms. Hess referred to the American Library Association (ALA) guidelines about surveillance in public libraries noting that the records should be considered the same as circulation records, requiring a warrant for police to obtain them. The library should make sure that patrons know the cameras are there for enhancing physical safety, and that the library is committed to protecting patron confidentiality. If the library moves forward with the security cameras, clear policies should be developed and enforced.

Mr. Rowe made a motion to table the discussion and continue it at the next meeting when all the Trustees can be present. Ms. Burnham seconded the motion, which passed unanimously.

New Trees in Front of Building

The elm trees in front of the library are over 100 years old. Several of them have died and all have required drastic trimming because of dead branches. Also, there are no plantings on the west side of the building between the sidewalk and the building.

Ms. Burnham made a motion to establish a committee to look at these two issues involving the grounds, replacing the trees and planting on the west side of the building. Ms. Hess seconded the motion, which passed unanimously.

The committee will include Ms. Moulding or Ms. Downing, Ms. Burnham, Mr. Rowe, someone from the Friends of Forbes, Mr. Petcen and perhaps one other library staff member. The committee will consult with the city's tree committee and Michael Marcotrigiano of the Smith College Botanic Garden.

Leonard Baskin Sculpture

The Trustees discussed purchasing the Leonard Baskin bas-relief. Mr. Rowe said it was an important piece with a local connection, and should be purchased so that it can remain in Northampton. Mr. Carrier said that Forbes has been developing a collection of artwork in keeping with its acquisition policy. The will of Judge Forbes states that the Forbes Book Fund "will be the mainspring of the institution ... The income from the [Forbes] Book Fund ... shall be applied exclusively to the purchase and repair of books, pamphlets, manuscripts and papers of a literary or scientific character, and the finding of the same. Maps and charts, and to a limited extent, statuary, paintings, engravings and photographs, may be purchased as ornaments to the library and aids to scientific inquiry. Said income shall never, under any pretence whatever, be directly or indirectly applied to any other use or purpose."

The Forbes Book Fund in the endowment is at an all-time high of \$1,053,000, and this would be a good time to purchase a large piece as it will not impact the income the fund is generating. The sales price of the piece is \$25,000, but ultimately the cost to the library will be \$20,000, and the piece will be considered as an investment opportunity.

Leonard Baskin Sculpture (continued)

Mr. Rowe made a motion to approve purchasing the Leonard Baskin bas-relief for \$25,000 to be paid from the Forbes Book Fund in the endowment. Ms. Hess seconded the motion which passed unanimously.

Mr. Rowe made a motion to withdraw \$25,000 from the Forbes Book Fund to pay for the Leonard Baskin bas-relief. Ms. Hess seconded the motion which passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$25 from Ricki Ellen Kantrowitz & Alex Cohen, Northampton, in memory of Edward Morin, to be deposited in the Edward Morin Fund; \$100 from Bernard Fine, Northampton, to be deposited in the Second Floor Clean Up Fund; \$2,000 from Anonymous, to support the Outreach program, to be deposited in the Outreach Fund.

Ms. Burnham made a motion to approve the allocation of the designated gifts as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

The following undesignated gift was received since the last Trustees' meeting: \$100 from John & Connie Degnan to be deposited in the Edward Morin Fund.

Ms. Burnham made a motion to approve the allocation of the undesignated gift as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

The following receipts from sales was received since the last Trustees' meeting: \$30 from NEBA for sale of books to be deposited in the Special Collections Fund; \$180 from NEBA for sale of books to be deposited in the Special Collections Fund; \$331.50 from NEBA for sale of books to be deposited in the Special Collections Fund; \$112.50 from NEBA for sale of books to be deposited in the Special Collections Fund

Mr. Rowe made a motion to approve the allocation of the receipts from sales as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

The following receipt from rent was received: \$1,500 from the Old School Commons for lease of property to be deposited in the Edward Morin Fund.

Ms. Burnham made a motion to approve the allocation of the receipts from rent as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Elevator Project

The accessible elevator project is still scheduled to go out to bid next month. Mr. Carrier and Ms. Moulding met with Mayor Narkewicz on Thursday, July 31, to discuss funding for the accessible elevator project. The Mayor was very supportive and said that the city would provide the extra funds needed to enable the elevator to be installed this winter.

Ms. Downing is getting together the donor information for the plaque.

Fire and Restoration

The cleaning of the second floor is completed but it has been difficult to find a painter who would agree to do the work before late October or early November. The custom woodworker is hand carving 24 balustrades for the bannister and should complete the work by late September. Then the bannister needs to be reassembled and it and the paneling need to be varnished. Then the carpet can be installed and the staircase opened. The collection rooms of the second floor and the Hampshire Room for Local History have been open since late July. The Hosmer Art Gallery will reopen in October. The painters will paint it in quarters and the art work will be removed temporarily by quarter as the painting is done.

Reports on workshops/meetings/activities

Utilizing Volunteers for Library Advocacy (Marjorie Hess) - Ms. Hess reported that she and Ms. Downing watched the webinar about creating a sustainable volunteer model. Suggestions included recruiting local "celebrities" and key influencers in the community, and using social media to encourage community engagement.

Coolidge Advisory Committee Meeting (Janet Moulding) Ms. Moulding distributed notes of the Coolidge Advisory Committee meeting held September 8, 2014.

Other Business

Mr. Carrier reported that the Massachusetts Library Trustees Association (MLTA) membership dues are up for renewal.

Ms. Burnham made a motion to pay the MLTA renewal fee of \$100 from miscellaneous. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Carrier asked Ms. Moulding to put the Library Director's evaluation on the agenda for the next meeting.

At 5:47 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:47 PM.