

TRUSTEES OF FORBES LIBRARY
Meeting of December 17, 2014

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Mr. Joshua Paul, representative of Bartholomew Inc.; Mr. Thomas Douglas, architect; Ms. Serena Smith, observer for the Friends of Forbes Library; Mr. Jason Petcen, representative of the Forbes Library Employee Association (FLEA). **Absent:** None.

The meeting was called to order at 4:05 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

Bartholomew, Inc. Report

Mr. Paul presented the Portfolio Review of the Forbes Library endowment. The value of the portfolio as of December 15, 2014 was \$4,616,263.19. There has been volatility in the markets, with the bottom occurring on October 16, and additional volatility in December, mainly due to worldwide problems in emerging markets. The library's "moderate" portfolio is on target for where it should be right now, and Mr. Paul is not overly concerned. He expects no major changes in the economy over the next 2-3 quarters. The asset allocation in the portfolio is about 35% domestic equity, 20% domestic bonds, 20% alternatives, 15% international equity, and 10% international bonds. The alternatives in the portfolio are chosen because they do not mimic the behavior of the stock market, and therefore mitigate risk. The growth in the portfolio was down this year to about 2%, and there was unrealized loss of \$100,000 due to some poor performances. Large U.S. stocks did well, but there were problems with small cap and international stocks.

The Trustees thanked Mr. Paul who left the meeting at 4:20 PM.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of November 19, 2014 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented the June 30, 2014 fiscal year-end report. The year closed with a surplus of \$2,000. There was a budget shortfall of \$5,000 for total income and a budget overage of \$7,800 for total expenses. The wages category is \$3,600 over-budget, and was over \$1 million in actual expenses. The budget variance for employee wages is 0.36% for the fiscal year. Heating gas, water/sewer, and work study were over-budget this fiscal year. The Book Fund closed with a \$15,200 deficit. There was a budget shortfall of \$500 for total income, and a budget overage of \$3,000 for total expenses. The balance in the EFT fund was transferred to the contingency fund. The Doland fund had a deficit of \$1,300. A transfer was done in FY15 from the endowment fund to cover the expenses going forward. Mr. Morin transferred the elevator expenses out of the Second Century fund into the Elevator Construction Fund. Currently the balance is \$165,500. Mr. Morin created a new fund for the Civil War Grant, from money provided by the state Veteran's Affairs Division.

In response to questions from Mr. Carrier, Mr. Morin said the deficit in the Book & Media Fund is partly due to the Pleasant Street Video expenses and also because the Trustees had transferred \$25,000 from the Book Fund to the endowment

Treasurer's Report (continued)

in FY14. Ms. Moulding said that many digital subscriptions were paid this year for a 2 year period, which drove up the expenses. The library received \$6,000 in donations on Valley Gives Day which will go to the Book & Media fund to help reduce the \$15,000 deficit.

Mr. Twarog made a motion to transfer \$9,000 from the Forbes Book Fund in the endowment to the Book & Media fund in the operating account. Ms. Hess seconded the motion, which was passed unanimously.

The Trustees discussed other areas of concern in the budget including labor & repairs, electricity, heating gas, and work study. Ms. Moulding said the budget is very tight this year.

Ms. Hess moved that the Treasurer's FY14 year-end report of June 30, 2014 be accepted and placed on file. Ms. Burnham seconded the motion which was passed unanimously.

Mr. Douglas joined the meeting at 4:35 PM.

Mr. Morin presented the Treasurer's Report of November 30, 2014. The Aid Fund closed with a deficit of \$18,000, a decrease of \$7,500 from October. Labor and repairs is over-spent by \$4,500 from a prior month payment. The electricity category is over-budget, however the November invoice was within budget, so the variance is from prior months. The Book Fund has a \$5,300 deficit, and book purchases were \$4,700 over-budget. Per a November Trustees' vote, Mr. Morin transferred \$15,000 from the endowment to the operating account. A \$5,000 transfer will be sent to the endowment from the parking meter monies. An anonymous donation of \$2,000 was deposited into the Outreach Fund to continue the Outreach program. Forbes received a grant from the federal government for serving people with disabilities. Due to government regulations, this money can only be deposited into a bank account which doesn't earn interest. Mr. Morin will open a non-interest bearing checking account in December to deposit the check.

Ms. Hess moved that the Treasurer's Report of November 30, 2014 be accepted and placed on file. Mr. Twarog seconded the motion which was passed unanimously.

Elevator Project

The accessible elevator project bids were opened on November 19, and Ms. Moulding reported that the bids came in within budget. There were seven bidders with bids ranging from \$399,900 to \$534,200. The low bidder was Kurtz Construction of Westfield. The bid will not be accepted until a minor problem with the elevator sub-bid is resolved and the City Council have had their second reading of the mayor's request for the city to fund the amount necessary to cover the cost of the project. That vote will be on December 18. It is not expected that there will be any issues that will delay the signing of the contract before the end of the month.

Ms. Moulding asked the Trustees to discuss two alternates. Alternates must be accepted in the order listed and alternate number 2 cannot be accepted if number 1 is not. Alternate 1 is to replace the three top doors and side lights in the lobby entrance for \$63,571. Alternate 2 is for an upgrade of materials for the elevator contract. That bid is not due until December 17, but is expected to be around \$10,000.

Elevator Project (continued)

Mr. Douglas discussed the alternates and showed the Trustees pictures and samples of the materials. The Trustees discussed the options with Mr. Douglas. The current front door is very heavy and difficult to open due to the closers being at the bottom. The new doors will have heavy-duty closers positioned at the top which will make them easier to open.

Ms. Burnham made a motion to approve the \$399,900 bid from Kurtz Construction. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Twarog made a motion to approve alternate 1 allocating \$63,571 for the doors and side lights in the lobby entrance to be paid from the MacFarlane and O'Connor Funds. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Rowe made a motion to approve alternate 2, allocating \$10,000 for the upgrade in materials for the elevator, to be paid from the MacFarlane and O'Connor Funds. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Twarog made a motion to appoint Mr. Carrier as the Trustees' representative on the Elevator Construction Committee, granting him authority to sign documents on behalf of the Trustees. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Douglas said the project will start in a few months, to allow time for the elevator to be constructed.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the spotlights above the new Baskin bas relief have been repaired and aimed at the sculpture. It really brings out the subtleties of the work. The back stairway and the bathroom have been repainted by J. Greene painters. They also repaired and repainted the damaged wall in the staff room.

Ms. Moulding reported that the memorial service for former Trustee and Trustees' Award recipient, John Detmold, was held in the Forbes Library Reference Room on Sunday, December 14. A reception followed in the Reading Room.

Ms. Downing reported that the New Patron Tours started Saturday, December 6. Brian Tabor conducted a 45 minute tour of the library for 15 patrons. They were very engaged and seemed to enjoy it. The response was so favorable, that another tour will be offered in January. It was planned to do them quarterly, but they may be done more often if the demand continues.

Ms. Moulding reported that the Treasures of Forbes exhibit will open January 5 in the Hosmer Gallery. It will consist of rarely displayed items from the Hampshire Room and the Coolidge Museum. The opening reception will be in conjunction with Arts Night Out on Friday, January 9, from 5:00 to 8:00 PM.

Ms. Moulding reported that the new Hampshire County Memories book covering the 40's, 50's, and 60's has been released. A large number of the photos used are from the collection at Forbes. The library was given 56 copies of the book. One will go to the Hampshire Room, two will go to the circulating collection, some will go to people who donated on Valley Gives Day, and the rest will be offered for sale.

Administrative Report (continued)

Ms. Moulding reported that maps of the library have been redesigned and a new handout created. Copies were distributed to the Trustees. The Trustees asked Ms. Moulding to relay their appreciation to Ben Kalish for his work on the maps. Ms. Downing said that the Forbes Library website has been redesigned.

Ms. Hess made a motion to approve the Administrative Report and place it on file. Ms. Burnham seconded the motion, which was passed unanimously.

Friends of Forbes Meeting

Mr. Carrier attended the December 3 meeting of the Friends of Forbes and reported that the Friends approved \$6,800 in funding, \$2,500 for children's room programming, \$2,000 for adult programming, \$1,300 for museum passes, and \$1,000 for the writer-in-residence stipend. The community room carpet has been ordered, and the membership mailing went out in November. The Friends would like to build their membership and will be passing out information at library events.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, January 22, 2014 at 4:00 PM in the Watson Room. Officers will be elected at this meeting.

The next meeting of the Friends of Forbes Library will be held Wednesday, January 7 at 6:30 PM. Mr. Carrier will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2015 at 4:00 PM on Mondays, March 2, June 1, September 14, and December 7. Ms. Burnham will attend the March 2 meeting on behalf of the Trustees. Ms. Hess will attend the June 1 meeting, Mr. Rowe will attend the September 14 meeting, and Mr. Carrier will attend the December 7 meeting.

Communications

Ms. Moulding received a letter from the Massachusetts Board of Library Commissioners (MBLC) dated December 10, 2014 announcing the amount of the state aid for Forbes and Lilly libraries. Forbes will receive \$19,459.56. Ms. Moulding has requested the funds from the City.

Financial Report

Ms. Moulding reported that Governor Deval Patrick cut the State budget for this fiscal year in order to address an anticipated shortfall of \$325 million. The reductions to Board of Library Commissioners lines total \$387,317. That amounts to each line being reduced 1.5%. The reduction to the State Aid to Public Libraries line totals \$135,000. A 1.5% reduction to Forbes State Aid is \$580. The second State Aid payment due in the early spring will be reduced by that amount.

Director's Evaluation

The process to evaluate the director is continuing. Job descriptions for both the director and assistant director were distributed. The Trustees discussed the job descriptions and made suggestions about making the wording more generic in a few places, and less geared toward specific people, as well as a few other changes. They also suggested that Ms. Moulding add a section for qualifications to the Director's job description. Mr. Rowe raised questions about the Trustees' role in collection policy and the nature of their communication with staff. The Trustees' approved a collection policy several years ago, but it should be reviewed sometime within the next year. Ms.

Director's Evaluation (continued)

Moulding suggested that communication with staff could happen during the annual contract negotiations. Ms. Moulding will bring the revised job descriptions to the January Trustees' meeting. Ms. Moulding will also complete a self-evaluation form and bring it to the January meeting.

The Trustees decided to use the same form as last time, and will fill it out individually for the period January 2013-December 2014. They will bring their completed forms to the next Trustees' meeting. Mr. Rowe will compile the responses into one form.

Writer In Residence Stipend

Ms. Downing reported that Susan Stinson is stepping down in June after 5 years as Writer in Residence. Ms. Downing will begin the process of finding a new WIR in January. The proposed job description was distributed to the Trustees. The position now includes a \$2,000 honorarium. This has been the practice for the past several years and while it is a token in light of the amount of time the position requires it has been greatly appreciated and helps defray travel, printing and other costs incurred. The Friends of Forbes voted to support half of the WIR honorarium and Ms. Downing requested that the Trustees fund the remaining \$1,000 from the Bak Fund. In response to questions from the Trustees, Ms. Downing said she will spread the word about the opening through social media and library's website, and will also try to get an article in the Daily Hampshire Gazette.

Mr. Rowe made a motion to approve funding \$1,000, half of the honorarium, for the Writer in Residence, to be paid from the Bak Fund. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following *designated gift* was received since the last Trustees' meeting: \$75 from the Fortnightly Club, Northampton, in memory of Marilyn Gage, to be used to purchase books about local history, to be deposited in the Book & Media Fund

The following *undesignated gifts* were received since the last Trustees' meeting: \$50 from James & Lois Smith, Amherst, in memory of John Murphy, to be deposited in the Morin Fund; \$50 from Elizabeth Porada, Hatfield, in memory of John Murphy, to be deposited in the Morin Fund; \$50 from Nancy & Donald Graham, Westhampton, in memory of John Murphy, to be deposited in the Morin Fund; \$50 from M. Rose Paul, Plainfield, VT, in memory of John Murphy, to be deposited in the Morin Fund; \$100 from Frank Antonucci, Springfield, in memory of John Murphy, to be deposited in the Morin Fund; \$25 from Allen Premo, Florence, in memory of John Murphy, to be deposited in the Morin Fund; \$25 from Blaise & Linda Bisailon, Northampton, in memory of John Murphy, to be deposited in the Morin Fund; \$50 from Andrew Mills, Bexley, OH, in memory of John Detmold, to be deposited in the Morin Fund; \$18 from Nancy Schwartz, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Marcia Burick & Ed McColgan, Leeds, in memory of John Detmold, to be deposited in the Morin Fund; \$50 from James Stidfole, New London, CT, in memory of John Detmold, to be deposited in the Morin Fund; \$150 from Constance Platt, Florence, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Carol & Keirnan Murphy, Northampton, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Lou & Martha Pacilio, Leeds, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Janet & Richard Moulding, Northampton, in memory of John Detmold, to be deposited in the Morin Fund; \$100 from Sansom & Sansom CPA's, Northampton, in memory of John

Gifts, Bequests, Sales, etc. (continued)

Detmold, to be deposited in the Morin Fund; \$25 from Allen Premo, Florence, in memory of John Detmold, to be deposited in the Morin Fund; \$100 from Blaise & Linda Bisailon, Northampton, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Janet & Charles Hemminger, Northampton, in memory of John Detmold, to be deposited in the Morin Fund; \$100 from Edward & Ann Shanahan, Florence, in memory of John Detmold, to be deposited in the Morin Fund; \$1,000 from Christopher & Dorrit Detmold, St. Augustine, FL, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund; \$80 from Katie Schuering, Chicago, to be deposited in the Morin Fund.

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

LSTA Grant Report

The city has issued the library the first disbursement check for the LSTA Helping People with Disabilities grant and Mr. Morin is creating a separate fund to keep track of expenditures. This month a group from Forbes visited the accessible computer lab at the Chicopee Public Library and met the person who offers training on screen reading software. The library plans to hire him to teach classes at Forbes in the spring. The survey has been informally closed after receiving 140 responses and Ms. Downing has begun an initial analysis. She is in the process of securing quotes to improve the AV system in the Community Room and the Coolidge Museum to improve sound and image quality at programs for everyone.

Extraordinary Labor & Repair Expenses

Mr. Carrier had a conversation with Mayor Narkewicz, who said he is still working on a policy of what to do when Forbes has extraordinary expenses that are not in the library's budget. Ms. Moulding recently sent the city a bill for \$10,000 for roof repairs, which the city has agreed to pay. The mayor would like to see a list of what these expenses have been for the past couple of years so he has an idea of the types of issues that arise.

Valley Gives Day

Valley Gives Day was Wednesday, December 10, 2014 and Forbes Library raised \$6,026.00 from 128 donors ranking Forbes 15 out of 115 participating large non-profits in terms of the number of unique donors. The Friends of Forbes offered a \$5,000 matching grant bringing the total for the day to \$11,026. This will be used to supplement the library's book and media budget to purchase circulating materials.

In connection with Valley Gives Day, the library produced a delightful video using NCTV's equipment under the direction of staff member, Jason Mazzotta. The video was used for the basis of a social media and web based campaign that included email blasts, Facebook and Twitter. On Valley Gives Day, the adult and children's desks were adorned with balloons, posted signage, and a dedicated donation station was offered in the reference room. It was a real team effort and everyone is very pleased with the results.

Ms. Hess made a motion to approve the Valley Gives Day donations of \$6,026 as follows: \$5,526 to the Book & Media Fund and \$500 to the Elevator Construction Fund, minus the service fees charged by Razoo. Ms. Burnham seconded the motion, which was passed unanimously.

Reports on workshops/meetings/activities

Calvin Coolidge Advisory Committee (Janet Moulding)

Clarke and Earle Funds

Mr. Morin will contact the new city treasurer about the Clarke & Earle funds, and invite her to come to a Trustees' meeting to discuss the disbursement plan.

At 6:02 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 6:02 PM.