

TRUSTEES OF FORBES LIBRARY
Meeting of April 14, 2014

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Peter Kobel, observer for the Friends of Forbes Library; Jason Mazzotta, representative of the Forbes Library Employee Association (FLEA). **Absent:** None.

The meeting was called to order at 4:00 PM in the Watson Room in Forbes Library.

Public Comments

There were no public comments.

Treasurer's Report

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

Mr. Morin reported that the Aid Fund closed March with a balance of \$1,500. Heating gas is close to the budgeted amount for this year, and will become over-budget as we continue paying for the colder spring months. The Clarke & Earle money came in from the city. The Book Fund has a \$9,000 surplus at the end of March. The Garvey Book & Media Fund has \$4,900 at the end of March. A transfer to the endowment fund of \$5,000 will be made in April. In response to a question from Mr. Carrier, Mr. Morin said that the discrepancy between the actual and budgeted in payroll is due to there being a 3-pay period month.

Mr. Morin left the meeting at 4:05 PM

Secretary's Report

Ms. Hess moved that the Secretary's Report of March 31, 2014 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that Northampton's downtown has been awarded Cultural District status from the state. The parameters of the district were extended from Main Street to include Smith College and Forbes Library. As a designated Cultural District, Northampton's area will be marketed by the state and will receive signage to promote the area. Faith Kaufmann assisted in the application process and will be part of the governing committee. The Trustees expressed appreciation for all their efforts.

The annual Edible Book event was held Sunday, April 6, at the Florence Civic Center. Dee Michel and Bonnie Burnham once again produced a wonderful afternoon of fun, food, and incredible creativity. With about 25 entries from book interpreters of all ages, the variety was amazing. With ingredients ranging from Peeps to horseradish, the book eating at the end offered something for nearly everyone. Photos of the entries will be on the website. The event raised about \$500 for the Friends of Forbes Library.

There will be a Health and Safety Fair again this year at the Senior Center on May 22. As in previous years, Forbes Library's Information Services Department will staff a table to promote health information available at the library.

On Wednesday, April 9, the library participated in a statewide effort to document a day in the life of libraries. Forbes staff and volunteers took photos, asked patrons to fill out comment cards and kept usage statistics. Patrons were also able to participate via the library's Facebook and Twitter

Administrative Report (continued)

account by taking "selfies" and leaving comments and tagging them with #snapmass. Photographs and information gathered was reported to the MBLC.

The library has an online poetry contest taking place this month called the "Forbes Library Book Spine Poetry Contest." Poems are created by using the elements on the spines of books. The contest is entered by posting a photograph of the creation on the library's Facebook page. A teen and adult winner will be awarded Northampton Chamber of Commerce gift certificates.

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

Friends of Forbes Meeting

Ms. Moulding attended the April 2nd meeting of the Friends of Forbes and reported that the business portion of the meeting was short. The Friends are planning for the garden tour in June and wine tasting in the fall. They nominated and elected officers. The annual meeting was followed by a very nice presentation by Elise Feeley on local history.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, May 20, 2014 at 3:45 PM in the Calvin Coolidge Presidential Library and Museum. Mr. Morin will invite the representatives from Bartholomew Inc. to attend. The following regular Trustees' meetings were also scheduled: June 18, 4:00 PM; July 23, 4:00 PM; and September 18, 4:00 PM.

The next meeting of the Friends of Forbes Library will be held Wednesday, May 7 at 7:00 PM. Mr. Twarog will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2014 at 4:00 PM on Mondays, June 2, September 8, and December 1. Ms. Hess will attend the June 2nd meeting on behalf of the Trustees.

Communications

Ms. Moulding received a letter dated April 2, 2014 from Rose Marie Morin thanking the Trustees for the flowers and their presence at the calling hours for Ed Morin, the former Forbes Library Treasurer of many years who passed away recently. Mr. Carrier expressed appreciation for Mr. Morin's service to Forbes Library.

FY15 Budget

The library received notification from the Mayor that the library's appropriation for FY15 would be \$1,163,512 which is a 3% increase over FY14. The city's multi-year projection shows a 2.75% increase each year in Culture and Recreation services so the library was cautioned not to expect more than a 2.75% increase in upcoming years. This amount is a \$23,000 decrease from the proposed level services budget. Ms. Moulding was instructed to reduce the electricity line item by \$7,000 because of changes in the vendor contracts, but that still leaves a \$16,000 shortfall. There is nothing in the budget that can be cut without reducing services. Forbes is already purchasing supplies through the city at a reduced rate. The alarm safety contract can be wrapped into the city's contract, but that will only save about \$100. The Trustees discussed the situation and expressed frustration that Forbes is not receiving level-services funding, while other city departments such as the School Department are. The override was intended to restore level-services funding, but that has not been

FY15 Budget (continued)

the case for Forbes. Mr. Carrier said it is an indication of the mayor's priorities. The Trustees discussed how they might respond.

Mr. Twarog moved that he, Ms. Moulding, and Ms. Hess draft a letter to the mayor and city council on behalf of the Trustees expressing their concerns, providing information, and asking questions. The draft will be shared with the Trustees before sending. Ms. Hess seconded the motion, which was passed unanimously.

FY14 Operating Budget Third Quarter Report

Ms. Moulding distributed a spreadsheet detailing the operating expenditures for the first three quarters of FY14. The budget is almost exactly on target overall. Payroll taxes are higher than expected because they were under budgeted to begin with. For FY15, Ms. Moulding will be using more accurate numbers so the payroll tax line item will be higher and therefore more likely to be correct. Ms. Moulding reduced the electricity line item by \$7,000 as requested by the city. If there is a shortfall, Forbes will ask the city to cover it.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: \$25 from Charles & Janet Hemminger, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$35 from Joice Gare, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$100 from Brenda Schwartz, Hidden Valley, PA, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$50 from Christine Dippolt, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$20 from Christine Carr Hill, Ludlow, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Richard, Karin, & Will George, Florence, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$40 from Sarah & Roy Darling, Greenfield, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$100 from Jane & Bob Winnie, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$50 from Janet Moulding, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$30 from Blaise & Linda Bisailon, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Donald & Nancy Graham, Westhampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Lisa Downing, Easthampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$35 from Richard & Joyce Nelson, Greenfield, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$100 from Dawn Alguard, Newington, CT, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Joseph Dibrindisi, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$250 from Samuel Samuels, Greenfield, in memory of Edward Morin to be deposited in the Edward Morin Fund; Donations to the Second Century Fund.

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

The following *designated gifts* were also received since the last Trustees' meeting: \$1,355 in donations to the Second Century Fund.

Mr. Rowe made a motion to approve the allocation of the \$1,355 in donations to the Second Century Fund as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc. (continued)

The following *undesigned gifts* were received since the last Trustees' meeting: none this month.

The following *receipt from sales/rents* was received since the last Trustees' meeting: none this month.

Handicap Accessible Elevator Project

Ms. Moulding reported that Forbes is still awaiting the variance for the ceiling height for the elevator, which should come by the end of the month. The bid is ready to go out as soon as this is received.

Trustees Award

The Trustees Award ceremony was held last Saturday, April 12. It was a very nice event, although not very well attended. Mr. Carrier suggested renaming the Trustees' Award to the Gertrude P. Smith Trustees' Award in honor of the former Friend of Forbes and Professor of Music at Smith College.

Mr. Twarog made a motion to add this to the agenda for next month's Trustees' meeting. Mr. Rowe seconded the motion, which was passed unanimously.

Reports on workshops/meetings/activities

Library Legislative Day (Marjorie Hess) - Ms. Hess attended the Library Legislative Day at the State House in Boston on Monday, March 31. Ms. Hess and about 20 others representing public, law, and academic libraries met in Senator Stan Rosenberg's office with Mark Dailey, an aide to Senator Rosenberg to discuss points of common concern. They also met with Debra Johnson, an aide to Representative Peter Kocot. Ms. Hess said the day was very worthwhile and enjoyable with good conversation.

Forbes Library Employee Association (FLEA) Negotiations

At 4:55 PM, Mr. Rowe moved that the Trustees go into executive session to discuss the contract negotiations with FLEA because negotiations in open session would be detrimental to the library's bargaining position. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding and Ms. Sheirer to remain as guests at the executive session. Mr. Mazzotta and Mr. Kobel left the meeting at 4:55 PM. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Mr. Rowe, Ms. Sheirer, and Mr. Twarog were present during the executive session. The Trustees discussed the negotiations with FLEA. No votes were taken during the executive session.

At 5:20 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. Mr. Rowe seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor.

It was agreed by consensus that more information is needed, and that the Trustees' should wait until they've had a response to the letter they are sending to the Mayor about the FY15 budget before making a contract offer to FLEA.

Mr. Twarog made a motion to discuss the issue again at the May Trustees' meeting. Ms. Hess seconded the motion, which was passed unanimously.

At 5:20 PM Mr. Twarog moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 5:20 PM.