

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 22, 2015**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Jason Mazzotta, representative of the Forbes Library Employee Association (FLEA). **Absent:** Mr. Rowe, Mr. Twarog.

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

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of December 17, 2014 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

**Mr. Carrier asked that Ms. Burnham, Mr. Rowe, and Mr. Twarog, who are up for re-election next fall, notify the Trustees of their intentions to run.**

**Treasurer's Report**

Mr. Morin presented the Treasurer's Report of December 31, 2014. The Aid Fund closed with a \$58,600 deficit due to December being a 3-pay period month. Labor and repairs is over-spent by \$8,000 with both elevator and glass repairs this month. Electricity is over-budget by \$2,500, however the December invoice was \$500 under budget. Building insurance and worker's compensation are pre-paid for the year. The State Aid and Clarke & Earle forthcoming payments will help reduce the deficit significantly. The Book & Media Fund has a surplus of \$6,500 after a \$9,000 transfer was made from the endowment per the Trustees' instructions. The software expense category was re-categorized to subscriptions and memberships as it represents electronic subscriptions. The processing fees income was moved to the fees category in the income section. A \$5,000 transfer was sent to the investment bank this month from the monies collected from the parking meters. An anonymous donation of \$2,000 was deposited into the Outreach Car Fund to continue the Outreach program. The new Federal Disabilities Grant Fund was set up in December. It is federally funded, and the unspent money is on deposit in a non-interest bearing checking account at Florence Savings Bank. A check for \$19,000 was received from the City for the initial State Aid payment in January which will go into the Aid Fund. An insurance check for \$23,000 was deposited in January to go to the 2<sup>nd</sup> Floor Cleanup Fund.

In response to a question from Mr. Carrier, Ms. Moulding said that the insurance payment along with some private donations, covered most of the clean-up costs aside from the \$1,000 deductible.

Ms. Burnham made a motion to rename the "Outreach Car Fund" to "Outreach Fund" since the library no longer owns an outreach vehicle. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin will invite the new city treasurer to a future Trustees' meeting to discuss the Clarke & Earle fund disbursements.

Ms. Burnham moved that the Treasurer's Report of December 31 be accepted and placed on file. Ms. Hess seconded the motion which was passed unanimously.

**Administrative Report** (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the Coolidge electric horse returned on December 23 from being on loan to the US Patent Museum for the last couple of years. Sitterly Movers brought it into the building and it seems to be in fine shape. It was on a three year loan to the Trademark and Patent Building in Alexandria, VA and the National Inventors Hall of Fame in Akron, Ohio.

Forbes participated in Northampton's First Night again this year. Two afternoon programs were given by storyteller John Porcino. Approximately 200 people, about half children, attended.

Food for Fines was offered at Forbes from January 2<sup>nd</sup> to the 17<sup>th</sup>. During this time, overdue fines could be paid for with canned goods or healthy non-perishable food items. It applied to late fines only and not to lost or damaged fees. All food collected was given to the Northampton Survival Center for distribution to those in need in our community.

The MBLC has sent out the promotional material for this year's Legislative Talking Points. This year they are stressing the importance of libraries to literacy and education. A copy of their handout was distributed to the Trustees.

The Treasures of Forbes exhibit opened January 5 in the Hosmer Gallery. It consists of rarely displayed items from the Hampshire Room and the Coolidge Museum. The opening reception, in conjunction with Arts Night Out on Friday, January 9, was well attended. Julie Bartlett, Faith Kaufmann, and Dylan Gaffney did a fabulous job of choosing materials and creating engaging, informative labels for them. Many others at the library assisted, including Elise Feeley, Ben Kalish, Molly Moss, Lilly Sundell-Thomas, and Jason Mazzotta. Ms. Moulding suggested that the exhibit be repeated every 2 or 3 years, perhaps rotating content.

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**

Ms. Moulding attended the January 7 meeting of the Friends of Forbes and reported that the Friends approved the following funding: \$5,564.50 to pay for half of A/V equipment for the Community Room; \$2,500 for staff development; \$5,000 for the Book & Media fund, and \$1,000 for outreach. The Friends are doing two raffle baskets in February containing Kindle Fires. The Friends chose the new carpeting for the Community Room.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, February 19, 2015 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, February 4 at 6:30 PM. Ms. Hess 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 an invitation to a budget meeting from a joint meeting of the city council and school committee called by mayor Narkewicz, Thursday, January 29, 7:00 PM, at the JFK Middle School. Ms. Hess added that the meeting will be on NCTV, and that last year only school committee members and city councilors were allowed to speak.

Ms. Moulding received a flyer for the annual Library Legislative Breakfast to be held Friday, February 6 at the South Hadley public library. Library Legislative day is scheduled for April 1.

### **Fundraising**

No annual fundraising has been planned for 2015 and there will be no Valley Gives Day this year. The Trustees discussed fundraising plans and decided to reassess and look at issues including the timing of appeals, the effect of the Forbes campaign on the Friends fundraising, and the use of matching funds for grants. In the meantime, Ms. Downing suggested that Forbes explore options for its own online giving day (or week) in December 2015.

### **Second Quarter Operating Budget Report**

Ms. Moulding distributed a spread sheet showing the Ordinary Maintenance FY15 budget and spending through the second quarter of the year. With only half of the year gone, it is difficult to predict with any accuracy what the final numbers will be, but as of now it is pretty much on target. All line items are well within acceptable limits except for Labor & Repairs which is \$4,000 over spent due to HVAC/boiler repairs, elevator repairs, electrical expenses for lighting, plumbing repairs, and glass replacement.

### **FY16 Budget**

The FY16 city budget process has begun. Forbes received an email from Susan Wright indicating that the city appropriation for FY16 would have a 2.75% increase over FY15. That is an increase of \$31,997. A budget must be submitted to the city by February 2. Budget discussions between departments and the city will take place in March. Ms. Moulding will keep the Trustees' informed.

### **AV Equipment for Friends of Forbes Community Room**

Ms. Moulding reported that the LSTA grant can pay for the mics (\$549.00) but not much else. The remaining cost of the quote is \$11,329 and the Friends have agreed to pay for half of that, or \$5,664.50. ATC Audio of West Springfield provided the quote which includes 4 speakers, a new projector, and a control panel with easy to use hookups. The equipment is of baseline professional quality and a step up from the old equipment. The projector will have more lumens and the screen will be larger, brighter, and easier to see. There will be 2 speakers in front and 2 in back, which will make it easier for people to hear. The equipment is adaptable, durable and should last 5 to 10 years. In response to a question from Mr. Carrier, Ms. Moulding said that she will be looking at the AV equipment in the CCPLM in the next few months, after the community room upgrade is completed.

Ms. Hess made a motion to approve spending \$5,664.50 from the Stahl/Halberstadt fund in the endowment to pay for half of the new AV equipment in the community room. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin will transfer the funds to the operating account.

### **Election of Officers and Approval of Roberts Rules of Order**

Ms. Hess made a motion to elect the following officers for 2015, Mr. Carrier as President, Mr. Rowe as Vice President, Mr. Morin as Treasurer, and Ms. Sheirer as Secretary. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Hess made a motion to approve the use of Roberts Rules of Order for the Trustees' meetings for the year. Ms. Burnham seconded the motion, which was passed unanimously.

### **Set Dates for Meetings**

The Trustees decided to set the dates for the 2015 meetings at the next meeting when all Trustees can be present.

### **2015 Goals for Trustees and Director**

Ms. Moulding distributed draft goals for the Trustees and the Director for 2015. The Trustees goals for 2015 are: 1) Work with Mayor to draft building maintenance agreement; 2) Strategic Plan Goals which include: a) The library will establish sufficient and stable funding to maintain services and achieve goals while providing the staff with adequate compensation; b) The Trustees of Forbes Library will support legislation to raise revenue for the library; c) The Trustees will continue to indicate their position on pertinent legislation publicly and/or directly to legislators; d) The Trustees will develop a plan for fundraising in 2015.

Ms. Burnham made a motion to approve the Trustees' goals for 2015. Ms. Hess seconded the motion, which was passed unanimously.

The Director's goals for 2015 include short term: install new handicap elevator, work with Mayor and Trustees to create a building maintenance agreement, meet with committee to plan plantings on library grounds, seek to reinstate Saturday hours in the summer, form committee to begin planning for circulation desk renovation; medium term: act on goals and objectives established by the Strategic Plan, produce a new strategic plan for 2017 and file with the MBLC, remodel and update circulation desk area, continue to inventory special collections, continue to digitize appropriate collections & build online presence, stabilize funding for special collections, replace windows throughout building, renovate circulation desk and surrounding area Install integrated security/circulation system for library materials; long term: increase library hours, increase endowments, make CCPLM self-supporting, initiate cost/benefit analysis of discontinuing use of Cutter Classification System.

### **Director's Evaluation**

The director's self-evaluation was distributed to the Trustees. **Mr. Carrier asked the Trustees to send their completed evaluation forms to Mr. Rowe who will compile them for the next meeting.** The Director's contract, which will be up soon, will be discussed along with the Director's evaluation in executive session at the next meeting.

Ms. Burnham made a motion to approve the Library Director's job description as revised by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Moulding will prepare job requirements for the Library Director's position for the next Trustees' meeting

**Trustees Award**

The Trustees discussed a recipient for the 2015 Trustees Award. Ms. Moulding and Ms. Downing strongly recommend that Susan Stinson, outgoing Writer in Residence be chosen for this year's award.

Ms. Burnham made a motion to select Susan Stinson for the 2015 Trustees' Award. Ms. Hess seconded the motion, which passed unanimously.

Ms. Downing will begin working on the program for the awards ceremony, usually held on a Saturday afternoon in May.

At 5:00 PM, Mr. Mazzotta left the meeting.

**Gifts, Bequests, Sales, etc.**

The following designated gifts were received since the last Trustees' meeting: \$50 from Jo Ellen Mackenzie, Florence, in memory of Mary Pickett, to be deposited in the Outreach Fund; \$2,000 from Anonymous, for historical preservation to be deposited in the Special Collections Fund.

Ms. Hess 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 undesignated gifts were received since the last Trustees' meeting: \$4,500 from Edmund DeLaCour, Northampton, to be deposited in the Morin Fund; \$500 from Bess Detmold, Northampton, in memory of John Detmold, to be deposited in the Morin Fund; \$100 from Hilary Detmold, Boston, in memory of John Detmold, to be deposited in the Morin Fund; \$50 from Carolyn Dorant, Lincolnshire, IL, in memory of John Detmold, to be deposited in the Morin Fund; \$50 from Mary Harding, Northampton, in memory of John Detmold, to be deposited in the Morin Fund; \$25 from Alan & Lynell Branch, Leeds, in memory of John Detmold, to be deposited in the Morin Fund; \$50 from Kristin Lynch, in memory of John Murphy, to be deposited in the Morin Fund; \$100 from Lowell Aptman, in memory of John Murphy, to be deposited in the Morin Fund; \$25 from Edna Greene, Leeds, to be deposited in the Morin Fund.

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

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

Ms. Hess made a motion to contribute \$50 from Miscellaneous to the Western Massachusetts Library Association to help fund the Library Legislative Breakfast on February 6. Ms. Burnham seconded the motion, which was passed unanimously.

**Elevator Project**

The city funding is in place for the elevator project and Central Services has notified Kurz Builders that they have been awarded the bid. Central Services prepared the contract which the Trustees signed at this meeting. Work will probably not start until the contractor has the elevator ready to install.

**LSTA Grant Report**

Ms. Moulding reported that the grant money is being used to purchase licenses for screen reading software that can be used by blind or low vision patrons on the public computers. Staff will be trained first and then this new service will be advertised along with public training sessions. Overall improvements to the Community Room AV system will be made to improve sound and visuals for all. A staff training is being planned for April that will include a panel of people giving first-hand accounts of living with a disability and answering staff questions.

**Reports on workshops/meetings/activities**

Programming Committee (Lisa Downing) The Friends of Forbes approved \$2,000 for adult programming this year and the programming committee met to plan programs including: monthly films, regular concerts including the big summer outdoor concert, outdoor movie screenings, and literary and historical programs. One new idea that Julie Bartlett-Nelson brought forward is a "tea with the curator" program. The idea is to have regularly scheduled short, casual sessions at which Ms. Nelson talks about an item from the library's special collections.

At 5:05 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:05 PM.