

TRUSTEES OF FORBES LIBRARY
Meeting of May 21, 2015

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Ryan Duffy, representative of the Forbes Library Employee Association (FLEA); Alexander Bartholomew and Dory Huard representatives of Bartholomew Inc; Susan Enz, Janet Gross, and Melissa Einberg, Katy Wight, and Elaine Reall. **Absent:** Mr. Rowe

The meeting was called to order at 3:50 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

Bartholomew Inc. Report

Ms. Huard introduced Mr. Bartholomew, who presented the Portfolio Review of the Forbes Library endowment dated April 30, 2015. The value of the endowment as of April 30, 2015 was \$4,810,711.32. The Forbes asset allocation is in keeping with a moderate risk portfolio and is similar to what it was a year ago with a few small changes. The alternative investments have been divested, and some assets have been reclassified. The portfolio's performance has been 9% since inception in 2009, and 2.28% this fiscal year-to-date. The report includes performance by asset class, including domestic equity, international equity, alternatives, balanced, domestic bonds, international bond, and cash and equivalents. Domestic equity has been the highest performing asset and international equity has struggled in the last year in keeping with the overall market trends. The portfolio is actively managed in order to out-perform the major indices. Ms. Huard said that the original investment of just under \$4 million in 2009 has grown to \$4.8 million even with the withdrawal of funds for expenses. In response to a question from Ms. Huard, the Trustees said they expected to continue to withdraw from the endowment at the same rate. Mr. Morin will let them know if he has questions or if a need arises for the Trustees to withdraw larger sums from the endowment. Mr. Bartholomew said that generally 3 business days are needed for large withdrawals. Mr. Carrier thanked Ms. Huard and Mr. Bartholomew, who left the meeting at 4:03 PM.

Public Comments

Ms. Einberg asked about the fees charged by Bartholomew Inc. Mr. Morin said that it was a good rate since the library is able to get the same rate as the City of Northampton, and that from a customer service standpoint they are excellent.

Ms. Gross asked what the rate of return would have been without the withdrawals, given that it is 2.8% with the withdrawals. Ms. Morin said that it would be very difficult to calculate that figure, and that he is satisfied with the returns compared to the major indices. In response to another question from Ms. Gross, Mr. Carrier said that the Northampton City Treasurer had recommended an actively managed approach to the endowment.

Secretary's Report

Ms. Burnham moved that the Secretary's Report of April 23, 2015 be accepted and placed on file with a minor correction. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented the Treasurer's Report of April 30, 2015. The Aid Fund closed with a deficit of \$372, a decrease of \$22,000 from March's deficit of \$23,000 due to the receipt of the 2nd installment of the state aid funds

Treasurer's Report (continued)

(\$19,700) and a \$5,500 retirement payment from the city. \$579 was received from CW Mars for a "prior period credit balance." Electricity, heating gas, labor/repairs and custodial supplies are over-budget for the year. FY16 building insurance was pre-paid in April, but it will not be reflected on the Treasurer's report until the first report of FY16. The Book Fund has a \$14,000 surplus for April. Most of the expense category budgets are very close to the actual expenses for the year to date. A transfer of \$5,000 to the Richard Garvey Book & Media Fund in the endowment will be made from the parking meter monies before the end of the fiscal year. Two new lockable, strong bank courier bags were ordered to take the coin to the bank. Mr. Morin said that all expenses for the elevator project are being recorded in the Elevator Construction Fund, while the income is being recorded in the Second Century Fund, and the two funds will offset each other. Mr. Morin said that there will be some extra expenses on the preliminary June year-end report including the work study bill from Smith College.

Ms. Hess moved that the Treasurer's Report of April 30, 2015 be accepted and placed on file. Ms. Burnham seconded the motion which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that as of this writing there are several potential candidates for the vacancies on the library's Board of Trustees, several of whom attended this meeting. In response to questions from Ms. Enz, Ms. Moulding said that candidates need to take out papers from City Hall, collect signatures, and return them by July 24. The city-wide election is in the fall.

The "Valley Gives Forbes a Thon" video won First Place at this year's Massachusetts Library Association Media Presentation Awards. The video was produced and directed by Jason Mazzotta and featured many of the library's talented staff members. Forbes has gained quite a reputation in the library community for its creativity. Congratulations to all!

The Northampton Pride Parade was held Saturday, May 2, and Forbes Library's banner, held by Dee Michel, Peter Rowe, and Joe Twarog got much positive response.

The Edible Book Event was held Sunday, May 3, as a fundraiser for The Friends of Forbes. As always, it was great fun with an enthusiastic crowd of eaters and 21 creative entries. The Friends made \$420 which was matched by a donation from Rochelle Prunty of River Valley Market, who was one of the judges.

The Trustees Award will be held Saturday, May 30, in the Coolidge Museum at 2:00. Susan Stinson, this year's recipient, will read. The first Writer-in-Resident, Diana Gordon, and Naila Moreira, the new Writer-in-Residence, will also read.

Forbes will have its Summer Lawn Concert on June 17, at 6:45, featuring the Gaslight Tinkers. The band plays a combination of "afro-pop, funk and reggae rhythms creating a powerfully danceable sound which elevates traditional New England, old time and Celtic fiddle music, merging boundless positive energy with melody and song." Ms. Burnham will talk to Ms. Kaufmann about filming the event.

Administrative Report (continued)

Forbes Library and Cinema Northampton will present a free outdoor screening of Indiana Jones in *Raiders of the Lost Ark* on the Forbes Library lawn on May 27, at 8:30. *Jaws* will be screened on June 24. These movie events have proved very popular, especially when the weather is good.

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

Friends of Forbes Meeting

Ms. Moulding attended the May 6 meeting of the Friends of Forbes and reported that the Friends discussed the garden tour scheduled for June 13, which has lots of sponsors and gardens. They are considering using color in their next newsletter, which will cost about \$700. The Friends are volunteering to help with the Table & Vine road race in Springfield on May 30, and will receive a percentage of the proceeds and some good publicity. The Friends approved funding half the cost of the new AV equipment for the CCPLM including microphones and speakers, which should be installed in about 2 months. The Friends also approved funding for the Forbes Library Volunteer appreciation barbecue scheduled for Thursday, August 13, at 11 AM. The antique appraisal fundraiser was very successful especially in gaining publicity. The Friends are considering funding \$8,000 towards Outreach and would like to discuss it with the Trustees.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, June 18, 2015 at 4:00 PM in the Watson Room. Mr. Rowe will chair the meeting as Mr. Carrier will be away.

The next meeting of the Friends of Forbes Library will be held Wednesday, June 3 at 6:30 PM. Ms. Burnham will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2015 at 4:00 PM on Mondays, June 8, September 14, and December 7. 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 email on May 13 from the Massachusetts Board of Library Commissioners (MBLC) with information about the state budget. The house budget is the same as last year, and the senate budget is up \$9 million.

FY16 Operating Budget

Ms. Moulding spoke to Susan Wright about the possibility of supporting the Outreach Program in FY16. An anonymous donor offered to consider giving \$8,000 for the program if the city would also give \$8,000. The Mayor decided not to give any funding for Outreach in FY16; however he did give the library an additional \$2,000. Ms. Moulding distributed copies of the Forbes Library section of the city's budget. Ms. Moulding said there is enough funding to keep Outreach going through August, and she will contact the anonymous donor. Ms. Enz asked about using volunteers for Outreach and Mr. Carrier said it was too big a job with too much responsibility to be done solely by volunteers.

Outreach Funding

Since the city has decided not to offer any funding for Outreach in FY16, the Friends of Forbes discussed giving \$8,000 to cover half the costs of Outreach

Outreach Funding (continued)

in FY16 with hopes that the anonymous donor would indeed give another \$8,000 for the program. The Friends are not sure they want to make the offer or that the Trustees would accept it. The Trustees discussed that it is the city's responsibility to fund salaries and if the library is forced to seek donors for salaried positions, it is setting a bad precedent. Mr. Carrier suggested that the Trustees wait and discuss it further at their next meeting once they have heard from the anonymous donor and the Friends. In response to a question from Mr. Carrier, Ms. Moulding said that Outreach currently serves about 100 patrons a year. The Senior Center has a room full of donated books, but not a library, and they have no staff to make deliveries. Ms. Enz asked about protesting the decision at city hall. Mr. Carrier said that they have met with the mayor several times already and it is not in their best interest to encourage a protest, but that Ms. Enz is free to do as she sees fit.

Second Floor Cleanup Fund

A negative balance of \$423.25 exists in the Second Floor Cleanup Fund. Although there were a few donations from the public to help pay for the cleanup of the July 14th fire, the library had to pay a \$1,000 deductible to the insurance company.

Mr. Twarog made a motion to transfer the negative balance of \$423.25 in the Second Floor Cleanup Fund to the Labor & Repairs category in the Aid Fund. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following undesignated gift was received since the last Trustees' meeting: \$50 from the New England School Library Association, Manchester Center, VT, in appreciation of a tour of Forbes and use of the Community Room, to be deposited in the 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.

There were no designated gifts or receipts from sales/rents this month.

Elevator Project

There is no news to report on the elevator project. There have been no construction meetings and very little work done by the contractor. He is waiting for the elevator company to finish the elevator. The project is still expected to be finished in August.

Ms. Downing presented the proposed wording for the donor plaque. There are a few names that still need to be cleaned up. Mr. Carrier suggested the wording "the hundreds of other individuals who donated to make this project possible." The Trustees discussed whether or not to include the amounts donated. Ms. Hess suggested being consistent in alphabetizing the names or listing them in order of amount given. It was decided to wait until the next meeting to make a final decision. Ms. Downing will get two price quotes for the plaque and report back at the next meeting.

LSTA Grant Report

The assistive listening systems for the Children's and Information Services desks have been installed this month. The balance of the funding for the AV system in the Coolidge Museum was approved by the Friends and installation is being scheduled. The same company will install the assistive listening

LSTA Grant Report (continued)

transmitters and provide the four portable personal devices to loan out to library patrons at library programs. A class from the Simmons library program has asked to visit in July to view the improvements. A second staff training is scheduled for the end of June.

Staff Appreciation

Ms. Downing surveyed the library staff and distributed a list of items to improve staff morale. The list includes improvements to the staff room including kitchen items and chairs, and relaxation services such as massage. Other ideas include offering discounts to local businesses. \$400 per year for tissues will be incorporated into the operating budget. Ms. Downing is thinking of budgeting \$2,000, and asking the Friends for funding. She will bring a proposal to the Trustees at their next meeting.

Tree/Landscaping Committee

The Forbes Tree/Landscaping Committee met on Tuesday, May 19. The committee consists of Ms. Burnham, Ms. Moulding, Mr. Petcen, and Lyn Heady of the Friends of Forbes. The pin oaks on the west side of the driveway are in very bad shape. The city has said they will take down one of them, but the other 3 remain a hazard to cars and pedestrians. The other oaks in front of the building and to the east side are also nearing the end of their lives. They are 120 years old, and the life span of the tree is 100. The committee is considering what to replace them with, and is thinking of a few well-placed smaller ornamental trees that will not block the sight lines from the street, or obscure the wrought iron fence. Plantings need to be native, hardy, and low maintenance. The committee plans to consult with arborist including someone from the Conway School of Landscape Design and Michael Marcotrigiano from the Botanic Garden at Smith College. They are also looking into what to do with the grassy area on the west side of the building between the building and the sidewalk.

Will of Marshall Coleman

The library received a copy of the will of Marshall Coleman of Greenfield who died on April 6. He was a teacher and archivist at Eaglebrook School in Deerfield, MA. In his will he leaves books from his collection to his family, the Eaglebrook School Library, and Forbes Library. If any books are left untaken by his family and Eaglebrook, they are to be offered to Forbes Library.

Reports on workshops/meetings/activities

Mass Library Association (Lisa Downing) Ms. Downing said she was very proud that Forbes won First Place at the Media Presentation Awards.

Literary Placemaking (Ms. Moulding) - Ms. Moulding and Faith Kaufmann attended a Literary Placemaking Meeting presented by MassBook at the South Hadley Public Library. Sharon Shaloo of MassBook and John Reilly of Gabriel Books talked about a Mass Humanities funded project to form marketing links between literary sites in Massachusetts to encourage tourism. Although mainly a project for museums with literary connections, libraries would be encouraged to participate and would be listed on the "literary map" produced for tourists. John Reilly is already working with Elise Feeley to make a short video of the Forbes' Jonathan Edwards material. The video will be linked to the online "Book Valley" map and publicity material. More videos of other literary sites will be filmed, probably including more at Forbes.

2014 Tax Return

Mr. Morin reported that the Library's Federal Form 990 was filed with the IRS. He thanked the board for their patience while he received his graduate degree

Forbes Library Employee Association (FLEA) Negotiations

At 5:10 PM, Ms. Hess 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. Burnham seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, and Mr. Twarog all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding, Mr. Morin, and Ms. Sheirer to remain as guests at the executive session. Ms. Enz, Ms. Gross, Ms. Einberg, Mr. Duffy, Ms. Wight, and Ms. Reall left the meeting at 5:10 PM. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer, and Mr. Twarog were present during the executive session. The Trustees discussed the contract negotiations with FLEA. No votes were taken during the executive session.

At 5:15 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. Ms. Burnham seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, and Mr. Twarog all voting in favor.

At 5:15 PM Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 5:15 PM.