

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of June 18, 2015**

Present: Ms. Burnham, 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; Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA); Molly Moss, Reference Services Librarian; Susan Enz and Katie Wight. **Absent:** Mr. Carrier

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

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of May 21, 2015 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the Treasurer's Report of May 31, 2015. The Aid Fund closed with a deficit of \$6,600. There were payments of \$2,200 for water and sewer, and \$4,300 for labor/repairs this month. Mr. Morin transferred \$423 from the Aid Fund labor/repairs line item to the 2<sup>nd</sup> Floor Cleanup fund to close it out per the Trustees' vote last month. Building insurance was pre-paid early in the fiscal year. The Book & Media fund has a \$17,000 surplus for May. Monthly income is \$3,000 more than the monthly expenses for May. Mr. Morin will make a \$5,000 transfer this month from the monies collected from the parking meters to the endowment. Mr. Morin created a new line item for Trustee expenses which includes the expenses related to the Trustees' Award. Those expenses had been listed under "miscellaneous." The Elevator Construction fund is used to track expenses and therefore has a deficit. Reimbursements and allocations from the city will be deposited in this fund, while fundraising income will be deposited into the 2<sup>nd</sup> Century fund. The market value of the endowment as of May 31 is \$4.8 million.

Ms. Burnham moved that the Treasurer's Report of May 31, 2015 be accepted and placed on file. Ms. Hess seconded the motion which was passed unanimously.

Mr. Morin said that he will be experimenting with various reports in QuickBooks and asking for the Trustees' feedback on the format.

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

Ms. Moulding reported that as of this writing there are six potential candidates who have taken out papers for the vacancies on the library's Board of Trustees. Not all have returned their papers, but have until July 24.

The Gertrude P. Smith Trustees Award honoring Susan Stinson was held Saturday, May 30, in the Coolidge Museum. Susan Stinson, outgoing Writer-in-Residence, Diana Gordon, the first Writer-in-Resident, and Naila Moreira, the new Writer-in-Residence, all gave moving and entertaining readings of their poetry and prose. Nearly sixty people attended the happy and emotional event. Susan Stinson has been an extraordinarily popular and energetic spokesperson for literature at Forbes.

Forbes held its Summer Lawn Concert yesterday, June 17, 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

**Administrative Report** (continued)

England, old time and Celtic fiddle music, merging boundless positive energy with melody and song." About 250 people attended.

The Forbes Library and Cinema Northampton's free outdoor screening of *Indiana Jones and the Raiders of the Lost Ark* on the Forbes Library lawn was rained out on May 27. It was rescheduled for June 10, when the weather was perfect. Nearly 350 people attended and filled the lawn. The movie *Jaws* will be shown on the lawn on Wednesday, June 24 at 8:45.

The Friends of Forbes Garden tour was Saturday, June 13. This year the gardens were close enough together to be biked and the Garden Tour Committee gathered a record number of sponsors. Attendance was a record high with over 480 tickets sold, and over 100 on the day of the event.

The Friends of Forbes newsletter is very engaging, not only because it has color, but because of the quality of writing and photos. Copies were distributed at the Trustees Award ceremony and at this meeting. The Trustees thanked Mr. Kobel for his work on the newsletter.

There is a framed Cutter poster hanging on the wall of the mezzanine. Created by Ben Kalish, it is a colorful graphic representation of the various Cutter subject classifications.

Thursday, June 25, will be the first "Cookies with the Curator" event at 2:00 PM. Ms. Bartlett will talk about summer white houses of the presidents. This is the first in a series of informal events where librarians will talk about various library collections.

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

**Summer Reading Program**

Ms. Moss said this is the library's 4<sup>th</sup> year of offering an adult and teen summer reading program. After reading one book, patrons may enter a weekly raffle to win prizes including gift certificates to local businesses. At the end of the summer there will be a larger raffle. Last year the prize was a picnic for two from Provisions and a bag from Artisan Gallery. The theme of this year's program is "Escape the Ordinary" featuring superhero graphics. It was developed by the Collaborative Summer Library Program (CSLP), which is a consortium of states working together to provide high-quality summer reading program materials for children, teens, and adults at the lowest cost possible for their public libraries. Ms. Moss showed the Trustees the various t-shirts that come with the program. The Children's Department is also offering a summer reading program beginning July 13 for 4 weeks.

Ms. Moss left the meeting at 4:30 PM.

**Friends of Forbes Meeting**

Ms. Burnham attended the June 3 meeting of the Friends of Forbes and reported that the Friends sent out their membership letter with the newsletter in May. They discussed plans for the garden tour, summer raffles, and the wine tasting scheduled for September. The garden tour was very successful, with many sponsors and a record number of tickets sold. The drawing for the Red Sox tickets will be August 3, for a September 24 game. The Friends also discussed funding for Outreach.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, July 30, 2015 at 4:00 PM in the Watson Room. Mr. Morin said that he will email the Treasurer reports to the Trustees and that there will be two warrants in July, one for FY15 and one for FY16.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 2 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, September 14, and December 7. Mr. Rowe will attend the September 14 meeting, and Mr. Carrier will attend the December 7 meeting.

**Communications**

There were no communications this month.

**Financial Repot**

There was no financial report this month.

**FY16 Book & Media Budget**

The Trustees were asked to approve the Book & Media budget for FY16. The Massachusetts Board of Library Commissioners (MBLC) requires that Forbes spend 13% of the amount of the city appropriation on materials for patron use in order to receive state certification and state aid to public libraries. In FY16 that amount is \$155,693, so that is the amount the budget is based on. Mr. Morin said that the amount taken from the endowment has remained stable, and the trustees could consider increasing it if necessary. In response to questions from the trustees, Ms. Moulding said that the library has stopped buying video games as they are often stolen. More money is now being spent on ebooks, and graphic novels are very popular.

Mr. Twarog made a motion to approve the Book & Media budget for FY16 as presented by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

**Outreach Funding**

Ms. Moulding reviewed the situation with the Outreach Program. Last year (FY15), Forbes had planned to cut the program in half, then eliminate it completely the following year (FY16). However an anonymous donor came forward and offered to fund half the program for a year, so the program was not cut. This year, the city has declined to fund the Outreach program, and the anonymous donor will no longer fund it if the city does not contribute towards it as well. As it currently stands, there are enough funds leftover from FY15 to fund Outreach through August, but no additional funding source for FY16. Ms. Moulding said that the Outreach coordinator has said that he believes he can keep the program running at half its current funding level of \$16,000, or \$8,000, but for anything less than that it would not be possible to maintain the program. Deliveries would be made approximately every other week.

Mr. Kobel of the Friends of Forbes said that Friends had discussed funding Outreach at their June meeting, however their president and treasurer were not present, and therefore no decisions were made. Mr. Kobel said that he feels it is an important program, especially in light of the recent "Forbes for All" campaign to build the elevator and to make the library accessible to everyone. The patrons served by Outreach are often the most needy and least

**Outreach Funding** (continued)

able to advocate strongly for themselves. Currently the Friends are funding the mileage paid to the Outreach coordinator.

The Trustees expressed frustration with the city's decision not to fund the program. They discussed and agreed by consensus that the Outreach coordinator position is too complex and demanding to be handled by volunteers. It is a library staff position, and should be funded by the city. They discussed funding the program from the endowment, but with no income, it would quickly deplete the endowment funds. If the Trustees could come up with half, the Friends might consider funding the other half. Closing the library on Saturdays in June 2016 is a possible source of saving \$4,000 which could be used for Outreach. The Trustees decided to write a letter to the editor of the Daily Hampshire Gazette, once a decision about funding has been made. They agreed by consensus to table the discussion until the July 30 meeting, when all Trustees will be present.

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

The following designated gift was received since the last Trustees' meeting: \$400 from Martha McCormick, Florence, & siblings, in memory of Edward P. Gross, to be deposited in the Special Collections Fund; \$455 from Pioneer Valley Photographic Artists to pay for half of the new artwork hanging system for the Hosmer Gallery to be deposited in the Special Collections Fund; \$1,000 from anonymous to pay for a history project to be deposited in the Special Collections Fund; \$200 from anonymous "in appreciation of Jason Myers" to be used for "a staff purpose" to be deposited in the Staff Development Fund.

Ms. Hess made a motion to approve the allocation of the designated gift as proposed by Ms. Moulding. Ms. Burnham 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 Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund.

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

There were no receipts from sales/rents this month.

**Elevator Project**

The elevator company will start bringing in parts for the elevator the first week of July. Kurtz Construction will start assembling it the second week of July and expect to finish it in 25 days. The steel railings that the elevator travels on will be delivered the last week of June and they will probably have to close the front entrance for the times when the railings are actually being brought into the building. The contractors have warned us that installing the railings will be noisy and smelly but should only take a day or two. The elevator is still on schedule to be finished by mid-August. The bad news is the new doors at the top of the stairs will not be delivered until October 20. It will take a couple of days to install them and the front entrance will be closed. However, the elevator will still work if there is an emergency situation. The Trustees made decisions about the categories and order of donors on the plaque.

**LSTA Grant Report**

Ms. Downing reported that there will be a second staff training next week that will include a simulated hands-on experience of what is like to be disabled, including using a wheel chair. They will be meeting with an advisory board at the senior center in July, and plan to announce the new accessibility features in September.

**Reports on workshops/meetings/activities**

Digital Commonwealth Conference, April 2, 2015 (Julie Bartlett Nelson, Jason Mazzotta, Faith Kaufmann) Jason and Molly attended this for the first time and participated in introductory sessions. Advanced sessions included copyright, digital preservation, social media and policies.

New England Regional Genealogical Conference, Providence, RI (Julie Bartlett Nelson, Elise Bernier-Feeley, Brian Tabor and volunteer Susan Spencer) Brian and Elise attended a pre-conference Technology day and the 4 attended 3 days of sessions on a variety of genealogy topics such as technology, software, using and dating photographs, maritime records, military records, DAR records, church records and various ethnic genealogy topics.

Massachusetts Humanities Conference, Worcester, MA - (Julie Bartlett Nelson and Dylan Gaffney) The theme was "Chew on This: Interpreting Food in Massachusetts History." Sessions included researching food in various archival collections, researching food in account books, and social activism through food in your historical institution, innovative partnerships, chocolate history and interpreting agriculture at historic sites.

Coolidge Advisory Committee Meeting (Janet Moulding) Notes from the June 8, Coolidge Advisory Committee meeting were distributed.

**Forbes Library Employee Association (FLEA) Negotiations**

At 5:24 PM, Mr. Twarog 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, Ms. Hess, Mr. Rowe, 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, Mr. Kobel, Ms. Wight, and Mr. Gaffney left the meeting at 5:24 PM. Ms. Burnham, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Sheirer, and Mr. Twarog were present during the executive session. No votes were taken during the Executive session.

At 5:40 PM, Ms. Burnham moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor.

**Other Business**

In response to a question from Mr. Twarog, Ms. Moulding said that the edible garden had been planted again behind the library.

At 5:41 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:41 PM.