

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of July 30, 2015**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Molly Moss, representative of the Forbes Library Employee Association (FLEA); Susan Enz and Janet Gross.

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 June 18, 2015 be accepted and placed on file with a few minor corrections. Mr. Twarog seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the Preliminary Treasurer's Report for the Fiscal Year Ending June 30, 2015. The Aid Fund closed with a deficit of \$16,000. \$3,200 was paid for water and sewer and \$10,200 for labor and repairs. They city reimbursed the library \$19,804 for the over-budget category labor and repairs. Electricity, heating gas, water/sewer, and custodial supplies were over-budget by \$16,300 in total. \$1,500 was paid to the state for Form PC filing fees. The Book & Media Fund has a surplus of \$2,200 for the year. Monthly expenses were \$15,350 more than the monthly income for June. A \$5,000 transfer was made from the monies collected from the parking meters to the Richard Garvey Book & Media Fund in the endowment. \$4,700 was spent from the 2011 Annual Fund leaving a deficit of \$740 which will be transferred to Special Collections on the next report.

Mr. Rowe made a motion to transfer \$5,600 from the Bak fund to cover the overages in the custodial and Trustees' expenses line items in the Aid Fund. Mr. Twarog seconded the motion, which was passed unanimously.

This leaves a deficit of \$10,000-11,000 to begin fiscal year 2016. Mr. Morin will prepare the final 2015 fiscal year end report as soon as possible. A summary of the AID Fund, showing the overages in electricity, heating & gas, and water & sewer will be sent to the mayor's office with a letter of explanation.

Ms. Burnham moved that the Preliminary Treasurer's Report of June 30, 2015 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 Jennie Lamour is out on maternity leave for about three months. JoAnn Petcen has been hired to help out about 15 hours a week in the business office during that period.

There are five candidates who have taken out papers for the vacancies on the library's Board of Trustees. In response to a question from Ms. Enz, Mr. Carrier said that the will of Judge Charles Forbes stipulates that Trustees are to be elected and that they are the only elected officials in Northampton that do not receive compensation.

**Administrative Report** (continued)

A new program, Cookies with the Curator, began June 25 with Julie Bartlett Nelson talking about the summer White House in the Coolidge era. Eight people sat with Julie, ate cookies, and discussed Coolidge vacations. The second program was today, July 30, and nine people attended. Julie again hosted and talked about Vacationing in the Pioneer Valley. The next tea is August 27 and Elise Bernier-Feeley will discuss Charles Forbes, the library benefactor.

With money from the 2011 Annual Fund, new shelving was installed in the Hampshire Room. It takes up slightly less floor space, but allows for much more storage than the old glass front cases. John Carlo will build a wooden top for the cases, which are metal, to make it look more finished.

"To the End of a Page" the noir-ish video produced by Jason Mazzotta and starring Lilly Sundell-Thomas, Dylan Gaffney, and Brian Marchese won a national award for best public service announcement in the Alliance for Community Media's Hometown Media Awards. This was Jason's promotional video for the All Hamptons Reads detective classic The Maltese Falcon. Just last month, Jason's Valley Gives video, "The Forbes-a-Thon" won best video in the MLA annual awards.

The Friends of Forbes Wine Tasting will be held Friday, September 25. Tickets are \$30 and have gone on sale. The Trustees are encouraged to promote the event. The Friends are working on getting many local sponsors.

The Volunteer Appreciation Barbeque will be Thursday, August 13, at 11:30 AM on the library lawn. There will be hamburgers, hot dogs, veggie burgers, corn from the Petcen farm in Hatfield, and many other treats. The Trustees are invited to attend. If it rains, the party will move indoors to the Community Room.

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**

The Friends of Forbes do not meet in July and August. Ms. McCormick said that the Friends are working on the upcoming wine tasting. She explained that the Friends have a board of 10 members who raise funds for the library for things that aren't covered in the operating budget. They solicit donations and organize fundraisers including the annual garden tour and wine tasting. Anyone can become a Friend by making a donation.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, September 24, 2015 at 4:00 PM in the Watson Room. Ms. Hess will be out of town.

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. Ms. Hess will attend the Friends of Forbes meeting on October 7, 2015.

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.

**FY15 Budget**

The City paid Forbes Library \$19,804 to cover the overage in the Labor & Repairs line item of the FY15 budget. The library has requested a meeting with the Mayor and Finance Director to discuss how to make this process go more smoothly in the future. Mr. Morin is preparing the final FY15 year-end Treasurer's Report, a summary of which will be sent to the mayor along with a letter of explanation.

**Outreach Funding**

Ms. Moulding said that she and Ms. Downing were in agreement that it is not a good idea for Forbes to take over the payment of a salaried position for Outreach if the city isn't willing to pay for it. Ms. Downing suggested hiring an Outreach Volunteer Coordinator who would recruit, train, and manage the volunteers. The position could be funded either by the Friends of Forbes, or by someone in the Senior Tax Work-off Program. The Trustees discussed writing an article for the Daily Hampshire Gazette explaining the new approach to Outreach. In order to build community support, the article will include background information about why Forbes is in the position of having to cut Outreach. The article will also be designed to raise interest in the volunteer positions. Volunteers will need a car, insurance, social skills, and the ability to help Outreach patrons choose materials. In response to suggestions from Ms. Enz, Mr. Carrier said that it is necessary to have the funds in place before committing to staff compensation.

The Trustees agreed by consensus to form a sub-committee of Ms. Moulding, Ms. Downing, Ms. Hess, Mr. Rowe, and members of the Friends of Forbes to develop a plan for recruiting volunteers, writing a job description for the Outreach Volunteer Coordinator, and writing the article for the newspaper about the program. The sub-committee will also approach local nursing homes, where many of the Outreach patrons reside, to request either funding or to recruit volunteers. Ms. McCormick will ask the Friends for volunteers to serve on the sub-committee which will present a plan at the September Trustees' meeting.

**Department Reports to Trustees**

Department Heads will begin attending Trustees' meetings to give reports on activities within their area of library services. If approved by the Trustees, Reference will report in September, an ARIS report given in October, Children's in November, CCPLM & Special Collections in December, Programming in January, Arts & Music in February, and Facilities Management in March. The Trustees said this was an excellent idea which will give them a greater understanding of the work that is done and the issues faced by the various departments in the library.

Ms. Hess made a motion to approve the Department Heads reports to the Trustees as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

**Pet Policy**

Ms. Moulding adapted the city of Northampton's recently adopted policy for pets/animals in city buildings for use at Forbes Library. Ms. Hess suggested changing the wording to include the outside property in addition to the building, and adding the line from the library's current behavior policy which states, "Animals in the library, including service animals, must be well behaved and leashed or contained and under the handler's control at all times. Dogs should not be left unattended on library property where they can obstruct walkways or driveways. Handlers whose animals are disruptive will be asked to take them out of the building."

**Pet Policy** (continued)

Mr. Rowe made a motion to approve the Pet Policy as amended. Ms. Burnham seconded the motion, which was passed unanimously.

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

The following designated gifts were received since the last Trustees' meeting: Two year subscription to *Rug Hooking Magazine*, from the ATHA Quabbin Chapter, Association of Traditional Hooking Artists, Shelburne Falls, MA.

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Karen Bierwert, Florence, to be deposited in the Morin Fund; \$100 from the Daily Hampshire Gazette, Northampton, MA, to be deposited in the Morin Fund; \$42 from Colleen Currie, Northampton, MA, to be deposited in the Morin Fund.

There were no receipts from sales rents this month.

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

**Elevator Project**

The company actually building the elevator is behind schedule in delivering the parts to the elevator so the completion date has been moved to mid-September. The steel supports upon which the elevator will travel has been installed and painted.

**LSTA Grant Report**

Ms. Downing reported that it has been a busy month and that the library is on track for the first year of the grant. There was an experiential staff meeting where staff used special glasses, ear plugs, gloves, and wheel chairs to mimic what it is like to use the library with a disability. There was also a brainstorming session to generate ideas for improvements to the building and services for people with disabilities. The group visited the Commission on Disabilities who are pleased with the improvements Forbes is making, although disappointed with the delay in the elevator installation. There was a program with a panel discussion at the Senior Center to answer questions, gather feedback, and build community. Once the elevator is completed in September Ms. Downing plans to advertise and promote the improvements. The group would also like to visit the City Council to talk about how much the elevator has helped and to talk about the other improvements made. The new AV equipment including a projector, speakers, and access panel has been installed in the Calvin Coolidge Presidential Library and Museum. Ms. Downing showed a transmitter that will allow a speaker to have a mic that will transmit to receivers that can be distributed to audience members.

**Reports on workshops/meetings/activities**

There were no reports this month.

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

At 5:00 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. Burnham 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, Mr. Morin, and Ms. Sheirer to remain as guests at the executive session. Ms. McCormick, Ms. Moss, Ms.

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

Gross and Ms. Enz left the meeting at 5:00 PM. Ms. Burnham, Mr. Carrier, 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 5:15 PM, Ms. Hess 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.

Mr. Twarog made a motion to sign and approve the contract presented by FLEA. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess made a motion to establish a committee to meet quarterly over the next year to try to brainstorm effective, realistic and achievable ideas to try to combat future shortfalls in city appropriations. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess and Mr. Carrier will represent the Trustees on the new committee.

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