

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

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Mr. Joshua Paul, of Bartholomew Inc.; Martha McCormick, observer for the Friends of Forbes Library; Steven Stover, representative of the Forbes Library Employee Association (FLEA); Stephanie McFeeters, Daily Hampshire Gazette; Susan Enz, Katie Wight, Janet Gross.

The meeting was called to order at 3:52 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

**Bartholomew Inc.**

Mr. Paul presented the 2015 Annual Review of the Forbes Library endowment portfolio. Bartholomew Inc. has been managing the Forbes portfolio since January 2009. They are based in Worcester, MA and manage over \$725 million in assets for over 190 municipalities including the city of Northampton. Forbes is charged the same fee rate as the city but is managed independently. The Forbes portfolio is valued at about \$4.5 million as of Tuesday, October 20, down about .15% since the beginning of the year. The market in August and September was the most volatile it's been in four years, but has made up much of that loss in October. Mr. Paul said that when markets are volatile, it's best to focus on the long term plan and not to react to what happened today or yesterday. Most of the growth in the Forbes portfolio value comes from stocks, which are balanced out with bonds and alternatives to smooth out the fluctuations in the market. The Forbes portfolio has done well compared to benchmarks and has made about \$2 million net of fees and withdrawals since Bartholomew started managing it in 2009. Mr. Paul suggested that the library review its Investment Policy statement to make sure it is still applicable and reflects the wishes of the library. Mr. Paul will send a copy of the current document to Mr. Morin who will make recommendations at the next Trustees' meeting. The Trustees will review the document and discuss it at the next Trustees' meeting.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of September 24, 2015 be accepted and placed on file with a minor correction. Ms. Burnham seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the finalized June 30, 2015 fiscal year-end report. The year closed with a deficit of \$10,900. \$3,200 was paid for water and sewer, and \$10,200 for labor and repairs. The city paid \$19,804 for the over-budget category of labor and repairs. Electricity, heating gas and water/sewer were over-budget by \$11,700. \$1,500 was paid for Form PC filing fees. The Book Fund has a surplus of \$3,200 for the year. Monthly expenses were \$15,350 more than monthly income for June. A total of \$20,000 was sent to the Richard Garvey Books/Media Fund in the endowment from monies collected from the parking meters in FY15. \$4,700 was spent in June from the Annual Fund 2011 leaving a deficit of \$740. The Bak Fund was charged for Trustee and custodial expenses and the balance is now \$1,333. The O'Conner and MacFarlane Funds are in separate certificate of deposit savings accounts at Florence Savings Bank, and do not incur a penalty for early withdrawal.

**Treasurer's Report** (continued)

Ms. Burnham moved that the June 30, 2015 fiscal year end Treasurer's Report of June 30, 2015 be accepted and placed on file. Mr. Twarog seconded the motion which was passed unanimously.

Mr. Morin presented the revised August 31, 2015 Treasurer's Report. The report was revised to remove the \$3,200 in water and sewer charges that belongs in FY15, and to reflect the finalized beginning balances from the June 30, 2015 fiscal year-end report. August closed with a \$43,700 deficit due to July being a 3-pay period month and a pre-payment on building insurance for the year.

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

Mr. Morin presented the Treasurer's Report of September 30, 2015. The Aid Fund closed the month with a deficit of \$41,000 due to July being a 3 pay period month. Electricity is \$3,000 over budget, reflecting the air conditioning usage in July and August. The Book & Media Fund has a \$19,000 surplus. The annual \$10,000 transfer was made from the Garvey Book & Media Fund in the endowment to the operating account. The Bak-Kirby Fund received a transfer of \$4,045 from the Macomber Fund along with a \$10 contribution this month to close out the fund, and will be removed from future reports. The Stahl-Halberstadt Fund received a \$10,000 transfer from the endowment. The Outreach Fund received \$8,042 in gifts this month. The Annual Fund 2011 received a transfer of \$740 from Special Collections to close it out and it will not appear on future reports.

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

**Annual Report Information Survey (ARIS) Statistics**

Ms. Downing presented some highlights from the ARIS report submitted to the Massachusetts Board of Library Commissioners (MBLC). She said the library continues to be a great value for the community, providing services worth \$7,150,175 last year, representing a \$42 investment per capita in spending with a \$278 return. Staffing, holdings (with the exception of digital content), open hours, number of registered borrowers and attendance were all about the same as last year. Decreases in uses include: overall circulation is down 5%; non-resident circulation is down 10%, inter-library loan is down 7.5% (possibly due to a change in policy), children's and teen programming attendance is down 15%, and the number of users of public internet computers is down 15%. Increases include: e-book and e-audio circulation is up 37.5%, adult programming attendance is up 25% (due in large part to outdoor films and concerts), number of hours of volunteer service is up 8%, and meeting room use is up 15%.

Ms. Downing said that she will publicize these statistics with an infographic emphasizing the library's value to the community.

Ms. Moulding presented the financial report required to be filed with the ARIS report. The MBLC looks at the community as a whole so the figures include both Forbes and Lilly libraries. The city gives Forbes just enough to be in compliance with the municipal appropriation requirement in order to receive state aid to libraries.

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

Ms. Moulding reported that the Dollars for Scholars Scavenger Hunt was held Saturday, October 3. The Forbes team of Brian Tabor, Ben Kalish, Tex Teghtsoonian, and Steven Stover were the winners of the veteran division. The Forbes team was quick in getting correct answers and was the first group to arrive back at Union Station to turn in the exam. The library's prizes were a book on Calvin Coolidge, a \$10 gift certificate from Big Y, and a \$25 gift certificate from Eastside Grille.

The League of Women Voters hosted a debate for City Council and School Committee candidates, but not for Forbes Library Trustee candidates. Ms. Hess said that she was extremely disappointed that the library trustee candidates were not included in the joint debate. The Hampton Court Community Association hosted a library candidate forum on October 15 with 4 of the 5 candidates being present and the 5<sup>th</sup> candidate sending a statement. There will be a candidate forum on October 26 at the Senior Center.

The Friends of Forbes Wine Tasting on September 25 was very successful. Preliminary reports have receipts of \$7,000 to \$8,000 before all expenses have been counted. There were about the same number of attendees as last year, but the ticket price was increased from \$25 to \$30 and there were many more sponsors this year. Mr. Carrier said that the Friends did a terrific job and it was a wonderful evening.

Ms. Moulding reported that Jennie Lamour returned from maternity leave on Monday, October 19. JoAnn Petcen has been filling in and has been a great help in the business office.

Forbes is hosting The Northampton Arts Council's 2015 Juried Biennial Exhibition entitled "Motion-Emotion" which contains work interpreted freely by 2D, 3D, and video by artists living and working in Western Massachusetts. Two lawn sculptures are part of the exhibit and were described in a flyer distributed to the Trustees. About 265 people attended the artists' reception on October 9.

Ms. Moulding and Ms. Downing attended the Smith College Community Breakfast at Smith's Conference Center on October 6. The presentations by College President Kathleen McCartney and Vice President Michael Howard were very interesting in part because they spoke in detail about plans for the new library at Smith. The project will not be completed for nearly ten years, with several years allotted to the design phase. With noted architect Maya Lin and architectural firm Shepley Bulfinch in charge, Smith hopes that the new library will be spectacular and a tourist destination in its own right.

On October 21, representatives of the Smith College library building project including members of Shepley Bulfinch, Library Director Chris Loring, Circulation Manager Reese Julian, and Associate VP of College Relations Sam Masinter met with members of Forbes Library staff including Ms. Moulding, Ms. Downing, Ms. Hess, and Mr. Carrier to tour the library and talk about library issues and differences between public and private libraries. They were impressed by how well the library building is maintained and surprised to learn that Forbes was designed in a style known as Richardsonian Romanesque, named after the work of Henry Hobson Richardson who founded the architectural firm of Shepley Bulfinch. Mr. Rowe said that the outreach and community involvement on the project has been very good. In response to a question from Mr. Twarog, Ms. Moulding said that the current plans call for removing the wings of Neilson Library, leaving the original core, and creating a better flow between the upper and lower campuses.

**Administrative Report** (continued)

The inaugural Northampton Film Festival, celebrating the Cinematic Arts was held October 9-11 at the Academy of Music Theatre. This is the first year that Northampton Community Television, along with Forbes Library and the Northampton Arts Council, hosted this festival. Organizers were pleased with the public response.

Mr. Rowe 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. Hess attended the October 7 meeting of the Friends of Forbes and reported that the Friends made about \$8,000 from the wine tasting, which was attended by 155 people. The Friends received money from Table and Vine as part of a library fundraiser they hosted at the Big E. They discussed the volunteer outreach coordinator position description and agreed to a \$3,000 stipend for the position, to be pro-rated through June 2016. They were contacted by Moe's restaurant about doing a fundraising event and will look into it. So far 104 ballots have been received for the Florence Savings Bank Community Service Grants awards program. Ms. Moulding and Ms. Downing attended a Chamber of Commerce meet and greet and recommended that the Friends consider joining, and they are looking into it. They are also looking into AmazonSmile. The program donates .5% of the price of eligible purchases to the charitable organization of your choice.

**Next Meetings**

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

The next meeting of the Friends of Forbes Library will be held Wednesday, November 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 Monday, December 7. Mr. Carrier will attend on behalf of the Trustees.

**Communications**

The Trustees received a letter dated October 8, 2015 from Susan Stinson, former writer-in-residence of Forbes Library, thanking them for choosing her to be writer in residence. Her work at Forbes has reminded her again and again of the importance of the library in the community.

Ms. Moulding received an email on October 9, 2015 from the MBLC about upcoming trustee orientation sessions. The closest one is in Palmer on December 14 at 6:00 PM. Ms. Hess said that she found the orientation very helpful when she was a new Trustee.

**Request for meeting with Mayor**

On September 30, 2015, Ms. Moulding sent an email to Mayor Narkewicz and Finance Director Susan Wright requesting a meeting between them and members of the Forbes Library Board of Trustees to discuss planning for library building maintenance and utilities costs, the FY15 deficit, and the annual disbursement amount from the Clarke & Earls funds. No response has yet been received from either the Mayor or Ms. Wright. Mr. Carrier suggested Ms. Moulding send a follow-up letter saying it is the second request.

### **Collection Development Policy**

Ms. Moulding reported that the library's Collection Development Policy has been updated and the new version was distributed to the Trustees. Ms. Moulding said the policy reflects mostly minor updating with the addition of a new section on accessibility and assistive technology. The Trustees discussed the policy, asking for clarification and making several suggestions in wording. Mr. Rowe expressed concern that the section on Objection to Library Materials conflicts with the wording in the section on Non-Fiction in the Guidelines for Specific Subject Areas and Formats. Ms. Moulding explained that the Non-Fiction section is a guideline for acquiring materials, while the Objection to Library Materials section applies to when someone objects to materials owned by the library.

Ms. Hess made a motion to approve the new Collection Development Policy as proposed by Ms. Moulding with a minor wording revision. Ms. Burnham seconded the motion, which was passed unanimously.

### **Letter to Gazette**

Ms. Hess read the letter she drafted to the Daily Hampshire Gazette about the Trustees' disappointment and concern with library candidates not being included in the joint candidate forum on October 21 sponsored by the League of Women Voters, Daily Hampshire Gazette, WHMP, Leeds Civic Association, NCTV and the Ward 3 Neighborhood Association. The Trustees discussed the letter and suggested one small revision. The letter will be signed by Mr. Carrier and Mr. Rowe as President and Vice President of the Forbes Library Trustees.

Ms. Burnham made a motion to send the revised the letter to the Daily Hampshire Gazette. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Moulding will submit the letter via email.

### **WMLA & MTA Memberships**

Ms. Moulding reported that it is time to renew the library's membership in the Western Mass Library Advocates (WMLA) and the Massachusetts Trustees Association (MTA). Each membership costs \$100. A copy of the minutes of WMLA's last annual meeting was distributed.

Mr. Twarog made a motion to approve spending \$200 from the miscellaneous line of the operating budget to renew the library's memberships in WMLA and MTA. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Carrier suggested waiting to submit the form and payment until after the new Trustees are elected so their names can be included on the form.

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

There were no designated gifts this month. The following undesignated gifts were received since the last Trustees' meeting: \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund.

The following receipts from sales/rents were received since the last Trustees' meeting: \$24 from NEBA for sale of books to be deposited in the Special Collections Fund; \$162.50 from NEBA for sale of books to be deposited in the Special Collections Fund.

**Gifts, Bequests, Sales, etc.** (continued)

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

**Elevator Project**

Ms. Moulding reported that the elevator installation should be finished by the end of October. The upper doors will take 2 days to install and should also be completed by the end of the month. As soon as the elevator installation is complete, the installer will apply for an inspection. If the inspection date is too far away, help in moving up the date will be requested from the mayor and other elected officials.

Ms. Downing distributed mock-ups of two possible designs for the donor plaque to go inside the new elevator. The Trustees agreed by consensus on the style with four buttons, and that the monetary amounts for each donation category should not be included on the plaque.

**LSTA Grant Report**

Ms. Downing reported that at the end of the first year, two thirds of the \$18,000 grant for serving patrons with disabilities has been spent. The funds were used for community outreach and surveys, equipment purchasing, staff training, and labeling of the collection. The second year of the grant will focus on publicity and specialized programming using the new equipment. Additionally, a focus on diversity and accessibility will be added to the library's existing programming in lectures and films.

**Giving Tuesday**

Ms. Downing reported that due to timing issues with the Friends of Forbes fundraising appeal, she will update the existing Forbes Library donation page for Giving Tuesday in case someone comes across it, but it will not be promoted in any way.

**Tree/Landscaping Committee**

Ms. Moulding reported that the city Public Shade Tree Commission, chaired by Lilly Lombard will meet on Wednesday, November 4, with the library's tree committee, whose members are Mr. Rowe, Ms. Burnham, Lyn Heady, Jason Petcen, and Ms. Moulding. The city's Tree Warden, Richard Parasiliti will attend the meeting.

**Outreach**

Ms. Moulding reported that the Friends of Forbes have agreed to fund the stipend for an Outreach volunteer coordinator for the rest of the year to see how the program works out. There will be a meeting of the Outreach subcommittee on October 28. The committee will finalize the volunteer coordinator job description and decide how to proceed with instigating the project. The committee consists of Trustees Mr. Rowe and Ms. Hess, Friends Board members Peter Kobel and Scott Kennedy, and Ms. Moulding and Ms. Downing. Ms. Moulding will report on the meeting at the next Trustees' meeting.

**Meeting with FLEA**

Ms. Moulding reported that Mr. Carrier, Ms. Hess, Ms. Downing, and Ms. Moulding met with FLEA representatives, Jason Petcen, Molly Moss, Dylan Gaffney, and Ben Kalish on October 13 to discuss staff ideas for library efficiency. This was the second of three scheduled meetings. Several

**Meeting with FLEA (continued)**

different topics were discussed, including energy efficiencies, software uses, and handling of staff work/pay processing procedures. It was decided to look into practicalities and actual savings associated with some of the more promising ideas and to poll the staff about associated changes. The next meeting between the administration and FLEA will be January 12.

**CIP Requests**

Ms. Moulding reported that Forbes Library submitted its annual report and request to the City's Capital Improvements Board on October 1. This year the library again requested funds be allocated to replace the building's windows and install a separate climate control system for the special collections areas. The big change from previous years is that the request no longer includes replacing the handicap lift. Added this year was a request to upgrade the interior elevator which should be done in the next few years to insure efficiency and reliability. Copies of the reports and request forms were distributed.

In response to a question from Mr. Carrier, Ms. Moulding said that there is a service maintenance agreement on the inside elevator and that it is serviced only when experiencing problems. Although it meets code, the elevator is getting older and may begin to break down more frequently. Additionally it will run more efficiently using less power with a newer motor. Mr. Carrier asked Ms. Moulding to find out what should be budgeted for elevator maintenance for the new elevator at the entrance to the building and to ask the city to roll the Forbes elevator maintenance contract into the city's contract. This will be a second request.

**Reports on workshops/meetings/activities**

Chamber of Commerce Event (Janet Moulding) - Ms. Downing and Ms. Moulding attended a Chamber of Commerce gathering on October 7 at the Chamber offices and were impressed with the turnout and the enthusiasm. Ms. Moulding then talked to the Friends of Forbes board about the possible benefits of some sort of Forbes representation with the Chamber. The other non-profit members at the event felt that they were more than compensated for their membership fees in ad sales for event programs and networking for donations and potential board members.

At 5:18 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:18 PM.