

TRUSTEES OF FORBES LIBRARY
Meeting of December 17, 2015

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Ms. Julie Nelson, Archivist; Martha McCormick and Peter Kobel, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Katy Wight, Trustee-elect.

The meeting was called to order at 4:05 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

On behalf of the Trustees, Mr. Carrier thanked Ms. Burnham and Mr. Rowe for their years of service on the Board of Trustees, as this is their last meeting.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of November 19, 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 Treasurer's Report of November 30, 2015. The Aid Fund closed the month with a deficit of \$6,500, a reduction from October's deficit of \$44,000. \$11,785 was received from the Clarke & Earle funds in the city's stewardship to cover the FY15 deficit. \$13,200 was also received from the FY16 Clarke & Earle annual income. Electricity is over-budget for the fiscal year and \$700 for the month. December will be the second 3-pay period month this fiscal year, so the Aid Fund deficit will increase in December. The Book Fund has an \$18,200 surplus in November. The Elevator Construction Project fund is very close to the balance in the 2nd Century Fund account. All future payments will need to be funded from other sources. The overall cash balance increased by \$31,000. This increase is due mainly to the Clarke & Earle monies received. Mr. Morin will monitor the cash balance, and close out the O'Connor and/or MacFarlane certificates of deposit savings accounts if the cash need arises. The endowment balance is at \$4.6 million as of November 30, 2015. The Bisallion Fund has a balance of zero and Mr. Morin recommends closing it and removing it from future endowment reports.

Mr. Rowe made a motion to close the Bisallion Fund in the endowment. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Moulding prepared a cost analysis of the elevator project showing actual and projected costs and the balances remaining in the 2nd Century, O'Connor, and MacFarlane funds. After the \$229,410 left in the 2nd Century fund is depleted, Ms. Moulding suggested using up the remaining \$36,595 in the O'Connor fund, then using \$45,403 from the MacFarlane fund to cover the rest. Both of these funds are designated specifically for library renovation, so are appropriate for this purpose. Whatever is left in the MacFarlane Fund after the elevator expenses are paid will be transferred to the MacFarlane Fund in the endowment.

Ms. Hess made a motion to use the O'Connor and MacFarlane funds as needed for the remaining elevator expenses as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report (continued)

In response to questions from Ms. Hess, Mr. Morin said that the asterisk next to certain line items in the Treasurer's Report indicates the expense category is up to date, while the other categories have a lag. He also said that the wages line item in the Garvey fund is for emptying the parking meters.

In response to questions from Mr. Carrier about unemployment insurance and workers compensation, Mr. Morin will adjust the report to show those items are included in the wages category. Mr. Morin said that the water and sewer line item now includes the new drainage fee and the Trustees' expenses are now part of the Macomber fund. Mr. Carrier asked if funds needed to be transferred into Special Collections.

Mr. Rowe made a motion to transfer \$5,000 from the Lyman Special Collections fund in the endowment to the Special Collections fund in the operating account. Ms. Hess seconded the motion, which was passed unanimously.

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

CCPLM and Special Collections Department Head Report (Ms. Nelson)

Ms. Nelson showed a couple of recent additions to the collection including a bobble head figurine of President Coolidge, and a photograph for the Civil War collection. Ms. Nelson reported on FY15 statistics including activity in the Coolidge Museum, Local History collection, and Special Collections. There were 12 volunteers who gave a total of 750 hours. Highlights from 2015 include the "Treasure of Forbes" exhibit in January which includes an online component; repainting the CCPLM and office; a new AV system for the CCPLM; new shelving in the Hampshire Room and Special Collections storage; inventory of archival AV materials; the new "Cookies with a Curator" series; filming in the CCPLM for the PBS travel show "Fringe Benefits" which will air in February; and the Civil War grant which is near completion. All Civil War materials have been inventoried and re-housed in archival containers. The online portion of the project now has 313 items uploaded to Omeka and is hoped to be ready to launch in the spring. Projects planned for 2016 include more new shelving in Special Collections storage; a Museum Ramble walk-through to focus on layout, signage, technology and accessibility of displays; conversion of archival film; completion of the Civil War grant and online exhibit; digitization of maps and broadsides with the Boston Public Library/Digital Commonwealth; and participation with Historic Northampton on an interactive map project.

In response to a question from Mr. Carrier, Ms. Nelson said that the new shelving has not been priced out yet, but will likely be similar in cost to last time. There will also likely be expenses related to new layouts and signage in the CCPLM after the Museum Ramble walk through. Mr. Carrier asked Ms. Nelson to provide the Trustees with a prioritized list of what is needed and related costs.

Ms. Hess made a motion to accept the report on Special Collections presented by Ms. Nelson and place it on file. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Nelson left the meeting at 4:50 PM.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the potholes in the library's exit driveway were repaired by the DPW on December 1.

Administrative Report (continued)

The Friends of Forbes approved a standing wish list including increasing funding for adult and children's programming from \$2,000 to \$3,000 this year. The additional funds will be used to expand adult programming with an emphasis on music and film-based offerings and an expansion of young adult programming. A request to renovate the staff room with new chairs, refinished floors and cleaned upholstery will be submitted early in 2016. A copy of the wish list, which includes all the items the Friends donate to the library every year, was distributed to the Trustees. Ms. Moulding said that the library would not be able to do many of the things it does without the support of the Friends, and she thanked Ms. McCormick for the Friends' support.

During January, patrons will have the opportunity to pay overdue fines with canned goods or healthy non-perishable food items through the annual "Food for Fines" program. This applies to late fines only and not to lost or damaged fees. All food collected will be given to the Northampton Survival Center for distribution to those in need in our community.

As the year draws to a close, a season's greeting card was mailed to library volunteers. This year's card featured images from petite Victorian children's books in Special Collections. A sample was shown to the Trustees.

Forbes Library supported local writers during the National Novel Writing Month (NaNoWriMo) challenge by providing an informational and inspirational kick off session with best-selling novelist Jacqueline Sheehan, twice-weekly "write-in" sessions and by offering an opportunity to read at a culmination celebration on December 16. The challenge required writers to complete 50,000 words during the course of November. At last count the library had over 10 people achieve the goal and many more participated.

At the January meeting, a new photo of the Trustees will be taken.

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

Mr. Rowe attended the December 2 meeting of the Friends of Forbes and reported that they discussed museum passes and voted to fund passes for the New Britain Museum of American Art and the Worcester Art Museum. They approved funding \$3,000 for adult programming as well as a stipend for the writer in residence. They discussed fundraising ideas, and costs for materials and expenses associated with their publications and mailings. They distributed a list of their standing committees, and are looking for a new secretary.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, January 26, 2016 at 3:30 PM in the CCPLM.

The next meeting of the Friends of Forbes Library will be held Wednesday, January 6 at 6:30 PM. Mr. Twarog will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2016 at 4:00 PM on Mondays, March 7, June 6, September 12, and December 5.

Communications

The Granby Historical Association sent a letter dated November 23, 2015 to Elise Bernier-Feeley thanking her for her recent presentation to their group.

Letter from Mr. Carrier to Mayor Narkewicz

A copy of a letter sent from Mr. Carrier to Mayor Narkewicz on November 29 was distributed. The letter summarized the remaining issues between Forbes Library and the city including the annual disbursement of the Clarke and Earle funds, utility payments, building maintenance, and ownership of the Forbes library building and land. Mr. Carrier also asked for documentation of the city's "Library Fund". The city solicitor is still working on determining the origin of who owns the Forbes library building and land and will contact him when he has more information.

Library Funds List

A draft of a list of all the library funds with brief explanations was distributed. The list includes endowment funds managed by Bartholomew Inc. as well as the funds in the library operating account and the Clark & Earle funds managed by the city. The Trustees agreed that the list was very helpful. Ms. Hess suggested that Mr. Morin give the Trustees a financial tutorial and gave a list of suggested topics to cover to Ms. Moulding. Ms. Moulding and Mr. Morin will provide a written and verbal report at the next Trustees' meeting.

Agreement with Bankers (Investment Policy?) (Mr. Morin)

Mr. Morin distributed copies of the current investment policy and the sample policy provided by Bartholomew Inc. Mr. Morin suggested asking Ms. Reall to review the sample policy provided by Bartholomew Inc. Mr. Morin said the sample policy included much more detail and required more oversight by the Trustees and the Treasurer. Mr. Rowe said that he liked the more professional and technically specific language in the sample policy, but that it needed to be adapted to the Trustees' organizational structure. Ms. Hess said that she liked the more general and easy to understand language of the current policy. Mr. Carrier suggested that Mr. Rowe make notations on the sample policy and work with Mr. Morin and Ms. Reall on a recommendation to bring back to the Trustees. Ms. Hess asked that the Trustees reconsider whether to include socially responsible investing in the policy.

Stipend for Clerk of Works (Mr. Carrier)

The Trustees discussed giving Jason Petcen a stipend for his efforts as Clerk of the Works for the elevator project.

Mr. Rowe made a motion to give Mr. Petcen a stipend of \$300 from the elevator project funds for his efforts as Clerk of the Works for the elevator project. Ms. Burnham seconded the motion, which passed unanimously.

Gifts, Bequests, Sales, etc. (Ms. Moulding)

The following designated gift was received since the last Trustees' meeting: \$500 from Reina Schratte, Leeds, in memory of her father, Paul Schratte, to be deposited in the Outreach Fund.

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Carol & Ronald Schortmann, Westfield, in memory of Laura Singleton, to be deposited in the Lyman Special Collections Fund; \$50 from Patricia Schutt, West Springfield, in memory of Laura Singleton, to be deposited in the Lyman Special Collections Fund; \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$10 from Nicole Sibley, Amherst, to be deposited in the Morin Fund; \$25 from David Wicinas, Florence, to be deposited in the Morin Fund; \$25 from Deborah Koch, Easthampton, to be deposited in the Morin Fund; \$30 from John Loveless, Northampton, to be deposited in the Morin Fund.

Gifts, Bequests, Sales, etc. (continued)

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

There were no receipts from sales/rent this month.

Elevator Project (Ms. Moulding)

Mr. Carrier, Ms. Moulding, Ms. Downing, and Mr. Petcen met with project architect, Tom Douglas, on December 4. Since then, the elevator inspection has been scheduled for December 31. The upper doors are in the process of being installed and should be completed by the middle of next week.

Mr. Kobel left the meeting at 5:30 PM.

LSTA Grant Report (Ms. Downing)

Ms. Downing reported on the LSTA Serving Patrons with Disabilities grant. Promotional and training sessions are being scheduled including one at the Senior Center with over 100 people with known vision problems being invited. There will also be a table in the library lobby with promotional materials. Ms. Downing is keeping a log to track which equipment is being used.

Outreach (Ms. Moulding)

The Outreach Committee met on December 1 to review applications for the Delivery Volunteer Coordinator position. Two applicants have been interviewed and a third is scheduled for next week. One applicant has withdrawn, but it is hoped an offer will be made to one of the remaining applicants before the end of the month.

Giving Tuesday (Ms. Downing)

Forbes received \$1,020 in donations from 17 donors on Giving Tuesday, which was held on December 1. The donations came in via the online giving platform that was set up to participate in previous Valley Gives Day events. Donations will be used to supplement the Book and Media Fund.

Reports on workshops/meetings/activities

Coolidge Advisory Committee (Ms. Moulding) Notes from the December 7 Coolidge Advisory Committee meeting were distributed.

Other Business

Ms. Moulding distributed post cards from the Massachusetts Library Association to be mailed to Senator Rosenberg and Representative Kocot in support of libraries.

At 5:35 PM, Mr. Rowe moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:35 PM.