

TRUSTEES OF FORBES LIBRARY
Meeting of March 17, 2016

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Jason Petcen, Facilities and representative of the Forbes Library Employee Association (FLEA); Serena Smith, observer for the Friends of Forbes Library; Susan Enz.

The meeting was called to order at 4:01 PM in the Watson Room.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of February 17, 2016 be accepted and placed on file. Ms. Reall seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented the Treasurer's Report of February 29, 2016. The Aid Fund closed at the end of February with a deficit of \$7,500, a decrease of \$26,500 from January's deficit of \$34,000. The first state aid income payment of \$18,900 was received this month. January and February employee wages were under-budget by \$10,000. Electricity is over-budget by \$1,600. Labor & Repairs are over-budget by \$1,900. General supplies are over-budget by \$4,000. Building insurance was prepaid for the entire fiscal year at the beginning of the fiscal year. The Book & Media Fund has a \$20,800 surplus in February. The income for the month is \$1,700 under expenses. A \$5,000 transfer was made to the endowment this month from the monies collected from the parking meters. \$2,772 was paid from the Macomber Fund for the lounge chairs for the Arts & Music department. The second and final payment of \$4,950 was received for the LSTA Disabilities Grant. The money was deposited into a separate checking account that does not earn interest per federal grant guidelines. Mr. Carrier asked Ms. Moulding to send an email to the city notifying them of the overage in Labor & Repairs.

Ms. Reall moved that the Treasurer's Report of February 29, 2016 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Departments Head Report: Facilities

Mr. Petcen said that it has been one year since he took over the building maintenance, and he presented a report on the status of the building. The roof is in good shape, helped by the fact that there was not a lot of snow this winter. The pointing in the bricks on the outside walls is holding up well. He is concerned about the windows and said that they are in need of painting as it has been 15 years since they were last painted. The grounds are in good shape. There are two large trees scheduled to be removed by DPW. There is a small project on the west side of the parking lot to plant lilacs. The dumpster enclosure is falling apart and will soon need to be replaced. The front entrance windows still need to be cleaned by the contractor, and the library is withholding the final payment until this is done. The Children's Department entrance needs painting. The floors have been refinished in the front lobby and will be buffed prior to the Friends meeting and program in April. The reading room was recently repainted. It was decided to hold off for now on new lighting that would cost \$3,200. The reference room is in good shape and a couple of bookcases were added recently to hold the language collection. The new chairs for Arts & Music have arrived, but he is holding off on putting them out until later in the spring. He is talking to a floor refinishing company about refinishing the floor by the CD racks. The staff

Departments Head Report: Facilities (continued)

room has been redone with new flooring and paint thanks to the Friends of Forbes. The Director's office needs repainting and will be done in house. The Local History and Special Collections offices need new shelving. The Children's Department is in good shape and a couple of bookcases have been added along with a new table. Keeping the fish tanks clean is a continuing challenge and he is looking into hiring someone to do it. The Community Room received a new AV system, and the walls were scraped and painted. The Coolidge Room also received a new AV system, and he is looking at refinishing the floor. He is working with the city on getting a new telephone system and on the library's electrical use and HVAC system. There have been no problems with the boiler or chiller since the maintenance they received last year. In response to a request from Mr. Carrier, Mr. Petcen said he would provide the Trustees with a prioritized list of the outstanding maintenance issues and estimates for the next Trustees' meeting.

Administrative Report

Ms. Downing reported that the Food for Fines program ran through January and collected 1,123 pounds of food for the Northampton Survival Center and was the library's largest collection of food to date. The program ran for an entire month this year and that helped to increase awareness of this annual opportunity.

Ms. Moulding reported that Florence Bank held its annual Customer Choice Awards ceremony on March 9. The Friends of Forbes were in third place with just over 300 votes and received \$4,630. There were 56 qualifying organizations this year.

Ms. Downing reported that the Friends of Forbes had an informational table at this month's Northampton Chamber of Commerce event called "Arrive at 5" that was held at Rockridge Retirement Community. This was a wonderful opportunity to network and promote the Friends and the library. Ms. Downing attended along with several members of the Friends Board. There were several inquiries about library resources including meeting rooms and programs as well as connections made for possible sponsors for the Friends' upcoming events.

Ms. Moulding reported that during an especially cold weekend in February, Forbes Library helped publicize the Northampton Police Department's Warming Center, which was open Saturday, February 13, 2016 and Sunday, February 14, 2016 from 8:30 AM to 4:00 PM. It was shared on the library's Facebook page (with a reach of almost 2000) and retweeted. Julie Nelson also reached out to the police department, and the library donated a dozen books and a jigsaw puzzle to help people with something to spend the time while they were escaping the cold.

Faith Kaufmann and Dylan Gaffney went to a committee meeting for The Paradise City Cultural District (PCCD). One of the projects envisioned is a citywide calendar of events that would promote everything going on in town in one place. Ms. Kaufmann volunteered the Forbes events calendar as one of the beta testing examples because it is large, diverse, and works well. Northampton has two road signs marking entrances ("portals") to the PCCD and will be getting two more. One will be on Route 66 just before Forbes, as one travels from the west.

The Friends of Forbes Annual Meeting will take place on Wednesday, April 6, from 6:30 to 7:00 PM in the Coolidge Museum followed by a presentation called

Administrative Report (continued)

"When the Road Came Through: How Construction of I-91 Changed Western Massachusetts" by historian Barry Deitz.

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

Friends of Forbes Meeting

Ms. Hess attended the March 2 meeting of the Friends of Forbes and reported that the membership committee met and is planning an event to recognize special donors. A behind-the-scenes tour of the library with Ms. Moulding and Elise Feeley is scheduled for Thursday, May 7. Wine and cheese will be served. The Special Events committee will meet soon to start planning the wine tasting, which is scheduled for September 30. The Friends need a new secretary as Mikki Michon is retiring. The Friends have donated \$6,000 as matching funds for Valley Gives Day. The Edible Book event is scheduled for April 10. The Friends earned \$490 on the raffle baskets in February.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, April 28, 2016 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, April 6 at 5:30 PM, followed by their annual meeting at 6:30 PM and program at 7:00 PM. Ms. Reall will attend the regular meeting on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2016 at 4:00 PM on Mondays, June 6, September 12, and December 5. Ms. Wight will attend the June 6 meeting, Ms. Reall will attend the September 12 meeting, and Mr. Carrier will attend the December 5 meeting.

The Trustees scheduled the following remaining meetings for the 2016 calendar year, including a few evening meetings to see if more members of the public would attend: Wednesday, July 27, 6:30 PM; Thursday, September 15, 4:00 PM; Wednesday, October 19, 6:30 PM; Thursday, November 17, 3:45 PM (Mr. Morin will invite the Bartholomew representatives); and Thursday, December 15, 4:00 PM.

Communications

Ms. Downing received a thank you note dated March 10, 2016 from Julie Akeret thanking the library for the use of the Coolidge Room for filming.

FY17 Budget

Susan Wright, City Finance Manager, requested that a budget for Forbes Library be sent in by February 26. The city offered the library an appropriation of \$1,230,573, an increase of 2.75% (\$32,935) over FY16. Ms. Moulding sent a budget request for \$1,236,102, an increase of 3.25% (\$40,613). The difference is \$7,678, but since the Clarke & Earle disbursement was increased this year by \$2,149, the actual difference is \$5,529. Copies of the budget request sent to the city were distributed to the Trustees. Ms. Moulding said that there is a meeting scheduled for March 22 at 1:30 PM to discuss the budget. Ms. Reall, Ms. Downing and Ms. Moulding will attend. Ms. Moulding distributed an income sheet with an appropriation summary showing the sources of revenue for the library budget including the Clarke & Earle funds, State Aid for Public Libraries, and city appropriation. She also distributed a budget sheet showing that over 80% of the library's

FY17 Budget (continued)

budget is for personnel. In response to a request from Mr. Carrier, Ms. Moulding said she would document in writing how she arrived at the budget numbers for electricity, and will double check on the increases in water and sewer. The Trustees will vote to approve the budget at the end of the fiscal year.

Pride March

Ms. Hess requested that the Trustees participate again this year in the annual Northampton Pride March on Saturday, May 7. Ms. Hess said that it is fun and increases the visibility of the library.

Ms. Hess made a motion that the Trustees participate in the Northampton Pride March on May 7. Mr. Twarog seconded the motion, which was passed unanimously.

Investment Policy

Bartholomew Inc. suggested that the Trustees review and revise their investment policy, and provided a sample policy. Mr. Morin said that he will meet with Ms. Reall to review the wording in the sample policy for its legal implications. Mr. Carrier said he was concerned that the sample policy required more expertise to manage than the Trustees have, and that something simpler might be better.

H. Clifton Kellogg II Fund

Ms. Moulding asked the Trustees to form a new fund, The H. Clifton Kellogg II Memorial Fund for purchasing Arts & Music materials. A gift of \$6,500 was given in 1995 to establish a fund, of which the principal was intended to be preserved and the interest and income to be used to purchase arts and music materials. Ms. Moulding researched the history of the fund and determined that due to an oversight, the fund was not established and the gift was spent on arts and music materials. Mr. Morin determined that based on the rate of inflation, average rate of return in the endowment, and the average spending rate on the endowment since 1995, the value of that donation today is \$11,241.73.

Mr. Twarog made a motion that a fund be established at Florence Bank called the H. Clifton Kellogg II Fund to receive future donations. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Hess made a motion to establish the H. Clifton Kellogg II Fund in the endowment managed by Bartholomew Inc., and to transfer \$11,241.73 from the Garvey Book & Media Fund into the new fund. Ms. Wight seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$1,000 from Anonymous, to be deposited in the Lyman Special Collection Fund; \$30 from Judith & Gerald Duda, Agawam, to be deposited in the Lyman Special Collection Fund.

The following undesignated gifts were received since the last Trustees' meeting: \$500 from John Goodhue, Belmont, MA, in memory of Charles Christopherson, to be deposited in the Book & Media Fund; \$50 from James Culbert, Lynnfield, MA, in memory of Charles Christopherson, to be deposited in the Book & Media Fund; \$100 from Roger Gustavsson, & Louise Reinecke, Easthampton, in memory of Charles Christopherson, to be deposited in the Book & Media Fund; \$100 from Donald & Sara Ives, Washington, MA, in memory of

Gifts, Bequests, Sales, etc. (continued)

Charles Christopherson, to be deposited in the Book & Media Fund; \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund; \$500 from The Faces of Earth, Inc., Florence, to be deposited in the Morin Fund.

The following bequest was received since the last Trustees' meeting: \$2,092.32 from the estate of Hanna Hop to be deposited in the Morin Fund. No receipts from sales/rents were received since the last Trustees' meeting.

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

By-Laws

Mr. Carrier suggested creating a sub-committee to look into revising the Trustees' by-laws, which were last revised in 2009.

Mr. Twarog made a motion to create a sub-committee of Ms. Moulding, Ms. Downing, Mr. Carrier, and Ms. Reall to review the Trustees' by-laws. Ms. Wight seconded the motion, which was passed unanimously.

Elevator Project

Ms. Moulding reported that the elevator is still awaiting completion of the punch list although it is completely operational. The library is holding the final payment to the contractor.

LSTA Grant Report

Ms. Downing reported on the Serving Patrons with Disabilities grant. The library recently participated in a specialized radio podcast for people with visual disabilities and there will be staff training this month for patrons with memory loss.

Outreach

Ms. Downing reported that initial placements with volunteers in the new Outreach Delivery Service have been made. Library accounts have been updated or created to serve the first dozen home bound Northampton residents including several at Rockridge Retirement Community. Additional volunteers are now being actively sought to serve in this program. In response to a question from Mr. Carrier, Ms. Moulding said that there is nothing in the FY17 budget for outreach, and that the Friends are committed to supporting the volunteer coordinator at \$3,000 per year. Ms. Hess said that she is not ready to give up on the idea of the city fulfilling its obligation to fund outreach programs. Mr. Carrier asked that it be put on the agenda for next month's Trustees' meeting.

Trustees Award

Ms. Moulding reported that the Trustees Award in 2016 will be given to former Trustees Bonnie Burnham and Peter Rowe. The ceremony will be held Saturday, April 30, at 2:00 PM in conjunction with a celebration of the completion of the handicap accessible elevator project. Chris Nolan is assisting Ms. Moulding and Ms. Downing with preparations. Mayor Narkewicz has been invited and architect Tom Douglas will speak about historical elevators.

Fundraising Subcommittee

Ms. Moulding reported that the fundraising subcommittee consisting of Mr. Carrier, Ms. Wight, Ms. Moulding and Ms. Downing met with Nicole Sibley on March 16. Ms. Downing said that it was a very good meeting with lots of good ideas and energy.

Meeting with FLEA

Mr. Carrier, Ms. Hess, Ms. Moulding, and Ms. Downing met with the library employees' bargaining unit, FLEA, on Tuesday, March 15 to explain how the library's budget is funded. Ms. Moulding said that 18 of the library's staff members were there. The staff did a survey to generate ideas, improve efficiencies, and increase revenue for the library. Ms. Moulding described how the budget is funded and Mr. Carrier talked about the endowment and its limitations. They explained the proposal the Trustees made last year to reduce step raises for new hires from 3.5 to 2.5% to create a more sustainable budget. Mr. Carrier said that when negotiations begin this year, the Trustees may or may not put forward the same proposal again.

UMass Isenberg Marketing Class

Mr. Carrier, Ms. Moulding, and Ms. Downing attended a graduate marketing class at UMass's Isenberg School of Management at the invitation of the professor, William Diamond. The students had been instructed to study the library's online presence, visit if possible, and offer suggestions in response to problems posed in advance by Ms. Moulding and Ms. Downing. A report from the meeting was distributed.

Reports on workshops/meetings/activities

Coolidge Advisory Committee - Notes from the March 7 Coolidge Advisory Committee were distributed.

Library Legislative Day

Ms. Hess and Ms. Wight attended Library Legislative Day on March 8. A handout from the event created by the Massachusetts Board of Library Commissioners (MBLC) about library funding was distributed to the Trustees. They took the bus to the State House in Boston and met with aides of Representative Peter Kocot and Senator Stan Rosenberg. They discussed the importance of public libraries, current library programs, and programs and services that could be provided with more funding. They also discussed the Municipal Appropriations Requirement (MAR), which does not increase enough each year to keep up with current services.

Legal Matter

At 5:15 PM, Mr. Twarog moved that the Trustees go into executive session to discuss a legal matter. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight 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. Smith, and Mr. Petcen left the meeting at 5:15 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 6:15 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

Legal Matter (continued)

Mr. Twarog made a motion that Ms. Moulding and Ms. Reall draft a letter to send to the Mayor from the Board of Trustees in response to the legal issues raised by the City Solicitor's memorandum of January 28, 2016. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Reall made a motion to direct Ms. Moulding to send a letter postponing indefinitely the invitation to the City Solicitor and Mayor to attend the April Trustees' meeting. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Reall made a motion to invite Attorney Sandra Lucentini to the April Trustees' meeting to discuss legal matters in executive session. Ms. Hess seconded the motion, which was passed unanimously.

At 6:25 PM, Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 6:25 PM.