

TRUSTEES OF FORBES LIBRARY
Meeting of April 28, 2016

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Steven Stover, representative of the Forbes Library Employee Association (FLEA); Jason Petcen, Susan Enz.

The meeting was called to order at 4:05 PM in the Watson Room.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of March 17, 2016 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 Treasurer's Report of March 31, 2016. The Aid Fund closed at the end of March with a surplus of \$27, a decrease of \$7,600 from February's deficit. The employee wages category is \$8,600 under-budget this month. January and February employee wages were under-budget by \$10,000. Labor & Repairs are over-budget by \$1,200. General supplies are over-budget by \$3,900. Heating gas is under-budget by \$4,300 due to the mild 2015-2016 winter. The Book Fund has a \$17,000 surplus in March. The income is \$3,500 less than expenses this month. The subscriptions & memberships category is over-budget by \$8,800 for the year. Historically, subscriptions come up for renewal in late winter, helping to explain the \$5,400 over-budget expenses for this month. A \$5,000 transfer will be made from the monies collected from the parking meters to the Richard Garvey Book & Media fund in the endowment before the end of the fiscal year. Per the Trustees vote at the March meeting, Mr. Morin created the H. Clifton Kellogg Memorial Book Fund, and is working with Florence Bank on depositing gift checks the library receives, which are made out to H. Clifton Kellogg fund as instructed in the obituary. He also transferred \$11,240 from the Garvey Book & Media Fund into the H. Clifton Kellogg fund in the endowment managed by Bartholomew Inc., \$7,500 of which is principal and the remaining amount is earnings. The second State Aid payment for \$19,882 was received and will appear on the April Treasurer's Report.

Ms. Reall moved that the Treasurer's Report of March 31, 2016 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Administrative Report

Ms. Moulding reported that the Northampton Pride March is Saturday, May 7. The Forbes contingent will meet at 11:45 AM in the parking lot across the street from the Brewery.

The Northampton Schools Spelling Bee was March 30 and Forbes had a team sponsored by Snake-Oil Glassworks of Skaneateles, NY. Team members Faith Kaufmann, Alene Moroni, and Ryan Duffy were very impressive, only being beaten by the eventual reserve champion team.

The Friends of Forbes Annual Meeting took place on April 6 in the Coolidge Museum followed by a presentation called "When the Road Came Through: How Construction of I-91 Changed Western Massachusetts" by historian Barry Deitz. The program was standing room only and well received.

Administrative Report (continued)

This year's summer reading theme is "Ready, Set, Read" and will run from the time school lets out until the end of August. Library staff from several departments are working together to create a fun and engaging summer reading experience for kids, teens and adults. Crafts, programs, prizes and special events are being planned. There will be kick-off event in June. The focus of the program will be on mental fitness as well as physical fitness.

Four of the library's six public bathrooms are now designated as unisex bathrooms. Only the two on the main floor are gender specific. Those will be changed to unisex in the next few weeks. So far, patron feedback has been positive.

Valley Gives will happen May 3. The Friends of Forbes have offered a \$5,000 matching grant incentive. All funds raised will be used to support library programming.

National Library Week was April 11-15. The library participated by inviting patrons to comment on various questions including why the library is important and what does the future of the library look like. The library contributed comments to a national Twitter campaign. Ms. Hess asked if the library had a banner promoting Library Week. Ms. Downing said that she would look into it for next year.

The library has started accepting library card applications online. Completed forms are reviewed by the Circulation Department who mails the card to successful applicants who can then place holds, borrow e-books and use databases. Applicants need to visit the library to activate full borrowing privileges.

The library has had a subscription to the online video streaming service InstantFlix for several months and in the first month there were 89 views, which is quite good for a new service. InstantFlix has 7,000 films, mostly from PBS and indie film festivals. The demand for streaming service is increasing.

Digital Commonwealth has just harvested all of the Forbes public view digitized material. Those images will be indexed in the statewide database and incorporated into Digital Public Library of America, a national database.

Mr. Stover reported that there will be a deaccessioned book sale on Saturday, May 21, 9:00-3:00 on the library lawn. There will be ukulele music, tai chi for children, and story time and crafts sponsored by the children's department.

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

Friends of Forbes Meeting

Ms. Reall attended the April 6 business meeting of the Friends of Forbes and reported that she was introduced to the Friends. This was Mikki Michon's last meeting as secretary. The new secretary is Mary Fagan. Treasurer Tim Umbach reported on the Friends' endowment. Fundraising this year earned more than expected. Valley Gives Day is May 3, and the Friends are offering \$5,000 in matching grants. Peter Kobel talked about membership. There is a special event for donors on May 5, which will be an after-hours tour of the library, and include refreshments. The garden tour this year will be an 18-mile loop, and will include a raffle from May 9-June 9. The Friends discussed a request they received to fund the installation of a weather station at Forbes Library, and will continue the discussion at their next meeting.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, May 26, 2016 at 3:45 PM in the Coolidge Room. Mr. Morin will invite the representatives from Bartholomew Inc. to attend.

The next meeting of the Friends of Forbes Library will be held Wednesday, May 4 at 6:30 PM. Ms. Wight will attend 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.

Communications

Mr. Carrier received a letter dated March 21, 2016 from the Massachusetts Board of Library Commissioners (MBLC) announcing the second and final state aid payment of \$24,852.80, of which Forbes receives 80% (\$19,882) and Lilly Library receives 20%.

Ms. Moulding received a letter dated April 1, 2016 from the Northampton Survival Center, thanking Forbes for its donation of 1,122 pounds of food collected from the "Food for Fines" program.

Mr. Carrier received a letter from the Unemployment Services Trust (UST) saying that non-profits are not required by law to pay unemployment taxes. Ms. Reall said that it is in the best interest of Forbes to choose to continue to pay unemployment taxes, and the Trustees agreed by consensus.

FY17 Budget Meeting

Mr. Carrier, Ms. Reall, Ms. Moulding, and Ms. Downing met with Mayor David Narkewicz and Finance Manager Susan Wright on March 22 to discuss the library's FY17 budget request. The city offered the library a 2.75% increase (\$32,935) plus an increase from the Clarke and Earle Funds of \$2,149. The library requested a 3.25% increase (\$40,433). The Mayor said the city budget is still waiting on final information about health care costs and state funding, so did not finalize any offer. However, he seemed amenable to the library's request. Ms. Moulding attended a city department heads meeting today, and the budget has not yet been finalized.

Mr. Carrier and Ms. Reall told the Mayor that the library is seeking another opinion about control of the library building. Everyone agreed that it was for the best that the question should be decided absolutely by the courts so there are no misunderstandings in the future.

The Mayor said that Central Services has been put in charge of the library's capital improvement projects because they are best able to handle the complicated bid documents and contracts for construction. He assured Ms. Moulding that Central Services would work closely with the library on all projects.

The Mayor said that Joe Cook told Ms. Moulding that all work done at the library must be done for prevailing wage because he thought the building was a city building. Even if it is settled that the library is controlled by the Trustees and not by the city, the Mayor feels the city should not be giving money to institutions that do not pay prevailing wages.

Third Quarter Operating Budget Report

Ms. Moulding distributed a copy of the third quarter report. After three quarters of FY16, the operating budget is in good shape. This is mainly due to the extremely mild winter, which accounts for a projected \$6,000 savings in the heating gas line item of the budget. Barring major unforeseen circumstances, Labor and Repairs is not expected to go over budget this year, and Ms. Moulding will email Ms. Wright to let her know.

Prevailing Wage

Ms. Moulding reported that the library currently does not always pay prevailing wage when the project uses money donated to the library or from the endowment. The Mayor has expressed a desire that the library always pay contractors and workers prevailing wages. Ms. Moulding drafted a policy statement saying, "The Trustees of Forbes Library will, for all projects which do not involve federal, state, or municipal money, prioritize hiring local contractors/firms who pay their employees a fair, living wage and provide excellent quality of work. This policy is both fiscally responsible and supportive of the local economy." Ms. Moulding said that the library has local contractors who do work for the library and who do not wish to pay prevailing wages due to the expense and paperwork. Ms. Reall said that most of the firms that have agreed to the Massachusetts prevailing wage program are located in the eastern part of the state, which would make it difficult for Forbes to use local contractors and labor. Ms. Reall also said that the prevailing wage program is intended for large projects using state funds, and does not apply to the private funds raised by Forbes or to Forbes' endowment funds. If Forbes were to vote to adhere to the policy, it would be by choice, not as a requirement. Ms. Wight asked if Ms. Moulding could compile a list of recent projects over the past several years showing the money Forbes had put into the local economy and the cost difference if the library had paid prevailing wages. Ms. Moulding and Mr. Petcen will work on this. Ms. Reall suggested that the Trustees consider the wording of the statement Ms. Moulding drafted and continue the discussion at the next Trustees' meeting.

Investment Policy

Mr. Morin will discuss the sample investment policy provided by Bartholomew Inc. with their representatives prior to the next Trustees' meeting, and ask them to modify it to make it less complex and more easily understood and monitored by the Trustees, who have less experience in this area.

Outreach Funding

Several new Outreach Delivery volunteers have begun serving patrons. The program is on target to transition a third group of volunteers this month. Maria Sperduti has been working closely with Brian Tabor to develop a training manual for volunteers. It has been decided to wait until September to open the program up to additional people.

Mr. Carrier asked about long term funding of the Outreach Program. Ms. Downing said that the current program is a pilot program and that she would like the rest of the calendar year to implement and assess it. Ms. Downing said that there has been more work involved in getting the project established and training volunteers to work with patrons than will be needed going forward to maintain it. She also said that the Friends seem committed to funding the \$3,000 stipend for the volunteer coordinator. Ms. Hess said that she believes Outreach should remain on the library's budget presented to the City, to raise awareness of the city's lack of funding for the program. Ms. Enz said that she found it offensive that the city would not fund such an important program.

Outreach Funding (continued)

Ms. Reall made a motion to put Outreach back in the Library budget for FY17. Mr. Twarog seconded the motion, which was passed unanimously.

IPT Earned Sick Time

Ms. Downing distributed a proposed IPT earned sick time policy for Forbes Library non-salaried employees. As a non-profit, Forbes is exempt from state requirements that went into effect on November 1, which apply to municipal employees working 10 hours or more per week. The library's proposed policy was developed by consulting the state guidelines, the city's policy, and Forbes Library Employee Association (FLEA) contract. The policy applies to employees not eligible for benefits under the FLEA contract as well as FLEA staff members working additional hours being paid at an hourly rate. These employees shall be credited with sick leave accrued on the basis of one hour for every 30 hours worked. This leave can be applied towards any scheduled shift and can be taken in 15-minute increments or higher. Unlike the FLEA contract, the proposed policy does not provide for payouts when employees leave or retire. The library can request a doctor's note for absences at its discretion.

In response to questions from Mr. Carrier, Ms. Downing said the new policy would apply to about 20 people, and would be retroactive to November 1. Ms. Reall said that once again Forbes is choosing this policy to be fair to its workers, but that it is not required to do so by law.

Ms. Hess made a motion to approve and adopt the IPT Earned Sick Time policy as proposed by Ms. Moulding. 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 Cynthia Kellogg, Encinitas, CA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from Iris Sheinhait, Peabody, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from Stephanie Rudd, San Diego, CA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from Elizabeth Derouin, Enfield, CT, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from Pierrette Van Cleve, San Diego, CA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from Kelly & Michael Arsenian, Rockport, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from John & Kathleen Doherty, Florence, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$40 from Robert S. Mogilnicki, Rochester, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from Ellen Stickney, Laconia, NH, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from Sarah Bates, Marblehead, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from David & Margaret Meehan, Reading, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$10 from Judith Simpkin, Easthampton, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from The Greatview Condo Association, Rockport, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from Denise Foy, Chicago, IL, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund.

The following undesignated gifts were received since the last Trustees' meeting: \$50 from Linda & Lawrence Ardito, Andover, MA, in memory of Charles Christopherson, to be deposited in the Book & Media Fund; \$50 from Brian Sands, New Orleans, LA, in memory of Mary Chetham and in honor of Rebecca Chetham, to be deposited in the Morin Fund; \$50 from Lyn Heady, Northampton, in memory of Mary Chetham, to be deposited in the Morin Fund; \$50 from Edwin Warner, Williamsburg, in memory of Mary Chetham, to be deposited in the Morin Fund; \$84 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$100 from Don Summa, Brooklyn, NY, in memory of Mary Chetham, to be deposited in the Morin Fund; \$52 from Jonathan Hogan, Ware, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund; \$50 from Katherine Hay, Northampton, to be deposited in the Morin Fund.

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

No bequests or receipts from sales/rents were received since the last Trustees' meeting

Elevator Project

The elevator project has been completed and the final payment given to the contractors. The total cost was approximately \$478,000.

LSTA Grant Report

Ms. Downing reported on the Serving Patrons with Disabilities grant. She has just completed the third interim report. Remaining activities include a sensory story time and a community read of a book chosen by the Disability Advisory Committee. A panel on writing about disability is scheduled for May 4.

Trustees Award

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.

Fundraising Subcommittee

Ms. Downing has been meeting with Nicole Sibley to develop fundraising communications for Valley Gives Day on May 3 that will involve email, social media and printed publicity in the library.

Prioritized List of Building Projects

Mr. Petcen distributed a list of proposed building projects. The large projects are expensive and go beyond the library's control. The first three items listed under "Other Projects" could be completed this fiscal year for about \$6,000. They include lights at the top and bottom landing of the new elevator, lights on the center post in the reading room, and repair or replacement of the dumpster enclosure and fence around the cooling tower.

Mr. Twarog made a motion to approve spending up to \$6,000 from the operating budget on the proposed three building projects. Ms. Hess seconded the motion, which passed unanimously.

Mr. Carrier proposed creating a sub-committee to develop a plan to address the remaining items on the list including timing and funding. Mr. Carrier and Mr. Twarog will serve on the new sub-committee along with Ms. Moulding, Ms. Downing, and Mr. Petcen. Ms. Moulding will schedule a meeting.

Window & HVAC Upgrade

Ms. Moulding and Mr. Petcen met with David Pomerantz, Head of Central Services, and Chris Mason, Energy & Sustainability Officer for Northampton, on April 20 to discuss the window and HVAC projects at Forbes. Discussion included the needs of the library and requirements for architects and inspection of the areas of the library that will be involved. David Pomerantz is preparing an RFP for an architect to design and oversee the projects, and will show it to Ms. Moulding before sending it out. Ms. Moulding gave him the paperwork from the architect the Trustees commissioned to study the project several years ago.

Reports on workshops/meetings/activities

Library Legislative Breakfast (Ms. Moulding)

Ms. Hess, Mr. Twarog, Ms. Moulding, Ms. Downing, Faith Kaufmann, Molly Moss, and Julie Nelson all represented Forbes Library at the Library Legislative Breakfast at the Sunderland Public Library on March 18. The breakfast was attended by Senator Rosenberg and an aide to Representative Kocot. Senator Rosenberg spoke, assuring that he strongly supported libraries, but felt the problem was, as always, insufficient funds. He said the problem at the state level was one of "income, not spending." Representative Ellen Story was more direct saying that the state needed to raise taxes on the wealthy to support services to all.

Positive Management Techniques Workshop (Ms. Downing)

Brian Tabor and Ms. Downing attended a workshop about positive management techniques on April 1 at City Hall. The workshop was offered by the city's Employee Assistance Program and open to city supervisors. At the meeting, the presenters stressed the importance of matching an employee's natural strengths with their tasks when possible and of taking the time to regularly provide specific, positive, but honest feedback to employees.

Other Business

Ms. Hess asked if there would be a Technical Services department report at an upcoming Trustees' meeting. Ms. Moulding said she would ask the department head if she would be willing to do so. The cycle of department head reports will begin again in the fall.

Legal Matter and FLEA Contract Negotiations

At 5:45PM, Ms. Reall moved that the Trustees go into executive session to discuss a legal matter and 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 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, Mr. Petcen, and Mr. Stover left the meeting at 5:45 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.

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.

At 6:15 PM, Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 6:15 PM.