

TRUSTEES OF FORBES LIBRARY
Meeting of May 26, 2016

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Lyn Heady, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Molly Moss; Susan Enz. **Absent:** Mr. Morin

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

Public Comments

Ms. Enz said that she was sad that the Trustees were involved in a legal dispute with the City, and that the library was a very valuable resource to the community.

Secretary's Report

Ms. Hess moved that the Secretary's Report of April 28, 2016 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

The Treasurer's Report of April 30, 2016 prepared by Mr. Morin was distributed. The Aid Fund closed at the end of March with a surplus of \$27,700 due to the receipt of the second payment of State Aid to Public Libraries. The employee wages category was \$6,400 under-budget this month, but over-budget for the year by \$10,300. This category should be under-budget by the end of the fiscal year. The general supplies category is \$3,900 over-budget for the year. The Book & Media Fund has a \$4,300 surplus in April. The income for the month is \$13,000 less than expenses due mainly to the purchase of books. The subscriptions and memberships category is over-budget by \$11,400 for the year. Music is \$3,300 over-budget for the year. Total expenses are \$11,500 over-budget for the year. A \$5,000 transfer will be made in May from the monies collected from the parking meters to the Richard Garvey Book & Media fund in the endowment. Legal fees were paid this month from the Macomber Fund.

Ms. Moulding added that heating gas was under-budget due to the very mild winter, and that approximately \$3,000-\$4,000 in labor & repairs would be billed before the end of the fiscal year.

Ms. Hess moved that the Treasurer's Report of April 30, 2016 be accepted and placed on file. Mr. Twarog seconded the motion, which was passed unanimously.

Department Report - Technical Services

Ms. Moulding presented the Technical Services Department Report for May 2016 prepared by Paula Elliott. The department consists of two full-time staff, Ms. Elliott and Kathryn Mizula, and three part-time staff Brian Marchese, Ryan Duffy, and Sarah Walz. Portia Henle who helped with bibliographic entry and discards retired in December. Ms. Elliott and Ms. Mizula are responsible for cataloging and data entry for all materials. Mr. Marchese is responsible for the Periodicals Collection. Mr. Duffy joined the department in November and is responsible for acquisitions and processing books and CDs. Ms. Walz, along with two volunteers, does book repair. They have been working with Reference and Circulation on a weeding project and have removed 17,310 items including the last of the LP collection. There currently are 177,989 items in the database. Discarded items are disposed of through auction, donation to charities, and through a book sale organized by Steven Stover that took place on May 21, 2016. Another ongoing project is original cataloging for materials

Department Report - Technical Services (continued)

in the Hampshire Room, which is very time consuming. In the last year, 266 items have been cataloged. Once the cataloging is complete, Ms. Elliott will do a shelf inventory to make sure everything is in the database. She has been working with Ms. Mizula to improve the ability of patrons to find materials in the Children's Collection. As part of the Serving Patrons with Disabilities grant, they have developed labels showing if an item is close-captioned, SDH (subtitled for the deaf or hard-of-hearing), or DVS (descriptive video service). Mr. Marchese has been evaluating the periodicals collection and has added twenty-five new periodical titles to the collection, and cancelled 10 periodicals that were not circulating. Mr. Duffy has become proficient in processing books, CDs, and other materials. Ms. Walz and the volunteers in book repair work two hours a week and returned 245 books to the collections. Ms. Henle has continued to work in the department as a volunteer and helps with the original cataloging in the Hampshire Room.

In response to a question from Mr. Carrier, Ms. Moulding said that approximately 40% of the collection in the Hampshire Room has been cataloged and that it was a multi-year project. Ms. Hess said that she would like to thank Ms. Elliott and her staff for the work they do, which often goes unrecognized and unacknowledged by patrons and researchers. She asked if there were any departmental needs the Trustees could help with.

Ms. Reall made a motion to accept the report and place it on file. Ms. Wight seconded the motion, which was passed unanimously.

Administrative Report

Ms. Moulding reported that Mr. Morin is out of town this week so will not attend this meeting. He has rescheduled the representatives from Bartholomew Inc. for the June meeting.

The Trustees Award event was held Saturday, April 30, to honor Bonnie Burnham and Peter Rowe and to celebrate the completion of the handicap accessible elevator. Architect Thomas Douglas showed images of the design process for the elevator and spoke of the architectural history of the building. Mayor David Narkewicz talked about the importance of volunteerism to the community.

The Northampton Pride March was Saturday, May 7. The Forbes contingent consisted of Ms. Hess, Rudy Talaber, Mr. Twarog, Ms. Wight, Mr. Rowe, Ms. Moulding, Naila Moreira, Mary Fagan, Mary's dog Fast Eddie, and a couple of library patrons. As always, the crowds were appreciative and supportive of Forbes Library. Despite the rain, a good time was had by all.

Forbes Library participated in Valley Gives Day held on May 3 this year. Over one hundred generous donors made the Forbes Library a charity of their choice during this 24-hour day of online giving. The library raised \$11,882, including a \$5,000 matching grant from the Friends of Forbes Library and \$400 in prize money from Balise Auto. All proceeds will be used for the programming funds.

The Friends of Forbes hosted an after-hours library tour for donors on Thursday, May 5. A group of about 14 donors met in the Reading Room for wine and cheese. Then Ms. Elise Bernier-Feeley and Ms. Moulding led them around the building talking about the history and functions of the library. It was a lovely event and the attendees asked many questions and seemed to enjoy themselves.

Administrative Report (continued)

Forbes Library had a table at the Health and Safety Fair held at the Senior Center on May 12. Staff answered questions about library services and had examples of various reading formats including large print, books-on-CD, and digital books from the Perkins Library. Passersby were very happy to see the selections and were particularly interested in the e-reader training and e-book collection.

Ms. Bernier-Feeley visited the 5th and 6th grades at Hilltown Charter School in April for a session on local history. She also visited the Easthampton High School AP history classes and those students will be visiting Forbes Library on their own to research from mid-May to early June. Julie Bartlett Nelson hosted 22 High School teachers for a tour in the Coolidge Museum on April 23. The social studies, government and history teachers were in Northampton for a 3-day seminar funded by the Ashbrook Institute. Ms. Nelson also had five students and two teachers from the Clarke School 4th and 5th grade visit the Coolidge Museum on May 9 for a tour and lesson to learn more about Grace Coolidge.

The Northampton City Council's Committee on City Services wants to hear from each city department once a year. They have requested that both Forbes and Lilly Libraries attend their meeting on October 3, 2016. Ms. Moulding and Ms. Downing will speak for the library, but it is unclear yet whether other speakers will be allowed.

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. Wight attended the April 6 meeting of the Friends of Forbes and reported that the garden tour will be more expensive this year because of the number of locations and the need for more directional signage. The Friends discussed the various sources and uses of their funds. The goal for their endowment is \$100,000 and its current value is approximately \$50,000. Ms. Downing talked about the outreach program. The banners out front are getting old and need to be replaced. Ms. Downing is getting quotes from vendors, and will involve the Trustees in the design process. The Friends voted to approve the proposal for a weather station at the library.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, June 16, 2016 at 3:45 PM in the Coolidge Room. Mr. Morin will invite the representatives of Bartholomew Inc. to attend.

The next meeting of the Friends of Forbes Library will be held Wednesday, June 1 at 6:30 PM. Ms. Hess 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

Ms. Moulding and the Trustees received a letter from Peter Rowe dated May 1, 2016 thanking them for the Trustees' award and celebration.

Communications (continued)

Ms. Downing received a "Compliments & Comments" card from a library patron requesting that the library be open more hours. Ms. Downing contacted the patron and explained how the library's hours have been reduced over the years due to budget cuts. Mr. Twarog suggested that Ms. Downing provide a chronology of the reductions in library funding and hours over the years.

FY17 Budget

Ms. Moulding reported that the city released its FY17 budget and Forbes Library received the \$1,236,102 that was requested, and about \$5,000 more than what the city had initially offered. The official budget will be voted on twice by City Council.

Valley Gives Day

The Trustees signed a letter of thanks to Nicole Sibley for her help with the Valley Gives Day Fundraiser. Ms. Downing and Mr. Carrier said that she had been very helpful and thoughtful during the process, and had expertise with signage and the back-end of donor databases.

Letter to Gazette

Ms. Moulding distributed a draft of a letter to the Gazette thanking donors to the elevator project. The Trustees reviewed the letter and made wording suggestions.

Mr. Twarog made a motion to send the revised letter to the Gazette thanking donors to the elevator project. Ms. Hess seconded the motion, which was passed unanimously.

FY17 Book & Media Budget

Ms. Moulding distributed a proposed Book & Media budget for FY17. The Massachusetts Board of Library Commissioners (MBLC) requires that Forbes spend an amount equal to 13% of the total municipal appropriation on books & materials for patrons in order to receive State Aid to Public Libraries. For FY17, this amounts to \$160,693 and is funded from the library's endowment, overdue fines, gifts and bequests, fees, lost book fines, book sales, items sold, the monies collected from the parking meters, and the Doland Fund. No city money is spent on materials. In response to a question from Mr. Carrier, Ms. Moulding said that there is a trend toward more video, young adult fiction, audio books, and ebooks. In response to a question from Ms. Reall, Ms. Downing said that the cost of large print books is about \$20-\$25 per book. The library has been purchasing more of them due to the expanded outreach program and emphasis on accessible formats with the Serving Patrons with Disabilities grant. Mr. Carrier asked if the budget was sufficient and Ms. Moulding said they could always use more, but the need is not as pressing as staff time for more open hours. Using statistics from Interlibrary Loan to identify popular titles, the library is able to do smart buying, and Ms. Moulding plans to ask for an increased amount from the Friends this year. In response to a question from Ms. Reall, Ms. Downing said that videos are still very popular. Ms. Moulding said that streaming video services are not designed for libraries, and charge for the number of downloads.

Ms. Hess made a motion to approve the proposed FY17 Book & Media budget. Ms. Wight seconded the motion, which was passed unanimously.

Internet Use Policy

Ms. Moulding distributed a revised Internet Use Policy. The current policy is out of date mainly because the library no longer uses filtering software on public computers. In response to a question from Mr. Carrier, Ms. Moulding said that the library does not use filtering software in the Children's Department because it does not work. It ends up filtering things it should not and not filtering things it should. She said it is up to parents to monitor their children's internet use.

Ms. Wight made a motion to approve the revised Internet Use Policy. Ms. Reall seconded the motion, which was passed unanimously.

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

Prevailing Wage

Ms. Moulding distributed a document showing examples of the differences in the costs of projects at the library if done using prevailing wages or not. The cost for recent HVAC and electrical projects would be 50% more if using prevailing wage. A recent painting job would have been 30% more. In addition, local contractors are not part of the State's prevailing wage program because of the time and expense of applying into the program. The library would no longer be able to use local labor if adhering to prevailing wage law.

Ms. Moulding read the statement she presented at the last Trustees' meeting about the library committing to pay a fair and living wage: The Trustees of Forbes Library will, for all projects that 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. Reall made a motion to approve the statement on wages as presented by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

The policy will be filed in the Director's office and posted in the Facilities Manager's office.

Director Replacement

Ms. Moulding announced that she is retiring at the end of December. Mr. Carrier said that he really respects and admires Ms. Moulding and her work, and she will be greatly missed. The Trustees discussed creating a search committee to find a new library director. The committee will be chaired by Ms. Hess and include Mr. Carrier, two members of the Friends of Forbes, and two members of the Forbes Library staff. Ms. Hess recommended that Martha McCormick and Serena Smith, President and Vice President of the Friends of Forbes be asked to join the committee. Ms. Moulding suggested that one professional and one paraprofessional staff members be asked to join the committee. Mr. Carrier said that the Trustees should issue a press release as soon as possible announcing Ms. Moulding's retirement and that a search committee has been formed to seek a replacement by January 1, 2017. The salary will be a range of \$80,000-\$90,000 depending on the level of experience. Ms. Hess said the search committee will establish a schedule, write and publicize a job advertisement, interview candidates, and make a recommendation to the Trustees. The Trustees will be part of the interview process and there will be a public interview session.

Director Replacement (continued)

Ms. Reall made a motion to appoint Ms. Hess and Mr. Carrier to the Library Director hiring subcommittee, and to empower them to do what is necessary to move the process forward quickly. Mr. Twarog seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$25 from Richard & Sandy Lorigan, Rockport, MA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from Colleen Kendall, Glide, OR, 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: \$20 from Marilyn Cernak, Easthampton, in memory of Mary Chetham and in honor of Rebecca Chetham, to be deposited in the Morin Fund; \$25 from Nancy & Stuart Wood, Williamsburg, to be deposited in the Morin Fund; \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund.

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

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

Trustees Award

The Trustees received feedback following the Trustees' Award ceremony and celebration of the completion of the elevator project that there was not sufficient recognition of groups of people including city officials, current and former trustees and members of the Friends of Forbes, current and former library directors, former Trustees' award winners, and members of the elevator fundraising committee. The Trustees agreed that overall it was a very nice event, but it turned out not to be a good idea to combine the Trustees' award ceremony with the celebration of the completion of the elevator project. They will consider this feedback when planning future events.

LSTA Grant Report

Ms. Downing reported on the Serving Patrons with Disabilities grant. A Simmons MLIS class visited to learn more about the grant, and the MBLC is bringing students to the library in June to learn more about how Forbes is serving vulnerable and diverse populations. A video tour of the Children's Department has been posted online as a tool to help prepare children for a visit to the library.

Window & HVAC Upgrade

Ms. Moulding reported that the RFP notice went out Wednesday, May 11, for the window and HVAC projects and seven packages were requested on the first day. A walk through for contractors was held May 17. Three contractors attended. Sixteen contractors requested RFPs and the walk through was not mandatory. The RFPs are due June 25 and the contract will be awarded July 29. Ms. Moulding said that the windows must be approved by the Northampton Historical Commission, but that the library was not part of the RFP process, and that the Trustees will not have final approval of the awarding of the contract. This is the first time that the process has been handled entirely by Central Services and marks a departure from past practice. It is indicative of the city's position that Forbes be treated as a city department and not have autonomy in decisions made about the building.

Ms. Enz left the meeting at 5:35 PM.

Building Projects

Mr. Carrier, Mr. Twarog, Ms. Moulding, Ms. Downing, and Jason Petcen met on May 6 to discuss the list of building projects. It was agreed to go ahead with installing the lights for the new elevator and on the center post of the reading room. The cost of the two projects should be around \$6,000. Mr. Petcen received a quote of \$3,200 for painting the first floor lobby. He is seeking quotes for replacing the fence around the outdoor HVAC cooling tower and dumpster. It was decided to add the new fire alarm system, which will cost several hundred thousand dollars, to the FY18 City Capital Improvements request.

Mr. Twarog made a motion to spend \$3,200 from the O'Connor Fund to paint the lobby. Ms. Hess seconded the motion, which was passed unanimously.

Reports on workshops/meetings/activities

Digital Commonwealth (Julie Bartlett Nelson)

Julie Bartlett Nelson, Faith Kaufmann, Dylan Gaffney, Benjamin Kalish attended the Digital Commonwealth annual conference on April 5.

Pioneer Valley History Network Annual Meeting (Julie Bartlett Nelson)

Julie Bartlett Nelson, Faith Kaufmann and volunteer Susan Spencer attended Pioneer Valley History Network's annual meeting on May 2.

Organization of American Historians Conference (Julie Bartlett Nelson)

Julie Bartlett Nelson attended the Organization of American Historians annual conference in Providence April 7-9.

Legal and Personnel Matters

At 5:45 PM, Mr. Twarog moved that the Trustees go into executive session to discuss a legal matter and personnel matters because discussion in open meeting would be detrimental to the library's position. 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. The Trustees invited Ms. Downing, Ms. Moulding, and Ms. Sheirer to remain as guests at the executive session. Ms. Heady and Mr. Petcen left the meeting at 5:45 PM. Mr. Carrier, Ms. Downing, Ms. Hess, 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 7:08 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 7:08 PM, Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 7:08 PM.