

TRUSTEES OF FORBES LIBRARY
Meeting of July 27, 2016

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

The meeting was called to order at 6:33 PM in the Watson Room.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of June 16, 2016 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented a revised May 31 Treasurer's Report with some wording changes and updated numbers.

Ms. Reall made a motion that the Revised May 31 Treasurer's Report be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin presented the Preliminary Fiscal Year-End Treasurer's Report of June 30, 2016. The Aid Fund closed with a deficit of \$14. In June \$3,300 was paid for water and sewer and \$4,600 for labor/repairs. Worker's compensation insurance is now reported separately from employee wages for the fiscal year end comparison. Mr. Morin will create a new line item for State Fees and enter a \$500 payment to the Commonwealth of Massachusetts for the Form PC filing fee. Mr. Morin will also split the Trustee's expenses category into two separate line items, one for the Trustees' Award Expenses and the other for Trustees' Administrative Expenses. The Book Fund has a deficit of \$195 for the fiscal year. Monthly expenses were \$4,300 more than monthly income for June. Total income is \$2,000 under budget, and total expenses are \$2,300 over-budget. The Programming Fund has a balance of \$6,673 from donations from Valley Gives Day. The Macomber Fund received \$5,377 from vendor refunds for FY16 invoices. A transfer of \$1,811 was done to the MacFarlane Fund for previous fiscal year receipts. The following transfers were made from the endowment to the operating account in FY17: \$10,000 from the Garvey Book/Media Fund to Book & Media fund; \$500 from the Doland Reference Room Fund to the Book & Media Fund; \$10,000 from the Stahl & Halberstadt Technology Fund to the Halberstadt Fund; \$8,300 from the Doland Reference Room Fund to the Doland Fund, which brings the total in the account to \$10,000. Mr. Morin will close out the O'Connor, 2nd Century, and Elevator Construction Funds, leaving a \$7,512.05 balance in the MacFarlane Fund. There is an additional \$23,985 in the MacFarlane Fund in the endowment. There is a cash balance of \$84,305.42 at the end of the fiscal year. Mr. Morin will ask Bartholomew Inc. to group all the book funds together on the endowment report in the future.

Ms. Hess moved that the Preliminary Fiscal Year-End Treasurer's Report of June 30, 2016 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Administrative Report

Ms. Moulding reported that there have been additions to the Trustees' page on the library's website. A new paragraph has been added entitled "News". Currently it contains the Trustees' press release of June 1 and links to related articles. The sentence "The Trustees follow the Commonwealth's Open Meeting Law (**G.L. c. 30A, §§ 18-25**)" was added to the second paragraph entitled "Meetings". The 2015 Annual Report has been completed and added to the Annual Reports portion of the page. A print copy was distributed to the Trustees. Mr. Carrier asked Ms. Moulding to send a print copy to the mayor, and electronic copies by email to the city councilors.

The summer reading programs are going very well. Over 250 children have signed up which is a substantial increase over previous years. The adult and teen programs are also going very well with over 177 patrons participating. Prizes include Winetasting tickets, Tuesday Market coins, and Historic Northampton material. While the program officially runs until the end of August, there will be an all ages closing ceremony on August 12. There will be a large interactive outdoor obstacle course as well as a puppet show.

The library held a second outdoor concert on July 13 that featured a band called The Pangeans performing world music. The concert was attended by about 150 people and recorded by NCTV to air at a future date.

Ellen Sulzycki left Forbes earlier this month to take a professional position in the Springfield Library System. She completed her MLS while working at Forbes Library as a children's room assistant. She will be missed for her creativity and enthusiasm. A former IPT employee named Mairead Poulin was hired to replace her and she will begin in September. Jude McGowan, longtime children's room librarian, has also announced her retirement in October and will be greatly missed. She has worked at Forbes for 28 years. Another children's room employee, Kat Janasek, is also leaving to begin library school.

The upcoming Cookies with a Curator schedule is: Northampton area soldiers in the Civil War (August 18); The Castle on the Hill, Forbes Library history, (September 15); Family History Month (October 20); White House events in the Coolidge era (November 17); Forbes Library art collection (December 15).

The July 8 Arts Night Out program was "En plein air", a French term referring to the act of painting outdoors with natural subjects and light. Ten notable local artists showcased their skills al fresco throughout the late afternoon and evening. It was an interactive event during which participating artists welcomed onlookers to watch them work and engage in conversation about the technique. The artists were clustered in a variety of locations along the regular Arts Night Out gallery walk route. Jeffrey Gatrall, Kathleen Hession and Elizabeth Lehman were stationed at Forbes Library. Other artists included Susan Barocas, David Brewster, Robert Markey, Paula Gottlieb, Frank Gregory, Scott Prior, and Elizabeth Stone.

The Volunteer and Staff Barbecue will be held Thursday, August 18, at 11:00. There will be a cookout, corn from the Petcen farm, desserts, games, prizes, and a musical freestyle by library volunteer dog star, Percy.

Ms. Reall 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

There was no Friends of Forbes meeting this month.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, September 15, 2016 at 4:00 PM in the Watson Room. There will be a warrant in August, which will need to be signed by three Trustees.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 7 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, September 12, and December 5. Ms. Reall will attend the September 12 meeting, and Mr. Carrier will attend the December 5 meeting.

Communications

A letter dated July 1, 2016 was received by Susan Enz from Representative James McGovern thanking her for contacting him to express her support for the Library Services and Technology (LSTA) grant at Forbes.

FY17 Budget

Ms. Moulding reported that the library rolled its trash removal contract in with that of the city's, saving the library about \$1,700. Forbes is expecting to pay about \$10,000 in vacation payouts this year with the retirement or resignation of three staff members. Funds for vacation pay out are not included in the original budget. The library will roll its elevator contract in with the city's in June of 2017 when the library's contract expires. That should save the library several thousand dollars. The library's contract was full service. The city's elevator contract includes basic maintenance but not repairs. Ms. Reall said that it makes sense to save money when purchasing in bulk as long as it is clear who is responsible for repairs. Ms. Moulding said the elevator company needs 3 months' notice to renew or change the contract. In response to a question from Mr. Carrier, Ms. Reall said that city departments also pay vacation pay-outs when staff retire. The city is beginning to put caps on how much vacation time can be accrued.

End of Year Report

The library has not sent a year-end financial report to the city since the city auditor told the Treasurer it was not necessary. The Trustees discussed when to send the fiscal year-end report and decided to send it after it is approved at the September meeting.

Treasurer's Report Approval

For transparency and as a best practice, Mr. Morin requested that someone above him approve the bank reconciliations including bank statements and outstanding transactions on a quarterly basis. It was agreed that the Library Director would take on this role.

Socially Responsible Investments

Mr. Morin said that Alex Bartholomew replied by email saying that Bartholomew Inc. does not have any clients who have fully developed a holistic socially responsible investment plan. They are currently working with the city on divesting from fossil fuels, however it is very difficult as many energy companies that include solar or wind may also have a coal plant. Additionally there may be fossil fuel investments included in mutual funds. Mr. Carrier asked Mr. Morin to ask Mr. Bartholomew to come and speak to the Trustees on where the city is on this subject.

Lucentini Payment

Ms. Moulding reported that a payment to the law firm of Reall, Lucentini, and Lucentini is included on this month's warrant. The bill is charged to the EFT Fund. The Trustees were asked to authorize the Treasurer to transfer \$11,367.64 from the Cutter Fund, which does not include any patron donations or city funds, to the EFT Fund.

Ms. Wight made a motion to transfer \$11,367.64 from the Cutter fund to the EFT fund, and to authorize future transfers from the Cutter Fund for attorney's fees as needed. Ms. Hess seconded the motion, which was passed unanimously.

Facility Projects

Ms. Moulding reported that the enclosure around the Dumpster and HVAC cooler near the parking lot is rotting away. Mr. Petcen would like to replace it with PVC materials. He has asked for estimates from three installers (Hastie Fence, L&L Fence, and Fitzgerald Fence) and has chosen Hastie Fence. The project will cost \$6,855. The ceiling fans in the library are old and would be more functional if replaced with more efficient modern two-way fans. There are five fans on the main floor that could be replaced for about \$750 per fan for a total of approximately \$3,750. The projects will be paid for out of the Macomber Fund unless there is a prevailing wage issue and then payment will come from the MacFarlane Fund.

Ms. Hess made a motion to approve spending \$6,855 from the Macomber Fund or the MacFarlane Fund at the discretion of the library director to replace the enclosure around the dumpster and HVAC cooler. Ms. Reall seconded the motion, which was passed unanimously.

Ms. Hess made a motion to approve spending \$3,750 from the Macomber Fund or the MacFarlane Fund at the discretion of the library director to replace the five ceiling fans on the main floor in the lobby and reference room. Ms. Wight seconded the motion, which was passed unanimously.

In response to a question from Ms. Hess, Ms. Moulding said that the fans will be architecturally correct and attractive. Mr. Carrier said there is a patron willing to pay some of the expense.

Photography Policy

A proposed amendment to the library's existing Photography and Video Policy was distributed to the Trustees. The additional language sets forth parameters for taking pictures or videos of patrons in the library and at library programming. In response to questions from Ms. Hess, Ms. Downing said that the policy applies to both library staff taking pictures of patrons at events, as well as photos taken by patrons at library events. If patrons do not wish to be photographed they can notify library staff.

Ms. Reall made a motion to approve the proposed amendment to the library's Photography and Video Policy. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gift was received since the last Trustees' meeting: \$100 from the Garden Club of Amherst to be used to purchase "horticulture/agriculture books or related items", to be deposited in the Book & Media Fund.

Gifts, Bequests, Sales, etc. (continued)

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

There were no undesignated gifts, bequests, or receipts from sales/rents this month.

LSTA Grant Report

Ms. Downing reported on the Serving Patrons with Disabilities grant. The grant is now three quarters complete. There is a film screening this evening about the American disabilities rights movement and a sensory story time in the children's department beginning in September. There is money earmarked for requests for accommodations, transcription, task lighting and a multi-directional microphone for the community room, and other equipment purchases.

Director Search Committee

Ms. Hess reported on the activities of the Director Search Committee. Copies of the job ad for the position and the job description were distributed. Ms. Hess said the committee made a few editorial changes to the job description approved by the Trustees. The ad has been posted on the library's website and several other library-oriented websites, and will appear in the Daily Hampshire Gazette on Saturday and the following Friday. Applications are due September 1. The search committee will conduct preliminary screening which may include telephone interviews at the beginning of October. Interviews will take place in October and early November, and recommendations will be made to the Trustees at their November meeting. The new director will start on January 3, 2017. A community forum is scheduled for August 10, 7:00-8:30 PM to get feedback on the library's priorities, and the desired qualities of the new director. There will be a similar staff forum on August 9. Feedback will also be accepted by email. The next meeting of the search committee is August 9. Mr. Carrier thanked Ms. Hess for her thoughtful and methodical approach to leading the search committee.

Window & HVAC Project (Janet Moulding)

Ms. Moulding reported that there were three responses to the city's RFP for an architect to design the window and HVAC project at Forbes Library. They were from Garofalo Design Associates of Boston, Jones Whitsett Architects of Greenfield, and Russo-Barr Associates of Burlington, MA. Mr. Carrier, Ms. Moulding, and Mr. Petcen met with David Pomerantz, Head of Central Services for the city and Chris Mason, Sustainability Officer for the city on Thursday, July 21. The meeting was very congenial and it was agreed that the three respondents would be interviewed in the Coolidge Museum by the same group during the first week of August. Mr. Pomerantz agreed that this project and future library projects would be subject to the approval of the Board of Trustees and that Mr. Petcen would act as Clerk of the Works. Ms. Moulding will send an email thanking Mr. Pomerantz and confirming the agreements made.

Reports on workshops/meetings/activities

None this month

Legal Matter

At 8:00 PM, Ms. Hess moved that the Trustees go into executive session to discuss a legal matter because discussion in open session would be detrimental to their litigating position. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, and Ms. Wight all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding,

Legal Matter (continued)

Mr. Morin, and Ms. Sheirer to remain as guests at the executive session. Ms. Enz and Mr. Petcen left the meeting at 8:00 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 8:22 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, and Ms. Wight all voting in favor.

At 8:22 PM Ms. Wight moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 8:22 PM.