

**TRUSTEES OF FORBES LIBRARY**  
**Wednesday, October 19, 2016**

**Present:** Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Stephanie Friedman.  
**Absent:** None.

The meeting was called to order at 6:30 PM in the Watson Room.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Reports of April 28 Executive session, May 26 Executive session, June 1 Special meeting/Executive session, June 16 Executive session, June 23 Special meeting/Executive session, June 27 Executive session, August 19 Special meeting, August 19 Executive Session, and September 15 Executive session be accepted but not placed on file with a few minor corrections. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of September 15 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms. Moulding distributed the Treasurer's Report of September 30, 2016 prepared by acting Treasurer Cheri Buckhout. The Aid Fund closed at the end of September with a surplus of \$5,800, reducing the deficit for the first quarter to \$9,000. The deficit is a result of the first 3-pay period month and the insurance being paid in full for the year during July. The Book Fund has a surplus of \$3,600 in September, increasing the fund balance at the end of the first quarter to \$14,000. The Special Collections Fund has a deficit of \$500 for the first quarter due to the \$6,400 paid in professional services for the cleaning of *Orpheus and Eurydice*. The E.F.T. fund had a distribution from the endowment of \$11,700 to reimburse the FY16 legal fees. A \$5,000 transfer was sent to the Garvey Book & Media Fund in the endowment from the monies collected from the parking meters. The annual \$10,000 transfer for FY17 was deposited to the Halberstadt fund in August. The ending balance in the fund for the first quarter is \$6,200. A transfer of \$8,000 was deposited to the Doland Fund for FY17 in August resulting in a surplus of \$8,000 in the fund for the first quarter. The interest income earned from the operating account at Florence Bank is deposited into the Edward Morin Fund since it has the largest surplus balance of all funds and remains at a consistent level.

In response to a question from Ms. Wight, Ms. Moulding said that the expenses for the director's search are being paid from the Macomber Fund. Ms. Moulding recommended making a transfer from the endowment to the Special Collections Fund.

Mr. Twarog made a motion to transfer \$8,000 from the endowment to the Special Collections Fund in the operating account. Ms. Hess seconded the motion, which was passed unanimously. Ms. Moulding will inform Ms. Buckhout and ask her to make the transfer.

**Treasurer's Report** (continued)

Ms. Reall moved that the Treasurer's Report of September 30, 2016 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

**ARIS Report**

Ms. Downing distributed copies of the Annual Report Information Survey (ARIS) for 2016 along with a graphic handout highlighting significant data. Staffing, hours, and collection size have remained level. The collection size has remained level due to keeping pace with weeding. This year the Massachusetts Board of Library Commissioners (MBLC) has started asking about use of electronic collections. There were nearly 70,000 searches performed, mostly in locally purchased databases including Ancestry, Newsbank for the Daily Hampshire Gazette, Mango Languages, and Tumble Books. Book circulation went up 6% this year, likely due to an emphasis on readers' advisory and displays. Ebook circulation is up 100% to an all-time high of 11,374. Audio CD use is down nearly 5%, due to the shift to streaming audio. Downloadable audio increased from 5,578 last year to 7,874 this year. Overall, there was a 2.8% increase in circulation. Interlibrary Loan grew this year after leveling off the past couple of years with a 9.5% increase in materials received and a 15.5% increase in materials loaned to other libraries. On-site loans to people from other communities increased 2.25% to 99,679 representing 27% of circulation. Attendance in the library was up 16% to 235,462 or 103 people for every open hour last year. Meeting rooms were used 1,685 times last year by various groups and organizations. Reference transactions were down 11%, although this figure is based on a weeklong sample and may not be accurate. Ms. Downing will monitor the situation. Adult programming attendance was up 19% this year to 11,079. This is due in part to the continuation of highly attended outdoor events as well as a continuing increase in the number of ongoing programs such as book groups, wellness classes, and discussion groups. Registered borrowers were down 5% to 16,261 due in part to a database purge. Wireless sessions were up 15% to 17,322 or 8 sessions each open hour along with 646 people using library computers each week. The state is starting to organize profiles on assistive technology and of the list provided Forbes has screen magnification software, a Braille embosser, scanning system and software, portable magnifiers, assistive listening devices and screen reading software. Forbes also offers instruction on the use of the technology and a mechanism for outreach to people with disabilities through a Disability Advisory Board. The Trustees said they were very happy with the report and the usage of the library.

**Administrative Report**

Ms. Moulding reported that Dylan Gaffney, Faith Kaufmann, and Ben Kalish of the library's Information Services team are now able to notarize documents and collectively are available during most of the library's open hours. She is pleased to add this service and it has already been utilized several times during the first month.

Jude McGowan's last day as Head of the Children's Department was October 7 after 28 years at Forbes Library. The staff presented her with a card and gift on her last day and she was touched. Her final accomplishment was bringing Jarrett Krosoczka in to paint a mural in the stairwell leading down to the Children's Department. She is looking forward to retirement and spending time with her new puppy.

Children's and Coolidge staff collaborated to present a program about voting held in the Coolidge Museum. Mayor Narkewicz read *Grace for President*, a book

**Administrative Report** (continued)

about a girl running for class president, to a group of 17 kids and their parents. Attendees asked the Mayor questions about his job in local government and Julie Bartlett Nelson spoke about the museum, who represents the people of Northampton currently, and how voting works. Afterwards an election was held between Pigeon and Piggie, two Mo Willems book characters. The event was reported by the Gazette and received front-page coverage.

Ms. Downing, Molly Moss and Alene Moroni will speak on three separate panels at the New England Library Association conference in Danvers, MA this month. Ms. Downing is speaking on a panel about the community read program for *Being Mortal*, Molly Moss is speaking on a regional round table on readers' advisory, and Alene Moroni is on a panel about programs where librarians pick their favorite books to promote.

The next Musicians-In-Residence will be Jeannette Muzima and Frances Blasque, the Gray Divas, who will be replacing the Well-Tempered Ukes who have been in residence at Forbes for the last couple of years. The Gray Divas do songs with ukulele, guitar and percussion. They have eclectic influences including jazz and Spanish music. Since Ms. Blasque is from Hawaii, they have a lot of Hawaiian history and culture to share. The Well-Tempered Ukes final performance is November 9 at 7:00 PM, at the end of which they will introduce the Gray Divas.

The upcoming Cookies with a Curator schedule is: November 17, White House events in the Coolidge era; December 15, Forbes Library art collection, both at 2 PM.

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

**Friends of Forbes Meeting**

Mr. Carrier attended the October 5 meeting of the Friends of Forbes and reported that they discussed the refugee program and how the library will be involved in helping refugees from Syria, Burundi, and the Congo. The Friends will have a meeting to debrief on the recent wine tasting and are looking for ways to improve the event. This year's wine tasting brought in about \$7,000 compared to \$3,460 in 2014, due to an increase in sponsorships and ticket sales. Mr. Petcen donated his time the evening of the wine tasting. The Friends are looking at options for their newsletter, and exploring using an online template and publishing it less frequently. The Friends are reviewing their by-laws. Mr. Carrier said that with the current financial climate, the Trustees will be coming to the Friends more often for funding.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, November 17, 2016 at 3:45 PM in the Watson Room. The representatives from Bartholomew Inc. will attend the meeting.

There will be a special meeting of the Trustees on Thursday, November 10 at 3:15 PM in the Coolidge Museum to review the candidates for Library Director and make a selection.

The next meeting of the Friends of Forbes Library will be held Wednesday, November 2 at 6:30 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 Monday, December 5. Mr. Carrier will attend on behalf of the Trustees.

**Communications**

There were no communications this month.

**FY15 Audit Report**

Ms. Moulding reported that the library received the FY15 audit report from auditor Rob Morton of Boisselle, Morton & Associates, LLP. A copy of that audit report was distributed to the Trustees. The report did not include any recommendations.

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

**Replacing Treasurer**

Ms. Moulding reported that Cheri Buckhout has been hired as acting Treasurer for the Trustees of Forbes Library. Ms. Moulding distributed to the Trustees a job description and an advertisement for the position of Treasurer.

Ms. Hess made a motion to formally approve Ms. Buckhout as acting Treasurer. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Wight made a motion to approve the Treasurer's job description and advertisement for the position, and to authorize advertising for the position. Mr. Twarog seconded the motion, which was passed unanimously.

The position will be advertised online and in the Daily Hampshire Gazette.

**Director Search Committee**

Ms. Hess reported that interviews are underway for the Forbes Library Director. Lynn Piotrowicz and J. Matthew DeLaney have been interviewed. Adam Novitt will be interviewed on October 20 and Lisa Downing will be interviewed on October 24. The notes from the interviews will be approved at the next Trustees' meeting and posted online. After the last interview on October 24, comments from staff and the public will be assembled and reviewed. A Special Meeting will be scheduled for Thursday, November 10 at 3:15 PM in the Coolidge Room to make a decision. Ms. Sheirer will publicly post the meeting agenda to include selection of the new Library Director and approval of the interview notes.

**Gifts, Bequests, Sales, etc.**

The following undesignated gifts were received since the last Trustees' meeting: \$50 from Daniel Dewey, Worcester, in memory of Geraldine Perez, to be deposited in the Morin Fund; \$100 from the Senofonte family, Windsor Locks, CT, in memory of Geraldine Perez, to be deposited in the Morin Fund; \$25 from Al & Shirley Cohen, Easthampton, in memory of Geraldine Perez, to be deposited in the Morin Fund; \$1 from the Jane Goldfield, Northampton, in memory of Geraldine Perez, to be deposited in the Morin Fund; \$20 from Ruth Barham, Northampton, in memory of Geroge "Jeff" Hutchinson, to be deposited in the Garvey Fund; \$84 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$100 from Tony Margherita, Chicago, IL, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund.

The following receipt from sales/rents was received since the last Trustees' meeting: \$1,500 from Old School Commons for the lease of land to be deposited in the Morin Fund.

There were no designated gifts or bequests this month.

**Gifts, Bequests, Sales, etc.** (continued)

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

**LSTA Grant Report**

Ms. Downing reported on the Serving Patrons with Disabilities grant. The grant is now complete and all the money has been spent. A report has been submitted with analysis including pre- and post-surveys. The surveys of staff and patrons show that the grant has hit most of its targets, which were focused on hearing and vision impaired patrons. The library still needs to work on the difficult issue of chemical sensitivity. The advisory board will continue to meet several times a year to talk about new things to consider and new technology and initiatives they have heard or read about.

**Outreach Delivery Service**

Ms. Downing reported on the status of the Outreach Delivery Service. She distributed a fact sheet on the history of the outreach program and the current program. There is now a paid volunteer coordinator, Maria Sperduti, who oversees the program of 19 volunteers who deliver books to 42 patrons. The volunteer program has been in place for almost a year and it is now time to evaluate it and provide direction for the future. Ms. Downing said that the Ms. Sperduti is working about 3-5 hours per week now that the transition period has been completed. A survey of volunteers and patrons was conducted and both groups find the experience very rewarding. The Trustees asked Ms. Downing to invite Ms. Sperduti to the November Trustees' meeting to report on the program, make recommendations on how to improve and enhance it, and provide estimates of what it would entail financially. Mr. Carrier is attending the November meeting of the Friends of Forbes and will let them know that the Outreach program will be discussed at the November Trustees' meeting.

**Head of Children's Department**

Ms. Moulding reported on the activities of the search for the Head of the Children's and Young Adult Department. There were 21 applicants for the position, and five candidates will be interviewed.

**Mural on Children's Stairway**

Ms. Moulding reported that noted children's book and graphic novel author, Jarrett Krosoczka, has finished painting the mural on the walls of the stairs down to the Children's Department. The official mural celebration will be Saturday, November 5, at 10:00 AM. Mr. Krosoczka will read from his latest book.

**Stavros Award**

Ms. Downing reported that Forbes received a Stavros Award for its activities for the Serving Patrons with Disabilities grant. The Paul Winske Award is given to community members who have improved access for people with disabilities.

**Painting Attribution**

Ms. Moulding reported that the painting, *Orpheus and Eurydice* which was recently returned after restoration at the Williamstown Conservation Center has been appraised by Lewis Shepard of Boston. He has estimated the "retail replacement value for insurance" at \$28,000. This is described as "the price . . . that would be required to replace [the painting] with another of similar age, origin, appearance, provenance and condition within a reasonable length of time in an appropriate and relevant market." The artist who painted it is still unknown.

**Capital Improvement Requests**

Ms. Moulding distributed copies of the Forbes' Library Capital Improvement Requests for the FY18-FY22 period. This year the handicap accessible elevator is no longer on the list of requests. Added this year was about \$20,000 to replace the fire alarm system throughout the library. The forms submitted were distributed. The other two items on the list are replacing the windows throughout the building and installing a dedicated HVAC system for the Coolidge and Local History rooms.

**Windows & HVAC Project**

Ms. Moulding reported that there was a preliminary meeting with the architect and engineer for the window replacement and HVAC project where they laid out the plan for studying the building and offering 2-3 options. David Pomerantz, Chris Mason, Mr. Carrier, Ms. Moulding, Ms. Downing, and Jason Petcen were also present at the meeting. Preliminary review of the windows will begin Tuesday and the plan should be completed by December 15.

**Reports on workshops/meetings/activities**

Coolidge Advisory Board Meeting (Dylan Gaffney) Notes from the September 12 meeting of the Coolidge Advisory Board were distributed.

**Legal Matter**

At 7:34 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. Mr. Twarog 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. Friedman and Mr. Petcen left the meeting at 7:34 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 7:55 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Mr. Twarog seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

At 7:55 PM, Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 7:55 PM.