

TRUSTEES OF FORBES LIBRARY
Thursday, November 17, 2016

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Cheri Buckhout, Interim Treasurer of Forbes Library; Kat Janeczek, Children's Department; Maria Sperduti, Forbes Outreach Volunteer Coordinator; Mr. Joshua Paul of Bartholomew Inc.; Serena Smith, observer for the Friends of Forbes Library; Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA); Susan Enz. **Absent:** None.

The meeting was called to order at 3:48 PM in the Coolidge Room.

Bartholomew Inc.

The Trustees introduced themselves and Mr. Paul to Cheri Buckhout, the Interim Treasurer of Forbes Library. Mr. Paul presented the Portfolio Review as of November 15, 2016. The value of the portfolio is approximately \$4.65 million. He discussed the current cash level, performance, and asset allocation. The greatest gains over time are in domestic and international equity, which also carry the greatest risk, and make up about 50% of the portfolio. The other 50% is made up of bonds and alternatives which balance the account and smooth out the volatility. The return on the portfolio is 2.31% year to date. Mr. Paul said the market is at a point right now where it is fairly valued. The income on domestic equity is 1.84% in 2015 compared with 2.55% in 2014, however the value of the stocks has increased. The net amount that Forbes has invested is \$2.5 million and the market value of the portfolio is currently \$4.65, a net return of approximately 7% since they took over the account. Mr. Paul discussed the individual asset positions and said that some stocks don't pay dividends but increase in value over time. It makes sense to own both type of stocks to preserve cash flow during years of slow growth in the market. Mr. Paul said that international markets continue to be depressed and show very low returns, which continues to make the U.S. market more appealing.

Mr. Carrier ask Mr. Paul to remove the Bisallion Fund from the report as it has been closed for several years, and to group all the book funds together on the report.

Public Comments

There were no public comments.

Outreach Delivery Service

Maria Sperduti, Outreach Delivery Volunteer Coordinator, attended the meeting to talk about the program and answer any questions the Trustees may have. Ms. Sperduti thanked the Trustees for inviting her to the meeting and for supporting the program. She said it has been a delightful experience working with the volunteers and the patrons and she distributed quotes from some of the outreach volunteers. The Trustees said they appreciated her efforts. The program has distributed over 2,300 items to patrons since February, and the feedback has been very good. She would love to reach out to the community and find patrons who would appreciate someone coming into their homes to provide materials they may not be aware of and cannot get themselves. The library can reach out to housebound individuals through Meals on Wheels and other services. Ms. Sperduti currently works about 3 hours a week and suggested adding 2 more hours a week to expand the patron and volunteer bases.

Outreach Delivery Service (continued)

Ms. Downing said this first year of the program was a transition year and a lot of the work of organizing the program was put in up front. The stipend for the volunteer coordinator is current \$3,000 and adding an additional 2 hours per week would raise that by \$2,000 to \$5,000. If the Trustees approve, the Friends could be approached and asked for the additional funding at their December meeting. The Trustees agreed that a sustainable funding model is crucial to the success of the program, and it cannot rely upon individual's donations each year. In response to a question from Mr. Twarog, Ms. Sperduti said the program is currently servicing 4 facilities, and would be able to increase that by 3 more with the extra hours, and also expand to include individual homes. Mrs. Sperduti would also increase the volunteer base to meet the demand of the increased patron load. Ms. Downing said that the program has not been widely publicized during this first transitional year, and the focus has been on converting the existing patron base to the new service model. Ms. Downing said that the system is now in place and they are prepared to open it up to more people. Flyers could be sent with Meals on Wheels deliveries, and the city could be targeted section by section so as not to overwhelm the program. Ms. Moulding said that funding by the Friends will provide stability to the program, and donors interested in supporting the program could contribute to the Friends. The Trustees discussed concerns that operating the program through volunteers will result in the city not funding the outreach service and perhaps expecting volunteers to staff other library programs. Ms. Downing said the outreach volunteers function more as surrogates for the patrons they serve and do not step behind the desk to take on staff roles. Ms. Wight asked about the other stakeholders involved including the facilities where the patrons live, and Ms. Sperduti said they have not shown much interest in the program. Ms. Enz suggested approaching the management at nursing homes again to convince them that the outreach program provides many health and quality of life benefits to residents and is a great selling point for their facility. Ms. Downing said there is a new Senior Center director. They have one van for medical appointments and are getting a second van that could be used to transport patrons to the library.

Mr. Twarog made a motion to increase the Volunteer Outreach Coordinator hours by 2 hours per week, and to ask the Friends to fund the additional \$2,000 in stipend cost. Ms. Hess seconded the motion, which was passed unanimously.

The Trustees thanked Ms. Sperduti for her work. Ms. Sperduti and Ms. Enz left the meeting at 4:30 PM.

Ms. Downing said she understands the Trustees concerns and appreciates their leap of faith. It is a priority for her to look for ways to fit Outreach back into the regular budget with stable funding from the city.

Secretary's Report

Ms. Hess moved that the Secretary's Report of October 19 be accepted and placed on file. Mr. Twarog seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of the executive session of October 19 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Reall moved that the Secretary's Report of November 10 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of October 31, 2016. The Aid Fund closed at the end of October with a surplus of \$2,300, reducing the cumulative deficit to \$6,800. The deficit is mostly a result of the first 3-pay period month and the insurance being paid in full for the year in July. The Book Fund has a deficit of \$800 in October, decreasing the fund to \$13,200. This is due to the increase in book purchases. The Lyman Special Collections Fund has a deficit of \$1,400. \$8,000 was transferred out of the endowment and into the fund in November, which will bring the fund to positive \$6,400. The E.F.T. Fund has a deficit of \$2,800 due to additional legal fees paid in October. The Garvey Book & Media Fund has a balance of \$5,600. Income for the month was \$2,800. The Halberstadt Fund has a balance of \$6,000 and dropped \$200 for supplies and miscellaneous expenses. The Doland Fund ended with a positive balance of \$9,600 after spending only \$100 in supplies. The interest income earned from the operating accounts at Florence Bank are deposited into the Edward Morin Fund as it has the largest surplus balance and remains at a consistent level.

Ms. Hess made a motion to transfer \$2,800 from the Cutter Book Fund in the endowment to cover the deficit in the E.F.T. Fund. Ms. Wight seconded the motion which was passed unanimously.

Mr. Carrier told Ms. Buckhout that the Treasurer has been authorized by the Trustees to make a \$5,000 transfer from the Garvey Book/Media Fund to the endowment whenever the balance in the account exceeds \$5,000.

Mr. Twarog moved that the Treasurer's Report of October 31, 2016 be accepted and placed on file. Ms. Wight seconded the motion which was passed unanimously.

Children's Department Report

Kat Janeczek, Interim Head of the Children's Department reported on the activities of the Children's Department for the last year. Ms. Janeczek thanked the Trustees for having her at the meeting. She has been at Forbes since 2009 when she was on work study. She left and then returned last year and has been holding down the fort for the past month since Ms. McGowan retired. Ms. Janeczek said that the department is running well, encouraging dreamers and readers to change the future and the world. The children's department goes beyond the traditional concept of a children's library to provide a safe space for homework and tutoring with a new emphasis on programming. It provides an important function of society in terms of education while not focusing solely on reading and learning. Teens spend time in the young adult room interacting with each other and playing on the computer. An issue that has arisen is the placement of the two children's computers in the young adult room. There is a big crowd of regular users after school creating a blend of older kids working on homework side by side with five and six-year-olds using the computers, which can be noisy. There is not enough space for everyone, and young adults need a space they can call their own. They purchased two Kindle Fires with touch screens for kids that are preloaded with games, which can help ameliorate that problem. The Trustees thanked Ms. Janeczek for bring this to their attention and said it is something to address in the coming year.

Ms. Janeczek said that progress since last year includes the expansion of Paco's fish tank funded by the Friends. The Children's Department is now issuing library cards to children in fifth grade and below which makes it easier for parents to keep track online of what their children have checked out. They have installed path finders based on topics that perhaps kids do

Children's Department Report (continued)

not want to ask librarians about including LGBTQ subjects. Programming has been very successful this year. The summer reading program was extended and ran from Memorial Day to Labor Day. It included challenge maps for three different age ranges and reading levels. The emphasis for the younger kids was on getting outside and keeping active. Other programming included movie nights, such as a "drive-in" movie night where kids brought in cardboard boxes they decorated at home and sat in their "cars" to watch the movie. There is a yoga class that brings in about 9 to 10 parents and children per week. There was a science series on Saturdays spearheaded by Stephen Stover. There was a stuffed animal sleep over program that was very successful on social media where children dropped off their stuffed animals who were then taken pictures of using the library at night. A sensory story time has been started, and materials were purchased with funds from the LSTA Serving Patrons with Disabilities grant. So far attendance has been limited, but there are plans to reach out to preschools and grow the program in the future. Recently there was the reception and celebration of the new mural on the stairway down to the Children's Department, where children got the chance to paint flowers on the mural. Ms. Janeczek is excited about the new department head, Sarah Johnson, and is looking forward to her starting on December 2. Ms. Janeczek attended the Jackson Street library fundraiser last spring and Forbes is looking for ways to facilitate connections and help. They are coordinating efforts this year for the giving tree, and will be distributing items. Ms. Janeczek then showed a video made with funds from the LSTA grant about what to expect when visiting the library, which included a tour of the Children's Department. The Trustees thanked Ms. Janeczek for her report and all the work she's done for the Children's Department.

Administrative Report

Ms. Moulding and the Trustees congratulated Ms. Downing who was chosen to be the next director of Forbes Library. Ms. Downing will begin her directorship on January 1. Staff and patrons have been effusively enthusiastic over her promotion.

Saturday, November 5, was the ribbon cutting for the new Children's Room stairway mural. Over 60 children and adults listened to artist Jarrett Krosoczka tell the story of the mural and read his new book. Attendees finished off the mural by painting flowers on the picture of the library lawn at the bottom of the stairs. Mairaid Poulin who has worked off and on in the children's department for years from high school and through her time at Smith College, will be leaving at the end of the month to take a job at the Williamstown Historical Society. We thank her for all she has brought to the children's department and wish her the best as she begins her new career. The Trustees asked Ms. Moulding to prepare a thank you note for Mr. Krosoczka for his work on the mural.

Spearheaded by Forbes Writer in Residence, Forbes Library is supporting National Novel Writing Month (NaNoWriMo), an event that encourages writers of all experience levels to tackle the challenge of writing a novel in November. Launched in 1999, NaNoWriMo inspires its 300,000+ participants with pep talks, a huge and supportive online community, and a host of web-based writing tools, <http://nanowrimo.org/>. Write-ins are being held throughout the month on Mondays (4:30-6:30 pm) and Fridays (3-5 pm) to give participants a chance to work on their novels as a group. The write-ins will also welcome those working on the 30 Poems in November fundraiser run by the Center for New Americans. NaNoWriMo will wrap up with a community reading on Wednesday, 12/14 from 7-9 and prizes will be awarded to all participants who complete the challenge.

Administrative Report (continued)

After several requests to Rich Parasiliti, tree warden, and Donna LaScaleia, head of the DPW; on November 1, the DPW sent a truck, chipper, and lift to remove the hanging branch in the large maple tree at the back of the parking lot. However, despite a request from Jason, they did not trim any other dead branches while they were up in the tree.

Forbes has a new book bag to sell. It is very handsome and features an image from an old woodcut of the library. The cost is \$11 each. Special thanks to Steven Stover and Dylan Gaffney for designing them.

The last Cookies with a Curator for this year will be December 15 at 2:00 PM with Faith Kaufmann giving a tour of the Forbes Library art collection. On January 19 Elise Bernier-Feeley will begin the 2017 series with "The Autograph book: the stories behind the autographs."

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. Moulding attended the November 2 meeting of the Friends of Forbes and reported that they have a potential new member. Serena Smith said that with this addition, the Friends board will be up to their full complement of members for the first time in seven years. Their newsletter is in process; all the articles are in and it will be out soon. They decided to rejoin the Chamber of Commerce for another year and will try to have more of a presence at the "Arrive at 5" events including administrators and Trustees. They approved an additional \$252 for the banners, which should be up before the next meeting, and agreed to pay 50% towards the Director's retirement party, which will be held Thursday, December 1 at 5:00 PM in the Coolidge Museum.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, December 15, 2016 at 4:00 PM in the Watson Room. Mr. Twarog is unable to attend the December meeting.

The next meeting of the Friends of Forbes Library will be held Wednesday, December 7 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 Monday, December 5. Mr. Carrier will attend on behalf of the Trustees.

Communications

There were no communications this month.

Financial Report

There was no financial report this month.

New Director Contract

The Trustees signed the contract for the new Director. Ms. Downing thanked the Trustees for the opportunity and said she is very excited to continue working on current initiatives as well as developing new ones.

Assistant Director Search Committee

Ms. Moulding reported that now that Ms. Downing has been offered and accepted the position of Library Director, the position of Assistant Director needs to be filled.

Assistant Director Search Committee (continued)

Ms. Reall made a motion to appoint a search committee for Assistant Director to replace Ms. Downing, including Ms. Downing, Ms. Moulding, Mr. Carrier, Ms. Hess, Jennie Lamour, and Julie Nelson, and that search committee expenses be paid from the Macomber Fund. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Downing has been working on a draft of the job duties and advertisement and will try to get it out as quickly as possible. Ms. Moulding has agreed to help out to make the transition as smooth as possible.

Bonus for Secretary

Ms. Moulding reported that Ms. Sheirer has attended ten extra meetings this year and produced minutes for eleven. Because of this extraordinary request for her time, the Trustees discussed a bonus of \$1,000 from the Macomber Fund for Ms. Sheirer this year.

Mr. Twarog made a motion to approve a bonus of \$1,000 Ms. Sheirer for the extra work she has put in this year to be paid from the Macomber Fund. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following undesignated gifts were received since the last Trustees' meeting: \$30 from Dann & Elizabeth Hall, Coopersburg, PA, to be deposited in the Special Collection Fund; \$100 from Robert & Eileen Mahar, Florence, in memory of Geraldine Perez, to be deposited in the Morin Fund; \$100 from Northampton Area Pediatrics, Northampton, in memory of Geraldine Perez, to be deposited in the Morin Fund; \$500 from Todd Thompson, Northampton, to be deposited in the Morin Fund; \$500 from Fidelity Charitable, Cincinnati, OH, matching gift for Todd Thompson, Northampton, to be deposited in the Morin 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; \$110 from friends of Geraldine Perez in memory of Geraldine Perez, to be deposited in the Morin Fund.

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

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

Head of Children's Department

Ms. Moulding reported that Sarah Johnson has been hired as Head of the Children's Department beginning on December 2nd. Sarah will be coming to Forbes from the Brooklyn Public Library System where for the last five years she has been a children's librarian, information supervisor, and communications coordinator. She has her MLS from Queens College, NY and a BA in English and Government from Connecticut College. Sarah impressed us all with her enthusiasm, innovativeness, and desire to reach out to the community.

Replacing Treasurer

Ms. Moulding reported on the progress of the Treasurer search committee. The position was advertised in the newspaper and online and there were 13 applicants. She, Mr. Carrier, Ms. Downing, and Jennie Lamour will interview 2 candidates including Ms. Buckhout and the Trustees will make a decision at their next meeting in December.

Forbes Library Employee Association (FLEA) Officers

Ms. Moulding reported that the FLEA has elected new officers for the upcoming year. Jason Petcen and Dylan Gaffney will be returning as president and vice president. Kat Janeczek was elected as Secretary and Susan Schaeffer will be the Financial Officer.

Stavros Award

Ms. Downing reported that Forbes Library received a 2016 Paul Winske Access Award from Stavros in recognition of the improvements the library has made to accessibility for people with disabilities. In 2015 Forbes installed a new elevator to provide safe and reliable access into the building. The library was also commended for providing accessible formats such as large print and Braille materials, audio books and videos with audio adaptations. In the Stavros Access Awards program Forbes is praised, "Just as exciting are the many new assistive technology devices and software applications: magnifying glasses along with a desktop magnifier and screen magnification software, screen reader software, and listening systems at service desks. The folks at Forbes have gone all out!" In addition to the "Forbes For All" elevator campaign, the library has been working on improving access through a two-year federal grant provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners. Ms. Downing said she was very honored to receive the award which will be displayed in the Watson case in the lobby.

Reports on workshops/meetings/activities

Western Massachusetts Library Association (WMLA) 2016-The Social Media Explosion (Faith Kaufmann) Notes from the social media talk were distributed. New England Library Association (NELA) Conference Notes (Lisa Downing) Notes from the NELA conference were distributed. Ms. Downing said that the NELA conference included violent intruder training, and she would like to bring someone in to the library to do training for staff within the next year.

Other Business

Mr. Carrier reported that he, Ms. Moulding, and Ms. Downing had attended the Capital Improvement Projects meeting and discussed the window replacement, HVAC, and fire alarm projects. The current fire alarm system is 20 years old and does not allow for additional capacity to add an alarm to the elevator, and does not have the ability to notify as to the location of the fire within the building. A new system will have these features and would cost about \$27,000.

Legal Matter

At 5:26 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. Reall 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. Buckhout, Ms. Downing, Ms. Moulding, and Ms. Sheirer to remain as guests at the executive session. Ms. Janeczek, Ms. Smith, and Mr. Gaffney left the meeting at 5:26 PM. Ms. Buckhout, 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 5:45 PM, Ms. Wight moved that the executive session be ended and the regular meeting reconvened. 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.

Legal Matter (continued)

Mr. Carrier reported that David Pomerantz has heard back from the architects who have completed the study of the condition of the windows. There will be a meeting where the architects will present two alternate proposals. The Trustees are concerned that the library will not have a say in the decision.

At 5:47 PM, Ms. Hess moved to adjourn the meeting. Ms. Reall seconded the motion, which was passed unanimously. The meeting was adjourned at 5:47 PM.