

TRUSTEES OF FORBES LIBRARY
Thursday, January 19, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Serena Smith, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Julie Bartlett Nelson; Faith Kaufmann; Dylan Gaffney; and Susan Enz. **Absent:** Ms. Reall.

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

Painting Restoration Proposal

Ms. Kaufmann presented a proposal regarding the conservation of paintings in the collection. When Lewis Shepard was here to appraise the restored Orpheus and Eurydice painting, he noticed the Elbridge Kingsley landscapes on the main floor and recommended that they be professionally cleaned, which would make them look brighter. The paintings need to be examined in the lab for an accurate estimate, but an approximation is about \$1,700 per painting. The library has received a recent donation that could cover the cost of cleaning one painting. Ms. Kaufmann recommends that they be done one at a time, both for cost reasons, and so all the walls are not empty at one time. She suggested beginning with one of the larger ones on the first floor. The Trustees suggested that Ms. Kaufmann look into borrowing a painting to hang in their place while they are away being cleaned. If this is not possible, a sign should be hung saying the painting is away temporarily for cleaning.

Ms. Wight made a motion to begin the cleaning process for the Elbridge Kingsley paintings. Ms. Hess seconded the motion, which was passed unanimously.

Calvin Coolidge Presidential Library & Museum (CCPLM) Advisory Board Sign Recommendation

Ms. Nelson presented a recommendation made by the CCPLM Advisory Board for a sign on the library grounds promoting the Coolidge Museum. The new outdoor banners do not include any mention of the museum and the advisory board is interested in exploring options including a banner, a free-standing sign, and other signage elsewhere in town that advertises the presence of the museum not only for tourists but also to publicize it locally in the community. It has been several years since there was discussion with the city about signage downtown. The City now has a way-finding committee that could be approached about possible signage for the museum. Several years ago, the Trustees looked into a sign advertising the museum on Rt. 91, but the cost then was \$15,000, and the museum is not open enough hours to handle the traffic a sign like that might generate. Mr. Carrier suggested forming a sub-committee to look into signage options and bring options and recommendations back to the Trustees. He said that the signage should be attractive and appropriate for the building and could be funded from the Coolidge Fund.

Ms. Wight made a motion to create a sub-committee to pursue signage for the Coolidge Museum including Ms. Downing, Ms. Wight, Ms. Nelson, and two members of the Coolidge Advisory Committee. Ms. Hess seconded the motion, which was passed unanimously. Ms. Nelson will schedule the meeting with the sub-committee and let them know the Trustees' concerns.

Ms. Kauffman, Ms. Nelson, and Mr. Gaffney left the meeting at 4:20 PM.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of December 15 be accepted and placed on file with a few minor corrections. Mr. Twarog seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of December 31, 2016. The Auxiliary Services Fund closed the month with a surplus of \$152 decreasing the cumulative deficit to \$607. The Aid Fund closed with a surplus of \$6,685 decreasing the cumulative deficit to \$35,698. The monthly surplus is a result of \$4,244 in payroll allocations to other funds. The Book Fund has a surplus of \$1,736 for the month, increasing the fund to \$12,203. This is mostly due to a \$1,000 gift and an increase in fine income. The E.F.T. fund is at a deficit of \$2,547 due to legal fees paid in November and December. The Garvey Book/Media Fund has a \$381 surplus for the month as a result of parking income and allocated payroll expenses. The fund currently has a surplus balance of \$1,678. The Halberstadt Fund has an ending balance of \$3,637. It dropped due to computer and office expenses of \$2,299. The Hosmer Fund ended the month with a deficit of \$110 due to allocated payroll expense of \$186. The Lyman Special Collection Fund has a deficit of \$1,406 due to the allocation of payroll expenses to the fund. The cumulative balance in the fund is positive at \$4,876. The MacFarland Fund has a deficit for the month of \$587.16 mostly due to the painting of the children's stairway rail and front entry rail. The fund has a surplus balance of \$6,831. The Macomber Fund has a deficit of \$1,626 for the month due to \$1,000 in allocated wages and expenses for Ms. Moulding's retirement party. The Outreach Fund ended the month with a surplus of \$282 after allocated payroll expenses of \$1,059. 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 of all the funds, and remains at a consistent level. Mr. Carrier told Ms. Buckhout that legal fees should be paid from the Cutter Fund as previously authorized by the Trustees.

Ms. Buckhout presented a list of improvements she is making to the current processes. Some suggested improvements will need to wait until Ms. Buckhout is more settled in her position, while others are already in progress. Changes to QuickBooks are already underway that will streamline processes and improve reporting functionality. Ms. Buckhout has been working with Jennie Lamour to find ways to make QuickBooks more useful.

Mr. Carrier asked Ms. Buckhout to bring the board up-to-date on her FY17 budget concerns. Ms. Buckhout said that she needs to look more in-depth, but because of the three 3-pay period months this fiscal year, and prior year carry-overs, there is the potential for a substantial deficit in the Aid Fund this fiscal year. Mr. Carrier asked that as Ms. Buckhout brings the books up to date, she ascertain the amount of the deficit and determine how much is due to overages attributable to this year versus carry-over from prior years, so that an accurate budget amount can be determined for FY18. Ms. Downing said that the city is likely to ask for the FY18 budget request within the next six weeks.

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

Departments Head Report: Programming

Ms. Downing reported on adult programming. 2016 was the second year of "Modern Real and Surreal: Artists & Writers on the Modern Age" literary

Departments Head Report: Programming (continued)

series curated by Naila Moreira, and Ms. Downing has asked her to stay on for a third year. There were two large outdoor concerts in 2016 and two outdoor movies. There is a monthly film club series and Forbes participated in the Northampton film festival. The monthly "Cookies with the Curator" series has continued. There were several programs offered in partnership with other city organizations including the Meadow City Conservation, Cinema Northampton, Pioneer Valley History Network and more. There was expansion of recurring offerings including Pet & Pencil, visits by a therapy dog, and an Ancient Greek language-learning group. There was also continuation of accessibility themed offerings. Ms. Downing reported that this year there were 9,675 participants at programs for adults. She distributed a detailed summary of both special and recurring events. She expressed gratitude to the Friends of Forbes for their ongoing support. The Friends gift of \$3,000 was used as a donor incentive during Valley Gives Day, resulting in an additional \$6,000 for programming that was split between adult and children programming. Valley Gives Day will be May 2 this year and Ms. Downing suggested that programming once again be the theme since it has universal appeal and the Friends annual gift can be used as leverage for matching gifts. Ms. Downing said that staff from all areas of the library are involved in programming bringing their individual personal skills, interests, and connections to the community. She is also looking forward to the new Assistant Director bringing new and exciting ideas for programming. Ms. Downing said the library has expanded its use of social media, especially Twitter, to promote programming, and is reaching new audiences of different ages and backgrounds. Ms. Downing said that through the many partnerships with individuals and organizations, programming strengthens the library's relationship and impact in the community.

In response to a question from Mr. Carrier, Ms. Downing said the attendance numbers were down slightly from last year partly due to a decrease in the outdoor film attendance. There were two outdoor films this year and last year there were three. Also, there is increased competition with other groups doing outdoor films, sometimes on the same evening. Mr. Carrier asked Ms. Downing to send this report along with the Children's Department report to the mayor to demonstrate that the library is doing so much more than lending books.

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

Administrative Report

Ms. Downing reported that it has been a busy month in the administrative office. She is settling into her new role and is very grateful for the wonderful support and encouragement she has received from the staff and the community. She looks forward to the addition of an Assistant Director to the team, but is managing in the meantime.

One of the additional challenges this month has been the implementation of a new electronic time card system in mid-December. Ms. Lamour has done a wonderful job preparing for this change and assisting the staff throughout the process. It will become second nature after a while and the efficiency and additional features the new system provides will more than make up for this rough patch.

The new phone system installation happened on Monday, December 19 and went fairly smoothly. Most of the problems have been worked out, although there are still important issues to resolve.

Administrative Report (continued)

Instagram is the latest addition to the library's suite of social media platforms. The library recently gained its 1,000th follower, which is a wonderful milestone. Instagram has surpassed Facebook and Twitter as the network with the largest number of young users.

This month some of the book shelving in the Children's and Young Adult Department had to be repaired due to the inadequate brackets in the original design and the weight of the books bowing the shelves over time. Several shelves collapsed, including when patrons were nearby, although luckily no one was injured. Mr. Petcen contacted JohnCarlo Woodworking and they were able to quickly devise a solution to replace the existing brackets with much stronger ones. The solution did not require replacing any of the shelving.

Lately, the aging fire alarm system has been tripped erroneously more often. After the latest incident, the fire department said that some of the smoke detectors needed to be replaced and this work has been completed. Funds have been requested to replace the system entirely from the Capital Improvements Board. Capital improvements said they would consider it.

Work on Paco's fish tank this month has involved extensive electrical work behind the tanks that must be completed before the larger tank can be installed. Beaulieu Electrical moved two out-of-date panels to a new panel in the electrical closet, which cost about \$5,000. The Friends are funding the project, which should come in on budget.

The library's weather station was installed on January 11 in the back parking lot. Temperature, precipitation and wind speed are now being recorded and will be made available on the library's website as well as uploaded to web based weather sites. Ms. Downing would like to thank Jasper Lapienski for bringing the idea of the weather station to the library and the Friends of Forbes for purchasing it.

A car parked in one of the library's handicapped spots caught on fire on January 13. A patron walking by noticed and reported it to a staff member. The fire department responded quickly. The car was totaled but luckily no one was injured and damage to the property seems minimal.

A patron survey is being conducted this month to find out what kinds of "things" they would be interested in borrowing from the library. Brian Tabor from Circulation is spearheading this effort. The library already offers instruments, e-book readers, and a small number of other non-traditional items. This service is becoming more common among public libraries and Ms. Downing is excited to see what ideas the community comes up with to expand the offerings.

January is "Food for Fines" month, where patrons can pay their overdue fines with food items that are being collected for the Northampton Survival Center.

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

Mr. Twarog attended the January 4 meeting of the Friends of Forbes and reported that they discussed Paco's fish tank. They are looking for ways to track how donors find out about the Friends and are looking to expand the membership committee. The Special Events committee is considering a bus trip

Friends of Forbes Meeting (continued)

to Hyde Park on May 13 including bus rental, lunch, and a tour. They are working on new by-laws, which they plan to have completed by their annual meeting in April. They are investigating options for printing their newsletter but will keep it the same for now. They will be getting involved in the library's strategic planning process due to begin in the spring.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, February 22, 2017 at 4:00 PM in the Watson Room. A new photograph of the board will be taken at the February meeting and meeting dates for the remainder of 2017 will be scheduled.

The next meeting of the Friends of Forbes Library will be held Wednesday, February 1 at 6:30 PM. Mr. Twarog will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be meeting in 2017 at 4:00 PM on Mondays, March 6, June 5, September 11 and December 4. Mr. Carrier will attend the March 6 meeting on behalf of the Trustees.

Communications

Ms. Downing received an email on January 6 from Margo Jones of Jones Whitsett Architects with information about the proposals for the window upgrade project. Mr. Carrier, Ms. Downing, and Mr. Petcen met with Ms. Jones and David Pomerantz to discuss options including retrofitting. Mr. Pomerantz suggested a package including the windows in Ms. Nelson's office and along the South and East elevations on the second floor and a new HVAC system for Special Collections for a cost of approximately \$275,000. There has also been discussion with the Historic Commission who prefers restoration, but will consider the retrofitting option. There is one bid that came in very low, and the building committee is arranging a meeting with that firm to see examples and have them visit onsite to provide a more accurate quote.

The Trustees received a letter from the Massachusetts Board of Library Commissioners (MBLC) announcing the first distribution of state aid to public libraries. Northampton will receive \$23,969.33 of which Forbes will receive 80%. Ms. Downing said this is on target with what was budgeted for this year.

FY17 Operating Budget Report

FY17 is half over and Ms. Downing distributed a spreadsheet containing the original FY17 budget, expenditures for the first half of the year, estimates of year-end expenditures, and resulting overages or underages. Ms. Downing said there are still some questions and she is working with Ms. Buckhout to resolve issues with personnel expenses including unemployment and FICA. Utilities seems to be on track for the year. She has reviewed labor and repair expenses with Mr. Petcen, and there are no red flags at this point. Refuse removal will go down a little this year as the library's contract is rolled into the city's contract. Auditing expenses might change if a new firm is engaged, and paper housekeeping supply expenses have increased.

Election of Officers and Roberts Rules of Order

Ms. Hess made a motion to elect Mr. Carrier as President. Mr. Twarog seconded the motion, which was passed unanimously.

Mr. Twarog made a motion to elect Ms. Hess as Vice President. Ms. Wight seconded the motion, which was passed unanimously.

Election of Officers and Roberts Rules of Order (continued)

Ms. Hess made a motion to appoint Ms. Sheirer as Secretary. Mr. Twarog seconded the motion, which was passed unanimously.

Western Massachusetts Library Advocates

Ms. Downing reported that the Western Massachusetts Library Advocates (WMLA) organize the Library Legislative Breakfasts as well as conduct yearlong advocacy on behalf of libraries in the region. The Trustees are requested to give \$50 to WMLA to renew the annual membership in WMLA and offset the cost of the breakfast.

Ms. Hess made a motion to contribute \$50 to the WMLA. Mr. Twarog seconded the motion, which was passed unanimously.

Trustees Award

The Trustees discussed recipients for the 2017 Gertrude P. Smith Trustees Award. Ms. Downing suggested Mikki Michon who recently retired from the Friends of Forbes board after serving as secretary for 15 years. She also coordinates the drive for votes for Forbes for the annual Florence Bank Customer's Choice Community Grants program. Ms. Downing also suggested best-selling children's book author and illustrator Jarrett Krosoczka, who painted the stairway to the Children's Department and who was very generous with his time and talents.

Mr. Twarog made a motion to give the Trustees' Award this year to Mikki Michon and Jarrett Krosoczka. Ms. Wight seconded the motion, which was passed unanimously.

Mr. Petcen pointed out that there is no more room on the plaque for the Trustees' award recipients. Mr. Carrier asked him to look into getting a new plaque.

Trustees and Director's Goals for 2017

Ms. Downing distributed draft goals for the Trustees and the Director for 2017. The Director's goals for 2017 include short term (1 year): work with Mayor and Trustees to create a building maintenance agreement, seek to reinstate Saturday hours in the summer, produce a new strategic plan for 2018 and file with the MBLC, continue planning for circulation desk renovation, continue planning repairs to the Children's Room entrance, update the library's technology plan, expand the library's community outreach efforts; medium term (2-3 years): form planning committee to consider expansion and improvements in Special Collections areas, renovate circulation desk and surrounding area, install integrated security/circulation system for library materials, replace windows throughout building, install HVAC system for Special Collections, replace library's fire detection system, add a dedicated teen space in the library, add Outreach Delivery Service Volunteer Coordinator's position into operating budget; long term (5 years): increase library hours, increase endowments, replace the Children's Room entrance.

Ms. Downing added that Trustee involvement on the strategic planning committee will be needed in the fall, and she will be working with Mr. Petcen on the technology plan. She is passionate about expanding outreach efforts. In response to a question from Mr. Twarog, Ms. Downing said that there have been issues with the young adults sharing space with younger children and while short-term improvements can be made, longer term planning is needed to create dedicated space for teens.

Trustees and Director's Goals for 2017 (continued)

The Trustees goals for 2017 are: 1) Work with Mayor to draft a building maintenance agreement; 2) Work with Director to develop a new Strategic Plan; 3) Continue to advocate for the library's needs locally and on the state level.

Ms. Hess made a motion to approve the Director's and Trustees' goals for 2017. Mr. Twarog seconded the motion, which was passed unanimously.

Ms. Hess said that in the past she has served as an advocate and liaison between the library and legislators and is happy to continue to do so, but feels that all of the Trustees should be involved with library advocacy.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$500 from Janet & Joseph Dibrindisi, Northampton, PA, to be deposited in the Book & Media Fund; \$200 from James & Marilyn Drisko, Northampton, to be deposited in the Book and Media Fund; \$3000 from Anonymous, to be deposited in the Outreach Fund; \$250 from Nicolas & Janet Gross, Northampton, to be deposited in the Special Collections Fund; \$2000 from Mary Harding, Florence, to be deposited in the Special Collections Fund; \$50 from Joanna Napolitano, Florence, MA, to be deposited in the Book and Media Fund for the purchase of large print books.

The following undesignated gifts were received since the last Trustees' meeting: \$3000 from Edmund DeLaCour's family foundation, Northampton, to be deposited in the Book & Media Fund; \$100 from Scott Morin, Kernersville, North Carolina, in honor of Janet Moulding, to be deposited in the Morin Fund; \$50 from Phyllis Cove, Northampton, MA, to be deposited in the Morin Fund; \$25 from Edna Greene, Leeds, MA to be deposited in the Morin Fund; \$100 from Hilary Detmold, Boston, MA to be deposited in the Morin Fund; \$100 from Alexandra Maggioni, Los Angeles, CA, in memory of Gerri Perez, to be deposited in the Morin Fund; \$200 from Margaret McClamroch, Amherst, MA, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, MA, to be deposited in the Morin Fund; \$50 from Thomas & Elizabeth Caine, Northampton, MA, to be deposited in the Morin Fund; \$42 from Colleen Currie, Northampton, MA, to be deposited in the Morin Fund; \$100 from Mark Aldrich, Hatfield, MA, to be deposited in the Morin Fund; \$10 from Ronald & Patricia Murphy, Goshen, MA to be deposited in the Morin Fund; \$250 from Robert & Janice Keefe, to be deposited in the Morin Fund; \$100 from Peter & Hedy Rose, Northampton, MA, to be deposited in the Morin Fund; \$100 from Christine Hannon, to be deposited in the Morin Fund; \$75 from Ellen Koteen, Florence, MA, to be deposited in the Morin Fund; \$100 from Lise and Eric Sanders, Northampton, MA to be deposited in the Morin Fund; \$70 from Lee Spector, to be deposited in the Morin Fund; \$100 from Dana Salisbury, Easthampton, MA, 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. Downing. Ms. Wight seconded the motion, which was passed unanimously.

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

Welcoming Neighbors Campaign Sign

The Trustees discussed whether the library should post a "Welcoming Neighbors" sign on the front lawn. It is a political sign and there is concern that the library will be asked to post other signs in the future, and protocols and guidelines may need to be developed. Mr. Carrier said that the Unitarian Society developed a policy for signs, and Mr. Twarog asked to see it.

Welcoming Neighbors Campaign Sign (continued)

In this case, the message supports the library's "Forbes for All" mission as well as the American Library Association's bill of rights that includes access for everyone.

Mr. Twarog made a motion to post the "Welcoming Neighbors" sign on the front lawn of the library. Ms. Hess seconded the motion, which was passed unanimously.

Assistant Director Search

Ms. Downing reported that the search committee selected four candidates to interview for the position of Assistant Director. Each candidate was offered a tour of the library. Then each candidate was asked to present for five minutes to the staff and the search committee about an innovative patron service that he/she has developed. After the presentation, the search committee interviewed the candidate. The day ended with the candidate going out to lunch with Ms. Downing and Ms. Lamour. The schedule of interviews was as follows: Thursday, January 5, Molly Moss; Monday, January 9, Emily Nichols; Tuesday, January 17, Faith Kaufmann; Thursday, January 19, Kirk Morrison.

Ms. Downing said that the search committee has collected information and input from staff, and will synthesize it and determine next steps. Mr. Carrier said the committee will decide if they need to talk to one or more candidates a second time, but do not want the process to go on too long so that the position can be filled in a timely way to help Ms. Downing through the transition. Once the search committee and Ms. Downing have arrived at a recommendation, a special meeting of the Trustees will be scheduled to approve the selection.

Elevator Contract

Ms. Downing reported that she has been in communication with the city's Central Services to discuss rolling the library's elevator contract into theirs. This will involve a bidding process that is expected to happen this spring with the new contract starting mid-year. There are potential cost savings by doing this although that still needs to be determined. One important difference between the contract the city has and the library's current contract is that the library's current contract includes monthly maintenance and repair. The new contract would provide quarterly maintenance and would not include any repairs. While there have been minimal repairs to the interior elevator in the past, Mr. Petcen is concerned that because the interior elevator is aging there is the potential to face large repair bills in the coming years. A decision still needs to be made about whether the short-term savings will offset the potential long-term costs if the elevator requires repairs in the future.

Reports on workshops/meetings/activities

Coolidge Advisory Committee (Lisa Downing) - Notes from the December 19 Coolidge Advisory Committee were distributed.

Library Legislative Breakfast (Lisa Downing) - Ms. Hess and Ms. Downing attended Senator Rosenberg's district Library Legislative Breakfast at Greenfield Community College on January 13. The importance of being in regular communication with legislators was emphasized. Handouts from the MBLC about this year's legislative agenda and upcoming Legislative Day Bus were distributed. Ms. Downing said the Massachusetts Library System (MLS) has been operating on a reduced budget for a while, and now need to make cuts including eliminating Saturday deliveries in the central part of the state, making substantial cuts to their financial contributions to statewide

Reports on workshops/meetings/activities (continued)

databases, and reducing the amount of consultation and educational opportunities for libraries. The cuts to database funding are the most likely to affect Forbes. Ms. Downing said that contacting legislators online or by writing letters could make a big difference. Ms. Hess said that she is planning to attend Library Legislative Day again this year.

Personnel & Legal Matter

At 5:25 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 the Trustees' litigating position. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor. The Trustees invited Ms. Buckhout, Ms. Downing, and Ms. Sheirer to remain as guests at the executive session. Mr. Petcen, Ms. Smith, and Ms. Enz left the meeting at 5:25 PM. Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:55 PM, Mr. Twarog 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, Mr. Twarog, and Ms. Wight all voting in favor.

At 5:55 PM Mr. Twarog moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:55 PM.