

**TRUSTEES OF FORBES LIBRARY**  
**Wednesday, March 15, 2017**

**Present:** Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Wight. **Also Present:** Nicole Sibley, observer for the Friends of Forbes Library; Sarah Johnson, representative of the Forbes Library Employee Association (FLEA); Faith Kaufmann, Arts & Music Librarian; Susan Enz. **Absent:** Ms. Sheirer.

The meeting was called to order at 4:12 PM in the Calvin Coolidge Public Library & Museum.

**Public Comments**

Ms. Enz thanked the trustees for the shelter and safe place provided for homeless and less advantaged. She thanked them also for the prison project; it is important and gives a voice for people.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of February 22 be accepted and placed on file with a few minor corrections. Ms. Wight seconded the motion, which was passed with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight voting in favor.

Ms. Hess moved that the Secretary's Report of the executive session of February 22 be accepted but not placed on file. Ms. Wight seconded the motion, which was passed with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight voting in favor.

Ms. Reall abstained from both votes since she did not attend the meeting.

**Treasurer's Report**

Ms. Buckhout presented the Treasurer's Report of February 28, 2017. The Auxiliary Services Fund has a cumulative deficit of \$546 due to product purchases exceeding sales to date. The Aid Fund closed the month with a surplus of \$31,092 decreasing the cumulative deficit to \$12,657. The monthly surplus is due to the receipt of state aid of \$19,175 and the funding from the Macomber Fund to cover the white fence surrounding the dumpsters and the painting of the children's area, director's office, and the bathroom. The cumulative deficit is largely due to the two months that there were 3 payrolls, instead of the usual two payrolls in a month. The Book Fund has a deficit of \$3,479 for the month, decreasing the fund to \$12,329. This is mostly due to a large amount of book purchases. The Cutter Fund has a surplus balance due to a transfer from the endowment. Its balance of \$56,100 will be used to cover the portion of the payroll expenses that was not budgeted for. The Doland Fund has a deficit for the month of \$1,888 due to the EvisionWare software purchase and library supplies, decreasing the fund to a surplus balance of \$7,210. The E.F.T Fund is at a deficit of \$6,109 due to legal fees of \$3,395, the expense to relocate the circuit breaker panel \$5,428, and the funding from other funds to cover various expenses. The cumulative deficit is \$9,134. The Garvey Book/Media Fund has a surplus of \$1,340 for the month, which increased the cumulative surplus balance to \$5,606. A transfer to the endowment will occur in March. The Halberstadt Fund has an ending balance of \$1,478. It dropped due to computer and office expenses of \$1,660. The MacFarlane Fund had \$550 in expenses funded from another source. The fund's surplus balance is \$7,381. The Macomber Fund had a deficit of \$10,414 for the month due to funding transferred to the General Aid Fund for the white fence surrounding the dumpsters and the painting of the children's area, director's office, and the bathroom. It ended the month with a cumulative surplus of \$8,314. The interest income earned from the operating accounts at Florence Bank are deposited into the Edward Morin Fund as it has the largest

**Treasurer's Report** (continued)

surplus balance of all our funds, and remains at a consistent level. Ms. Buckhout noted that the income and expenses in the financials that have an asterisk next to their name, denotes that the income or expense is a month behind. This means that the income and/or expenses accrued for the month were not received/billed for until the next month, and were not on the previous month's warrant. This will be caught up when the second warrant in June is approved and the bills are paid.

Ms. Wight moved that the Treasurer's Report of February 28, 2017 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

**Departments Head Report: Arts & Music**

Ms. Kaufmann presented a report on the activities of the Arts & Music Department. They began circulating preloaded kindles, modeled on a program at Jones Library. New titles are added every month, based on high demand holds, and the kindles are designed for patrons to take on vacation. An article in the Senior Center newsletter has led to increased interest, and there are now holds on the kindles. New shelves have arrived for Special Collections. The old shelves need to be dismantled. The rare books collection has been relocated, given to other libraries or will be sold. Other parts of the collection are in storage. The new shelves match those recently installed in the Hampshire Room. The 2<sup>nd</sup> music residency is to begin in May with the Grey Divas. There have been many collaborations with other departments, including Circulation and the Children's Department with Far Out Film Club and the Zine Club. The SAA (Society of American Archivists) Instagram Takeover is this week. Forbes is the first public library invited to participate in this. They are sharing images and documents (4-5 a day) from the collection to a wide range of archivists. The States of Incarceration exhibit opening night was on Monday at Forbes and Historic Northampton, and about 100 people attended both events. Historic Northampton added objects from their collection and research on local events for the timeline. Ms. Kaufmann is working with Mr. Petcen to get an estimate to replace the fabric for the Hosmer Gallery, which is 15 years old. The current fabric has holes, is bubbling, is not easily cleanable, and the stickers fall off. Demand is increasing for streaming media databases. It is not possible to divide Evergreen statistics between music CDs and audiobook CDs, but Ms. Kaufmann guesses that audiobook circulation is higher. Streaming databases are pay per use, and are expensive. People are encouraged to use streaming through the Boston Public Library (BPL) eCard. Forbes currently has InstantFlix, which is doing pretty well, and will add Kanopy. Hoopla through BPL has more popular titles.

Mr. Carrier suggested that Ms. Kaufmann meet with Ms. Downing and Ms. Moss to suggest budget needs in regards to streaming media. Ms. Reall commented that a lot is happening in this department.

Ms. Kaufmann left the meeting at 4:29 PM.

**Administrative Report**

Ms. Downing reported that a party for library staff was held at Quarters in Hadley on the evening of March 9. Staff were welcome to bring their families and there were 50 people in attendance. It was a wonderful opportunity to socialize and get to see so many of the children of staff members.

The national traveling States of Incarceration exhibit arrived in early March. Ms. Kaufmann, Mr. Petcen and Frank Gessing have worked very hard on the installation. This is a major endeavor and collaboration with many

**Administrative Report** (continued)

partners including the Public History Department at UMASS and Historic Northampton. The opening for the event took place on March 13 and it will be on view until March 30. The exhibit is part of the Hamptons + Holyoke Read community read project, which has many events at all of the communities through the beginning of May.

The annual Edible Book Friends of Forbes fundraising event will take place on April 2 from 2-4 PM at the Florence Civic Center. Community member Dee Michel is taking the lead in organizing the event this year, which is a wonderful all ages event and has a loyal following.

The Friends Annual Meeting will take place on April 5 at 6:30 PM followed by a musical performance by Skylarkz playing music from the Great American Songbook in the Coolidge Museum at 7:00 PM. Skylarkz includes Nick Kachulis, a former member of the Friends board. The business meeting is at 5:30 PM.

The library's strategic planning process has begun in earnest. Ms. Downing, Ms. Moss and Ms. Wight met to develop a framework and timeline for the process. The plan will cover FY 2019-2024. The trustees will be invited to help brainstorm and strategize during the meeting.

Forbes has been invited to be guest bloggers on the Society of American Archivists Instagram account for the week of March 13. This is the first time that a public library has had this prestigious opportunity. We plan to post several times a day and have gathered items by categories of archives in action (patrons, staff, etc.), Coolidge, photo collection, miscellaneous cool things like maps, manuscripts, bras, scrapbooks, tree slices, etc.

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

**Friends of Forbes Meeting**

Ms. Hess attended the March 1 meeting of the Friends of Forbes and reported that the meeting began with Ms. Moss introduced and welcomed as the new Assistant Director. The Friends report a \$72,469 cash balance. Nicole Sibley reported on the donor management system Little Green Light. They will experiment for a month before making a decision. They are planning a bus trip to Hyde Park, New York. The deadline for reservations is March 29, and 40 people need to sign up for the trip to happen. The Wine Tasting will be held Sept 22. The first meeting of the committee is March 27. They approved the Community Engagement request for \$2,000. They will accept the Florence Savings Bank Customer's Choice Community Grant of \$2,500 on March 15. The Annual Meeting is coming up on April 5. They are still looking for a treasurer. They received a thank you from the library staff for the Valentines' Day goodies. Ms. McCormick found a box of records going back to the 1980s and is trying to determine if they need to be retained. The Downtown Northampton Association is part of the Awesome Foundation, which has a \$1,000 monthly grant; the library will apply for one regarding the Bay State music scene. The Garden Tour is scheduled for June 10. Valley Gives Day is May 2. The library is working with EBSCO to find a donor for a charging station for devices.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Wednesday, April 12, 2017 at 3:00 PM in the Coolidge Museum. Ms. Buckhout will invite the representatives from Bartholomew Inc. to attend.

**Next Meetings** (continued)

The next meeting of the Friends of Forbes Library will be held Wednesday, April 5 at 5:30 PM, followed by their annual meeting at 6:30 PM, and a program at 7:00 PM. Mr. Carrier will attend the regular meeting 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, June 5, September 11, and December 4. Ms. Reall will attend the June 5 meeting, Ms. Wight will attend the September 11 meeting, and Ms. Hess will attend the December 4 meeting.

The Facilities Sub-Committee is meeting April 6, at 10:00 AM.

**Communications**

Ms. Downing received a letter dated Feb 23, 2017 from the Northampton Survival Center thanking Forbes for donating 864 pounds of food and household supplies.

Ms. Downing received a letter on March 2 from the Massachusetts Board of Library Commissioners (MBLC) thanking Forbes for participating in the Library Love Letters campaign. A brochure that Ben Kalish put together with quotes from the Love Letters was distributed to the Trustees.

**FY18 Operating Budget Report**

Ms. Downing received an email from City Finance Manager Susan Wright with instructions to create a preliminary budget for FY18. The Clarke & Earle payments are level with last year, \$15,869 payable in July 2017. The city appropriation will be increased by 3% (\$37,083) to \$1,273,185. Ms. Downing included a summary of revenue sources for the Aid Fund in FY18: \$3,600 income from investments Aid Fund, \$15,869 income from investments Clarke & Earle funds; estimated \$38,850 in State Aid; \$1,273,185 appropriation from the City, for a total of \$1,331,504.

Mr. Carrier requested that the bankers from Bartholomew Inc. be asked to attend the April meeting, and be consulted about book fund allocations and income from Aid Fund increases.

**2017 Meeting Dates**

The Trustees scheduled the following meeting dates for 2017: April 12, 3:00 PM; May 18, 4:00 PM, June 15, 4:00 PM; July 27, 4:00 PM; September 21, 4:00 PM; October 19, 4:00 PM; November 21, 4:00 PM; December 14, 4:00 PM.

**Consultant for Strategic Plan**

The Strategic Planning Committee has requested that the Trustees hire consultant Susan Kohler-Gray. The committee will be following the Massachusetts Library System recommended 3 meeting model, which is a more streamlined version of what was done in the past. Hiring a consultant allows the process to be more effective. Ms. Kohler-Gray would lead 2 of 3 meetings, volunteering half of her time.

Ms. Reall, asked if the Friends would pay for the consultant. Ms. Downing stated that they are planning on asking the Friends for \$500 to cover additional strategic plan expenses, and money for a survey prize.

Ms. Reall made a motion to approve the recommendation of the strategic planning committee to hire consultant Susan Kohler-Gray for a reduced fee of \$1,000 from the Macomber Fund or a lesser amount if the Friends increase

**Consultant for Strategic Plan** (continued)

their contribution. Ms. Hess seconded the motion, which was passed unanimously.

**Stakeholders for Strategic Planning**

Ms. Wight led an exercise to help map the library's community constituents as part of the planning process.

**Pride March**

The annual Northampton Pride March will be held Saturday, May 6. The Trustees are asked to discuss whether Forbes will participate again this year. Ms. Hess said the event fosters community engagement, is a chance to promote the library and hand out bookmarks, and is a lot of fun.

Ms. Hess made a motion for Forbes to participate in the annual Pride March on May 6. Mr. Twarog seconded the motion, which was passed unanimously.

**Library Development**

Ms. Downing requested that the Trustees discuss the creation of a committee to further develop resources about planned giving opportunities for patrons. Nicole Sibley had really great suggestions, and has consulted with a colleague. The suggestion is to start with bequests. We will need to increase awareness, and produce explanatory materials. This could be included in future donations, Friends' mailings, and sent to lawyers' offices. A handout from Jones Library was shared. Ms. Sibley offered to help with language for the website. We may want to consult with an attorney. Ms. Sibley stressed the importance of sharing donor stories, such as Doland and Forbes, with numbers and experiences to inspire others. Gifts can be of any size.

Mr. Carrier said it makes sense to do this in conjunction with the Friends. Some people might want to give to the Friends instead of the Library, and the more options, the better. Ms. Downing said that we have made an annual appeal in the past, but this has been replaced with Valley Gives Day. The library can't have a development office, but it can have a committee. Ms. Reall suggested sending letters to estate planning lawyers in town, so that they are aware of Forbes as an option. We have done this in the past, but it was a while ago.

Ms. Johnson left the meeting at 5:10 PM.

Ms. Reall made a motion to create a committee to develop resources about planned giving opportunities. Ms. Hess seconded the motion, which was passed unanimously.

The committee will consist of Ms. Reall, Mr. Carrier, Ms. Downing, Ms. Moss, and someone from the Friends.

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

The following undesignated gifts were received since the last Trustees' meeting: \$250 from Lisa Baskin, Leeds, MA, to be deposited in the Book & Media Fund; \$25 from Jacqueline Scott, Northampton, MA to be deposited in the Book & Media Fund; \$30 from David Raker, Northampton, MA, to be deposited in the Book & Media Fund; \$50 from Andrea Reber, Northampton, MA to be deposited in the Book & Media Fund; \$25 from Tzivia Gover, Northampton, MA to be deposited in the Book & Media Fund; \$100 from Esther White, Northampton, MA to be deposited in the Book & Media Fund; \$84 from Colleen Currie,

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

Northampton, MA to be deposited in the Book & Media Fund; \$25 from Alexander George, Amherst, MA to be deposited in the Book & Media Fund.

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

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

**Capital Improvements Projects**

Ms. Downing reported that the city's Capital Improvement Plan includes all three of the library's requested projects in FY18. The City Council hearing about the plan will be on March 28 at 7:00 PM. The projects include window replacement for \$400,000, climate control for Special Collections for \$200,000, and upgrading the fire alarm and smoke detector system for \$30,430, for a total of \$630,430.

Ms. Enz left the meeting at 5:21 PM.

Ms. Hess made a motion to approve a statement to the city regarding Capital Improvements Projects as amended. Ms. Reall seconded the motion, which was passed unanimously.

**Head of Reference Department**

Ms. Downing reported that a final revised version of the job description for the Head of the Reference Department is being developed. After consultation with the Information Services Team it was decided to emphasize teaching, technology and collaboration. The job will be posted before the end of the month.

**Facilities Project Committee**

Ms. Downing reported that she, Mr. Carrier, Mr. Twarog, Mr. Petcen, and Ms. Moss met to review list of suggested facilities projects. Additional information is being gathered and then the committee will meet again to prioritize the list.

**Community Outreach**

Ms. Downing reported that the Friends of Forbes approved a \$2,000 grant to fund Community Engagement activities. She distributed a list of scheduled and forthcoming activities including: March 2 Chamber of Commerce Arrive at 5; March 3 ILI Tour; March 3 Historic Northampton Strategic Planning; March 7 Cinema Northampton Planning Meeting; March 10 Massachusetts Cultural District Convening; March 15 Science Fair; March 25 Meltdown Book & Music Festival (will include raffle to benefit Library); March 29 Northampton Education Foundation Spelling Bee; April 8 Zine Fest; April 8 Community Day; April 29 Healthy Kids Day; May 11 Health and Safety Fair.

**Reports on workshops/meetings/activities**

Library Legislative Day (Marjorie Hess) - Ms. Hess, Ralph Holley and Benjamin Kalish represented Forbes Library at Library Legislative Day at the State House on March 7. Ms. Hess reported that Ben and Ralph were both wonderful ambassadors for the library. They took the WMLA bus to Boston. About 15 people met with Senator Rosenberg's staff and talked about funding. They talked about libraries supporting democracy, and how libraries are for absolutely everybody. They met with Peter Kokot's representative. The MBLC's

**Reports on workshops/meetings/activities** (continued)

main point is to make phone calls, and be squeaky wheels. Our legislators are very supportive, but it still makes sense to make phone calls and remind them about supporting libraries. Ms. Hess encouraged everyone to do it at least once.

Coolidge Advisory Board (Lisa Downing) - Ms. Downing distributed notes from the March 6 meeting. A subcommittee to talk about signage was formed. They did a strategic planning exercise on the strengths of the museum, both physical and digital collections, the local history components, and Grace Coolidge. Ms. Reall discussed Campo Bello Island and Roosevelt Park, which has the very successful 'Tea with Eleanor' program, where you have to get tickets weeks in advance. It started as free, but now is paid, with one ticket available for free. Forbes could have a 'Tea with Grace.'

**Legal Matter**

At 5:42 PM, Mr. Twarog 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. Hess 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 to remain as a guest at the executive session. Ms. Moss, Ms. Sibley and Ms. Buckhout left the meeting at 5:42 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:59 PM, Ms. Reall 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.

At 6:00 PM Ms. Hess moved to adjourn the meeting. Ms. Reall seconded the motion, which was passed unanimously. The meeting was adjourned at 6:00 PM.