

TRUSTEES OF FORBES LIBRARY
Thursday, June 15, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Mary Fagan, observer for the Friends of Forbes Library; Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA); Dr. Larry Fields. **Absent:** None.

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

Public Comments

There were no public comments.

Secretary's Report

Ms. Reall moved that the Secretary's Report of May 18 be accepted and placed on file, and that the Secretary's reports of the executive session of May 18 and the executive session of the special meeting of May 19 be accepted, but not placed of file. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of May 31, 2017. The Aid Fund closed the month with a negative net activity of \$11,247. This is largely a result of it being a 3 pay period month. Although \$6,250 was actually paid out of this fund for building insurance, \$5,729 was properly put into prepaid expenses on the balance sheet as an asset and does not currently impact the fund. Prepaid expenses, like insurance policies that are paid in full up front, will be expensed monthly, in equal installments across the policy term. \$19,870 was received in income for the second half of the state aid. The state aid and prepaid expense adjustment reduced the impact of the 3 pay periods so that the cumulative deficit balance is \$6,427. The Book & Media Fund closed with a negative net activity of \$3,231, due to significant amount of book purchases, which for the month were \$8,419. The cumulative fund surplus balance is \$8,059. The E.F.T. Fund has a positive net activity balance of \$9,579 for the month. \$5,172 was transferred out of the endowment to cover previous months' legal fees and \$8,417 from the Friends, of which \$7,417 was for the fish tank. The fund has a deficit balance of \$1,190, of which \$1,995 can be attributed to the legal fees for May. The Garvey Book & Media Fund had \$1,570 in parking meter income. The fund ended the month with a negative activity of \$3,430 due to \$5,000 that was transferred to the endowment. The fund ends with a cumulative surplus balance of \$951. The H. Clifton Kellogg II Memorial Fund ends with a zero balance after transferring the fund balance of \$2,294 to the endowment. The Halberstadt Fund had a negative activity for the month of \$701, all of which is expenses for software, computer supplies and service contracts. The fund has a cumulative deficit balance of \$169. The Lyman Special Collections Fund had \$2,015 in expenses for the month, of which \$1,499 was clock repairs. The fund ends with cumulative balance of \$0. The MacFarlane Fund had \$1,296 in labor and repairs transferred from various funds. This fund has a cumulative deficit balance of \$2,351. 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. The Programing Fund had \$593 of expenses and ends with a cumulative surplus of \$3,201. The Staff Development Fund had \$650 in expenses for the month, which was for conference fees, travel, and employee appreciation. The fund has a cumulative surplus balance of \$2,594.

Treasurer's Report (continued)

Ms. Downing said that income in the Book & Media fund is down this year and will be discussed later in the meeting, and that funds are needed to be transferred into it to cover the potential deficit.

Ms. Hess made a motion to transfer up to \$10,500 from the Edward Morin Fund to the Book and Media Fund to cover the potential deficit. Ms. Wight seconded the motion, which passed unanimously.

Ms. Downing said that in the past the Trustees have made \$5,000 transfers into the Lyman Special Collections when needed.

Mr. Twarog made a motion to transfer \$5,000 from the Lyman Special Collections Fund in the endowment to the Lyman Special Collections Fund in the operating account. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Reall moved that the Treasurer's Report of March 31, 2017 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Library's Poster Collection

Dr. Larry Fields presented an idea for a display case for the library's poster collection. Dr. Fields said the library's collection of about 250 historic posters, digital photographs, maps, and other archival documents should be made more visible to the community. He suggested building a special cabinet to display the materials based on a unit he saw at the New York Public Library and he offered to pay for it. Materials from the collections would be rotated in and out of the cabinet for public display. The Trustees said that the materials must be secured and protected from light and other environmental effects. Ms. Downing said that the standard for archival storage is for materials to be laid flat. It was agreed by consensus that Dr. Fields will work with Ms. Downing and Special Collections staff to develop a design that meets the criteria and is in keeping with the building's architecture. A plan will be developed including costs estimates and presented to the Trustees at a future meeting. A suitable location in the library, out of the way of traffic, will need to be identified. Mr. Carrier thanked Dr. Fields for his generosity now and in the past.

Dr. Fields left the meeting at 4:30 PM

FY 2017 Sick Leave Buy Back

Ms. Downing reported that a request for an additional appropriation of \$5,678 from the City to cover a portion of the sick leave buy back from the two employees that retired this year was sent to the Mayor's office. Ms. Downing distributed a copy of the request along with the City's response. The Mayor said that Forbes should use the \$10,656 in earnings from the Forbes Aid Fund to pay the expenses. Upon the exhaustion of the Aid Fund income for the fiscal year, the City will be obligated to appropriate sufficient funds to pay remaining expenses. Ms. Downing responded that she reached out to Brian Jamros, Vice President of Bartholomew, Inc. who manages the library's endowment to ask about this and to review the fund's history. It was discovered that the earnings from the Aid Fund were in the negative two of the last six years, and that taking the full deficit from the fund would not fall within the guidelines of the library's total return investment model and would not be prudent. The mayor responded that the will of Judge Forbes stipulates that the earnings are to be spent on necessary expenses, and that no additional appropriations can be made until there is further clarity on this issue. Mr. Carrier said that the earnings in the fund are meant to

FY 2017 Sick Leave Buy Back (continued)

create a buffer against bad times, and if the earnings are spent every year, the balance in the fund will decrease over time until the fund is depleted. He said that prudent management of the endowment is in the long-term best interest of the city. Ms. Reall said that maintaining a high level of fiduciary responsibility includes having reserves. She noted that it was the city that asked Forbes to include the provision for sick leave payout upon retirement, as is done for city employees, and that otherwise Forbes would not be in this predicament. The Trustees agreed by consensus to ask Mr. Jamros again for his professional opinion about the prudence and long-term effects of spending all of the earnings in the Aid Fund.

FY 2018 Book & Media Budget

Ms. Downing presented the FY 2018 Book and Media Budget. Ms. Downing said that income to the fund in FY17 is about \$2,788 less than budgeted. Replacement library cards, fines, and books paid for are significantly down. Fees for replacing library cards were reduced earlier in the year from \$2 to \$1 to reduce barriers to access and to create a more welcoming environment. Ebooks expire automatically and do not generate fines or replacement costs. Book sales increased and contributions from the Doland Fund increased from \$500 to \$1,500. Earlier in the year, undesignated gifts were deposited to the Edward Morin Fund, but going forward they will be allocated first to the Book & Media Fund until the Municipal Appropriations Requirement (MAR) is met to qualify for state aid before being allocated to other funds.

The Trustees discussed replacement costs for library cards. The current policy is that the first library card you receive from Forbes is free, and replacement cards are \$1, but the fee has been waived in some cases where the original card has been very old. Ms. Moss said that the \$2 replacement fee has been a deterrent to some users. Ms. Wight suggested making the replacement cost a suggested voluntary donation and encouraging patrons who can afford it to give more. She said that the trend has been for libraries to reduce or eliminate fines. Current fines are \$.10/day for books and \$.25/day for videos. Mr. Carrier said that decisions must take the library's budget and lost revenue into account. He said meeting the Municipal Appropriations Requirement (MAR) for state aid to public libraries will be a challenge going forward and that a larger conversation about funding is needed, including asking Bartholomew Inc. about larger withdrawals from the endowment without draining the funds. For FY18, Ms. Downing is asking the Friends for \$8,000 instead of \$5,000, allocating more undesignated gifts, and increasing income from the Garvey Book & Media Fund and the Doland Fund.

Ms. Moss presented the proposed FY18 Book & Media Fund expenditures with an increase of 2.5% to meet the MAR, bringing the total to \$165,515. Reference titles have been reduced and two new line items have been added. Broadside Collections are books from the Broadside Bookshop offered at a discount from their inventory. Collection Enhancement will focus on one area of the collection each year that needs attention, and will be decided upon by the administrative team. This year the focus is on self-help, which includes a wide variety of topics.

Ms. Wight made a motion to approve the FY 2018 Book & Media Budget as proposed by Ms. Downing and Ms. Moss. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Carrier emphasized that a larger discussion including Bartholomew Inc. is needed to develop a sustainable strategy for going forward. Other ideas

FY 2018 Book & Media Budget (continued)

include having voluntary donation boxes at all library events, including the outdoor movies and selling donated refreshments at library events. The Trustees were encouraged to think of ideas and to send them to Ms. Downing. Mr. Carrier said the Friends should also discuss ways to raise more money for the Book & Media Fund.

Auditor

Ms. Reall said it is a best practice to review auditing firms every five to six years. Mr. Carrier said that he agrees, but that it would be best to wait until Ms. Buckhout has been in her position for a full year before making a change so that she will have a better understanding of her role and what is required of the auditor. The Trustees agreed by consensus to revisit the issue after the first of the year.

Administrative Report

Ms. Downing reported that she approached local children's book author and illustrator, Jeff Mack about designing original art for the back of Paco's new fish tank that would also serve to acknowledge the Friends of Forbes generous support for the project. Mr. Mack came up with a whimsical design that will delight visitors.

May 24 was the first concert in the new series with the The Gray Divas, the 2017 Musicians-In-Residence, Frances Blasque (ukulele) and Jeannette Muzima (guitar). They will have three more concerts this year.

June 3 was the Summer Reading Kick-Off, Awareness Fair and 2nd Annual Book Sale. The Book Sale made over \$2000. Ms. Downing expressed thanks to the volunteers, and especially to Steven Stover, whose hard work made this possible. She also thanked the Senior Center for lending tables to the library.

The library's west lawn saw its first outdoor movie of the season on June 7 with a free screening of Moana by Cinema Northampton, with approximately 500 viewers. That same night Forbes hosted a documentary by Stan Sherer about the history of Pro Brush, which at one point was the largest employer in the city. This was a co-sponsored event with Historic Northampton and was attended by over 100 people.

The Friends of Forbes 24th annual garden tour was held on Saturday, June 10. Initial reports are that it did very well, but the actual figures have not been tabulated yet.

The Gertrude P. Smith Trustees Award was held at 7:00 PM on Wednesday, June 14 to honor Mikki Michon and Jarrett Krosoczka.

Julie Bartlett Nelson was featured in a chapter about the Coolidge Museum in a new book called *This is What a Librarian Looks Like: A Celebration of Libraries, Communities, and Access to Information* that was recently published. A copy of the book excerpt was distributed to the Trustees.

The 2016 Annual Report was distributed to the Trustees. It was largely written by Janet Moulding before she retired. It is a useful recap of the prior year and an indispensable reference resource for the future. Ms. Moss distributed copies of the Adult Summer Reading Passport.

Ms. Hess moved that the Administrative Report be accepted and placed on file. Ms. Wight seconded the motion, which passed unanimously.

Friends of Forbes Meeting

Ms. Wight attended the May 3 meeting of the Friends of Forbes and reported that they discussed details of the garden tour and installing a donation box for the new fish tank called "Pesos for Paco." They approved a \$1,000 request for Naila Moreira, Forbes' writer-in-residence, and \$400 for the staff summer picnic, the date to be announced. The annual voting for the Florence Bank Community Choice grants has begun and Mikki Michon will continue to coordinate the effort for Forbes.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, July 25, 2017 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 6 at 6:30 PM. Mr. Twarog will attend the 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, September 11 and December 4. Ms. Wight will attend the September 11 meeting and Ms. Hess will attend the December 4 meeting.

Communications

Ms. Kaufmann received a note dated May 21, 2017 from Lisa Leary, an art teacher at Northampton High School, thanking Forbes for sponsoring the NHS student art show.

Ms. Wight distributed an email from David Lukens to Mayor Narkewicz and Ward 3 City Councilor Jim Nash expressing support for increased funding for Forbes Library to allow for Saturday hours during the summer. Mr. Nash responded and said he would seek to increase funding for the library.

Ms. Moss left the meeting at 5:35 PM.

Ms. Downing received a letter dated May 15, 2017 from Eldred's Appraisers notifying Forbes of an upcoming auction of one of the library's Japanese prints. It is a piece that was offered for sale several years ago that did not sell at the time, and will be offered again at an upcoming auction.

Financial Report

There was no financial report this month.

Window/HVAC Project Manager

Ms. Downing asked the Trustees to authorize Jason Petcen to represent the Trustees as project manager during this project. In the past Mr. Petcen has been designated "Clerk of the Works" for large construction projects, but the city uses a system of "self-monitoring" instead. Mr. Petcen feels it is important that the Trustees give him authority to answer contractors' questions on their behalf in a timely way in order for the project to proceed smoothly and efficiently.

Ms. Hess made a motion to authorize Mr. Petcen to officially represent the Trustees as project manager for the Window/HVAC Project. Ms. Wight seconded the motion, which was passed unanimously.

Mr. Carrier asked Ms. Downing to put the decision in writing for Mr. Petcen to present if necessary.

C/W MARS Agreement

Ms. Downing asked the trustees to approve the FY2018 agreement with C/W MARS. The Trustees signed the agreement. Ms. Downing said that Forbes is cutting ties with CWMars for internet service and going with the city contract beginning in FY18.

Advertising Policy

Ms. Moss asked the trustees to approve a revised advertising policy. The current policy approved on March 18, 2011 states: No promotional or advertising signs or materials will be allowed outside the Forbes Library building on library property except for library-sponsored events. The Trustees discussed the proposed revision and agreed by consensus that it was too broad and would put too much pressure on the library director in making decisions about which signs would be allowed. The Trustees agreed that library sponsored events in the current policy includes events in which the library partners with other community organizations. Mr. Carrier said he would look into the Unitarian Society policy.

Mr. Twarog made a motion to table and revisit the policy at a future date. Ms. Reall seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

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

Smith College Connections

Mr. Carrier said that he and Ms. Downing have been discussing with former Trustee Peter Rowe how to build the relationship with Smith College. During the Neilson Library renovation, it is anticipated that Smith students will be making more use of Forbes Library and this is an opportune moment to approach them for aid. He said that Jones Library regularly receives donations of refreshments from Amherst College and UMass. Ms. Wight said that perhaps Forbes could look for assistance with electronic resources where there is overlap. Ms. Reall suggested that perhaps Smith could fund additional open hours for Forbes while Neilson Library is closed. Mr. Carrier said there are many other possible ways Smith College can be of assistance and he suggested that the Trustees, Friends, and Forbes' staff brainstorm ideas after the agreement with the city has been finalized, and then figure out who at Smith to approach. In addition to financial resources, there are other ways Forbes can collaborate with Smith College. Ms. Hess said that she conducted the stakeholder interview with Susan Fliss, the new Library Director at Smith, and that she expressed desire to work with Forbes. Ms. Downing added that Janet Sponberg who works in the Josten Performing Arts Library at Smith is on the Strategic Planning Committee.

Strategic Planning

Ms. Downing reported that 1,060 people completed the community survey. An initial summary of the results was distributed to the Trustees along with a summary of the aggregated results of the brainstorming exercise that was conducted with several groups including the Trustees.

Ms. Wight said most of the stakeholder interviews are completed and that consultant Susan Kohler-Gray was very helpful. Initial analysis of the survey results show that income disparity is the number one concern of library stakeholders. Other concerns include the opioid crisis, transportation, and challenges facing refugees and non-English speaking people. Forbes can help by collecting and documenting information and pointing people in the right

Strategic Planning (continue)

direction. The Strategic Planning committee has met twice and come up with some goals. Ms. Wight, Ms. Downing, and Ms. Moss will meet to develop objectives for each goal and develop a draft plan to present at the July Trustees' meeting. The final plan will be voted on at the September Trustees' meeting.

Head of Reference Department Search

Ms. Downing reported that the process was delayed when one of the candidates scheduled for an interview withdrew. Initial interviews have now been completed and Ms. Downing is hopeful that someone will be in place near the beginning of the fiscal year.

Windows/HVAC Project Update

Ms. Downing reported that a meeting to review the bid documents was held on June 6 and the project went out to bid on June 14. There will be mandatory walk-through on June 20 with the bid openings on July 5 and July 12. Ms. Downing said that tidying up and preparation will be necessary before the start of the project. The cased surfaces can be covered, but flat surfaces need to be cleared.

Community Engagement

Ms. Downing reported that the annual Northampton High School art show was very well received and provides a great opportunity for Forbes to work with the schools by providing a professional gallery space. There was a resource fair for local non-profit organizations on the library's lawn as part of the summer reading kick-off with the theme, "Build a Better World."

Ms. Downing distributed a list of recent and forthcoming activities including: Easthampton High School History Classes on May 19 and 22; Northampton Film Fest/Cinema Northampton on May 22; Edible Book Contest on May 23; Northampton High School art classes visit on May 24; Tuesday Market table on May 30; Resource Fair and Book Sale to kickoff Summer Reading on June 3; Teen Advisory Group exhibit June 3-30; Stan Sherer Pro Brush film with Historic Northampton on June 7; Northampton DPW's ReUse Committee Repair Workshop with Smith Vocational on June 10; and Summer Reading Outreach at Jackson Street School on June 15.

Reports on workshops/meetings/activities

Advocacy Bootcamp - Ms. Downing reported that she, Ms. Hess, and Ms. Wight attended "Advocacy Bootcamp" on May 21, which was an American Library Association workshop. A report was distributed to the Trustees.

CCPLM Advisory - The notes from the June 5, 2017 meeting attended by Dylan Gaffney were distributed to the Trustees. Mr. Gaffney said there were several new members and they discussed the strategic planning process. Mr. Carrier asked Ms. Downing to locate the current charge of the committee and bring it to the Trustees with recommendations for updating it and giving the committee more authority.

Massachusetts Library Association Conference - A report on the conference attended by Ms. Alene Moroni was distributed to the Trustees.

Recent Acquisitions

Mr. Gaffney displayed a large photograph donated by Kurt Cochin of Haydenville, MA. The photograph is of the Leeds reservoir dam shortly after it was constructed and was taken by a notable local photographer A.J. Schillare. Mr. Gaffney said it is a beautiful print, nicely framed and

Recent Acquisitions (continued)

matted, and goes well with other items in the local history collection. A suitable place for it in the library will need to be identified.

Mr. Gaffney reported on the purchase on eBay of a letter written by David Lee Child, signed by prominent citizens of Northampton, to Congress arguing against slavery. The letter was from the Forbes collection, but there were no markings on the item indicating that it had been withdrawn, and the last time it circulated was in 1973.

Forbes Library Employee Association Contract Negotiation and Legal Matter

At 6:15 PM, Ms. Reall moved that the Trustees go into executive session to discuss contract negotiations with FLEA because negotiation in open session would be detrimental to the library's bargaining position, and the lawsuit between Forbes and the City of Northampton 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 and Ms. Sheirer to remain as guests at the executive session. Ms. Fagan and Mr. Gaffney left the meeting at 6:15 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Reall, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 6:21 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

At 6:21 PM Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 6:21 PM.