

**TRUSTEES OF FORBES LIBRARY**  
**Thursday, September 21, 2017**

**Present:** Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Scott Kennedy, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Alene Moroni, Head of Reference; Susan Enz. **Absent:** Ms. Reall.

The meeting was called to order at 4:05 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of July 25 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of the executive session of July 25 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms. Buckhout presented the final Treasurer's Report for the fiscal year ending June 30, 2017. The General Aid Fund closed the fiscal year with a zero balance. The Book & Media Fund ended with a deficit of \$244. The Auxiliary Services Fund with a deficit of \$241. The Civil War Grant closed the year with a balance of \$778. The Community Engagement Fund closed with a balance of \$1,537. The Cutter Fund ended with a balance of \$2,308.94, which is to be returned to the endowment. The Doland Reference Fund ended with a balance of \$1,411. The E.F.T. Fund ended with a deficit of \$2,306. The Garvey Book & Media Fund ended with a balance of \$2,070. The Halberstadt Fund ended with a deficit of \$485. The Lyman Special Collections Fund ended with a balance of \$4,159. The MacFarlane Fund ended with a balance of \$7,173. The Macomber Fund ended with a balance of \$9,774. The Morin Fund ended with a balance of \$37,381. The Outreach Fund ended with a balance of \$2,373. The Adult Programming Fund ended with a balance of \$5,794. The Children's Programming Fund ended with a balance of \$5,933. The Staff Development Fund ended with a balance of \$2,266. The Watson Copier Fund ended with a balance of \$2,948. The balance in the endowment at Bartholomew Inc. as of June 30 was \$4,891,964.

Ms. Buckhout recommended transferring \$1,961 from the balance in the Cutter Fund to the E.F.T. Fund to cover the deficit. The remainder of the balance in the Cutter Fund will be transferred back to the endowment, after which the books can be closed on F17.

Ms. Wight made a motion to transfer the balance of \$1,961 in the Cutter Fund to the E.F.T. fund to cover the deficit. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Hess moved that the final Treasurer's Report for the fiscal year ending June 30, 2017 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Buckhout presented the Treasurer's Report of August 31, 2017 covering both July and August 2017. The General Aid Fund had positive net activity

**Treasurer's Report** (continued)

ending the month with a balance of \$63,552. The Book & Media Fund had positive net activity of \$770 ending the month with a deficit of \$525. The Auxiliary Services Fund had negative net activity of \$477 ending with a cumulative deficit of \$718. The Community Engagement Fund had negative net activity of \$100 ending with balance of \$1,437. The E.F.T. Fund had negative net activity of \$810 ending with a cumulative deficit of \$3,116. The Garvey Book & Media Fund had a surplus of \$2,784 ending with a cumulative balance of \$4,854. The Halberstadt Fund had negative net activity of \$251 ending with a cumulative deficit of \$736. The MacFarlane Fund had negative net activity of \$1,807 ending with a balance of \$5,366. The Adult Programming Fund had negative net activity of \$3,266 ending with a balance of \$2,528. The RCCR Centennial Fund had negative net activity of \$384 ending with a balance of \$373. The Staff Development Fund had negative net activity of \$223 ending with a balance of \$2,042. The Watson Copier Fund had positive net activity of \$153 ending with a balance of \$3,101. The balance in the endowment at Bartholomew Inc. as of August 31 was \$4,961,655.

Mr. Carrier asked that Ms. Buckhout highlight for the Trustees any areas of importance or concern. Ms. Buckhout said the large surplus in the Aid Fund is due to the three pay period months now being allocated throughout the year. Ms. Downing noted that the balance in the RCCR Centennial Fund is low.

Ms. Hess made a motion to transfer \$2,000 from the RCCR Centennial Fund in the endowment to the RCCR Centennial Fund in the operating account. Ms. Wight seconded the motion, which was passed unanimously.

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

The following undesignated gifts were received since the last Trustees' meeting: \$300 from Anonymous, Northampton, MA to the Book & Media Fund; \$84 from Colleen Currie, Northampton, MA to the Book & Media Fund; \$25 from George Alexander, Amherst, MA to the Book & Media Fund.

The following designated gifts were received since the last Trustees' meeting: \$50 from Lynda Kamik, Northampton, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$25 from Julia Blake, La Jolla, CA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$15 from Karen Novak, Leeds, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$50 from Barbara Fingold, S. Deerfield, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$50 from Barbara Morrell, Sunderland, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$50 from M.K. Sheffield, Florence, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$15 from Michelle Hallgren, Granby, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$35 from Paula Olson, Granby, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$50 from Jane Stein, Montague, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$40 from Frances Van Treese, Amherst, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$100 from R.A. Ryan, Florence, MA in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$250 from Roger Vaughan, Oxford, MD in appreciation of Janet Gross, Margaret Dakin and Elise Bernier-Feeley for research assistance to the Lyman Special Collections Fund; \$25 from Joseph Beatty, McMinnville, OR to the Lyman Special Collections Fund.

**Treasurer's Report** (continued)

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

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

Ms. Downing reported that she has been contacted by the estate of Marjorie Magner, who passed away recently at the age of 96, indicating that Forbes is a beneficiary of her estate. She was a resident of both Lathrop and Linda Manor, and a long-time employee of the Clark School for the Deaf. The gift is expected to be about \$70,000.

Ms. Hess moved that if the gift arrives before the next Trustees meeting, that Ms. Buckhout place it in the Morin Fund. Ms. Wight seconded the motion, which was passed unanimously.

**FY17 Year End Report**

Ms. Downing reported that the 2017 fiscal year end reports for the General Aid Fund and Book & Media Fund were submitted to the Mayor's office in early September. A copy of the report along with accompanying explanatory notes were distributed to the Trustees. Ms. Buckhout worked diligently to finalize and fine-tune the report and should be commended for her efforts closing out her first fiscal year as Treasurer.

**Reference Department Report**

Ms. Downing introduced Alene Moroni to the Trustees. She has been at Forbes a little over 2 years, and is the new head of reference as of July 3. She has 20 years of library experience including readers' advisory and book purchasing. Ms. Moroni acknowledged that she has only been doing the job a short while and that she is continuing many of the projects initiated by Ms. Moss, while also bringing new ideas and asking questions about how and why things are done. Accomplishments for the last year include improved public computer access, a new non-fiction selection plan, the adult summer reading program with 328 books read by 44 participants, support for the outreach program, exam proctoring, notary public, 55,744 reference transactions, 9,754 people attending adult programs, staff presenting to MLA on Twitter for Libraries, staff attendance at BookExpo, and the hiring and use of Smith College work study employees. Ongoing efforts include creating displays, the Reader's Advisory service, improving the appearance of the fiction and nonfiction collections, computer classes including volunteer drop-in help and tech appointments, integration with the Franklin/Hampshire Career Center to create a service outstation. Challenges include staffing vacancies including the Head of Reference (February-July) and Information Services Librarian (July-present). Departmental funding needs include computer maintenance and software to automate consistent updates, new first floor public computers, graphic design software on Arts & Music public computers, and newer smaller footprint microfilm machines. Mr. Carrier asked Ms. Moroni to prioritize the requests and to get cost estimates, and for Ms. Downing to bring a funding proposal to the Trustees.

Ms. Moroni left the meeting at 4:40 PM.

### **Administrative Report**

Ms. Downing reported that the library applied for a Capacity Grant from the Community Foundation. The grant is for \$15,000 for a Self Service Initiative. Ms. Downing said that the grant would be used to purchase self-check-out machines, which would be used to free up staff time for more meaningful service interactions. The goal would be to increase open hours by re-allocating existing staff time. The library will be notified in December.

At their September meeting the Friends of Forbes approved a \$10,000 gift to cover Outreach Delivery Expenses for the first half of the next calendar year and anticipated income shortfall for the Book & Media Budget.

Ms. Moss completed the state ARIS report, which was submitted and accepted, and copies were distributed to the Trustees. It will be reported on next month in more detail. Ben Kalish made a graphic one-page handout with highlights from the report.

On September 13, the bronze bust of Judge Forbes traveled to the Slater Memorial Museum at Norwich Free Academy in Connecticut to join an exhibition on the artist Bela Lyon Pratt. The bust will be returned in January. They decided not to borrow the plaster study of the bust.

The "Modern Real and Surreal" series will kick off its third year on October 11 with a panel speaking on Comics and Graphic Novels. As always, Writer in Residence Naila Moreira has put together an amazing series, which features writers in genres ranging from fiction to nonfiction to poetry. The role of the image in conveying literary themes will be explored, too, in events on comics and graphic novels, film and screenwriting, and nature word-and-image pairings.

In August, Forbes hosted a tour for Susan Fliss who has recently begun as the Dean of Libraries of Smith College and Barbara Polowy, Interim Director of Teaching, Learning and Research. We discussed our organizations historic ties and ways that we might support one another. We are planning to follow up with a tour of Smith library services for Forbes' staff.

Julie Nelson has been invited to be the keynote speaker for "Come Celebrate Calvin Coolidge" program and dinner organized by the Easthampton Republicans on October 13. An invitation was distributed to the Trustees.

Smith College Praxis student Erica Linderman worked with local history staff Dylan Gaffney and Julie Bartlett Nelson on a collection of letters of the Bullard family for 220 hours this summer. Erica transcribed the letters and assisted staff in starting the process of identifying and researching the people, places and events mentioned in the correspondence. Erica presented her project and the letters to the public on August 17 as part of a monthly series at the library called "Cookies with a Curator."

The Emily Williston Library in Easthampton deaccessioned several years of Northampton and Easthampton city directories and donated them to Forbes to fill in our collections for volumes that were either missing or in very poor shape. They also donated excess archival supplies. A letter of thanks has been sent to their board.

On August 21, Forbes hosted over 250 people to watch the partial eclipse together. Eclipse glasses and pinhole cameras were shared, and a good time was had by all. We are now collecting used eclipse glasses in partnership with the DPW to send to Astronomers without Borders.

**Administrative Report** (continued)

The staff and volunteer appreciation barbecue was held on September 7. There was beautiful weather, delicious food, and fun with presidential trivia. This year there were several retirees, as well as new outreach volunteers and volunteers from the Friends Garden Tour. For FY17, there were 179 volunteers who worked about 5,300 hours. Special thanks to Jason, Frank, Jennie, Jo Ann, Paula and grill master Tex!

The library's ceiling fans are in the process of being replaced with fans that are bidirectional, quieter and move more air. This project was made possible by a generous anonymous donor and in partnership with the city's Central Services who is doing the electrical work.

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**

Mr. Twarog attended the September 6 meeting of the Friends of Forbes and reported that Ms. McCormick introduced Ms. Moroni to the Friends. The Friends received exciting news that they have received a bequest of \$251,000 from the estate of Kay Burnett, a former music cataloger and librarian at Smith College. This significantly increases the Friends' endowment and they have created a sub-committee to seek expertise and determine the best approach to using the gift to meet both short and long-term needs. They also discussed the garden tour and upcoming wine tasting. They have updated their donor database, and Ms. Downing talked about the Outreach program. National Friends of Library week is October 15-21, which coincides with the Friends' membership drive.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, October 19, 2017 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, October 4 at 6:30 PM. Mr. Carrier 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 Monday, December 4. Ms. Hess will attend on behalf of the Trustees.

**Communications**

The Trustees received an email on August 29, 2017 from the Massachusetts Board of Library Commissioners (MBLC) announcing an event called "Fall Friends Sharing with Friends" on Saturday October 21 from 10:00 AM to 2:00 PM at the Chicopee Public Library. Ms. Hess and Ms. McCormick are considering attending.

Ms. Moss reported that she received an email on August 24, 2017 from Sunshine Ison, Cultural Affairs Officer of the U.S. Embassy to Peru praising the library's "passports" for the summer reading program and asking for use of the template.

Ms. Downing received a letter from Susan Enz in August expressing both regret and understanding for the need to remove the large trees in front of Forbes, and making some suggestions to honor them.

**FY 2019-2023 Strategic Plan**

Ms. Wight presented the FY 2019-2023 strategic plan, which is due to the MBLC by October 1. Mr. Carrier said that Ms. Wight did a spectacular job with the plan. Ms. Wight said she had a lot of help and great input from the community. She said the report will be spiral bound and copies distributed to the Trustees and administrative team. Copies will also be sent to the Mayor and City Council, and Ms. Downing hopes to present it at an upcoming City Council meeting and also to the Friends of Forbes and library staff. Mr. Carrier suggested sending copies to the Daily Hampshire Gazette and Bill Newman. Ms. Downing plans to make a summary 4-page version to keep at the circulation desk for patrons and to distribute at other community locations. She also plans to make a web-based version for the library's web site, and a PowerPoint presentation.

Ms. Hess made a motion to approve the FY2019-2023 Strategic Plan. Mr. Twarog seconded the motion, which was passed unanimously.

**Insurance Review Recommendations**

Ms. Downing reported that the new liability insurance carrier, Hanover Insurance Group, made two recommendations after a site visit in June. They were very pleased with Forbes' practices and only had two recommendations. They recommend including background checks as part of the hiring process for staff with periodic re-checks every few years. They also recommend that volunteers who drive personal vehicles to visit homebound patrons should provide a valid drivers' license and proof of automobile insurance before being allowed to drive, to be updated annually. The administrative team reviewed them and is in favor of adopting them.

Mr. Twarog made a motion to approve the recommendations of Hanover Insurance Group. Ms. Wight seconded the motion, which was passed unanimously.

**Outreach Delivery Service at Lilly Library**

Ms. Downing reported that Lilly Library has requested to be a partner in the Outreach Delivery Service that Forbes currently operates. We are already committed to serving patrons in Florence but this designation would formalize that arrangement. Lilly Library has offered to make a financial contribution towards the volunteer coordinator's stipend of \$500. In exchange, the program will be advertised through both libraries along with volunteer and patron recruitment. Ms. Downing said this agreement would allow the program to be better publicized and promoted.

Ms. Hess made a motion to approve the request to include Lilly Library in the Outreach Delivery Service for a contribution of \$500 towards the volunteer coordinator's stipend. Ms. Wight seconded the motion, which was passed unanimously.

**Pulaski Day Parade**

Ms. Moss reported that Forbes Library has been invited to have a contingent in the Pulaski Day Parade that is organized by the Polish Heritage Committee and held on October 9. A copy of the invitational email by Jerry Budgar was distributed to the Trustees.

Mr. Twarog made a motion that Forbes participate in the Pulaski Day Parade. Ms. Hess seconded the motion, which was passed unanimously.

**Archivist's Desk**

Ms. Downing reported that Northampton Cooperative Bank has offered Forbes the bank president's former desk and Ms. Nelson has decided that it would be more comfortable and functional than the desk she currently uses which was the one picked out by Grace Coolidge for the office. Forbes would like to offer Ms. Nelson's current desk to another non-profit organization to make room for this change.

Ms. Hess made a motion to offer Ms. Nelson's current desk to another non-profit organization. Mr. Twarog seconded the motion, which was passed unanimously.

Ms. Enz left the meeting at 5:30 PM.

**Fantastic Friends Award Nomination**

Ms. Hess nominated Friends of Forbes Library for a Fantastic Friends Award for their annual wine tasting benefit. A copy of the submission written by Ms. Hess was distributed to the Trustees. The award will be announced sometime next month. Mr. Carrier thanked Ms. Hess for making the nomination.

**Windows/HVAC Project Update**

Ms. Downing reported that the HVAC portion of the Capital Improvements approved plan was rebid because the initial bid process was unsuccessful. The final bid opening for this round was on September 19. Ms. Downing said there was only one bid, and it was \$87,000 higher than anticipated. Ms. Downing said that \$600,000 was approved by the capital improvements committee for the Forbes window replacement and HVAC project, but the bids have come in higher than expected. It can either be re-bid, or brought back to the capital improvements committee to ask for more money. At this point, the soonest the project could happen is next spring.

**Franklin Hampshire Career Center Satellite**

Ms. Downing reported that the Northampton office of the Franklin Hampshire Career Center was forced to close in late August due to federal budget cuts. Forbes Library is hosting weekly sessions of some of the center's services in a pilot project for the next six months. Forbes has received notes of gratitude from the public and the Daily Hampshire Gazette for offering space to this critical community service. A handout detailing the scope of services that the Career Center offers as well as their September calendar of events at Forbes were distributed to the Trustees. Ms. Downing said the program has some overlap with existing patrons, but is also bringing in new faces. There are plans to expand the workshops to include more general technology skills, which will be open to everyone. Ms. Downing said the center's events are listed on the Forbes calendar and on signage in the building. Ms. Downing said that a four-month check-in will be made to assess room use patterns and both positive and negative impacts.

**Public Shade Tree Hearing**

Ms. Downing reported that there was a public shade tree hearing with Northampton Tree Warden, Richard Parasiliti. While no one is happy about the need for the trees to come down, most are happy that they will be replanted and restored to the original number of thirteen. Mr. Parasiliti will keep the library apprised of the timeline. It is expected they will come down in October and replanted with scarlet oaks in late October or early November. Within twenty years, it is expected that the trees will provide shade. Ms. Downing said that she is planning a celebration for the trees, and is looking into ways of using some of the wood from the largest tree in tribute. In response to a question from Ms. Hess, Ms. Downing said the city is paying for

**Public Shade Tree Hearing** (continued)

the tree removal. There are other trees on the library property that need work, and the city has authorized up to \$17,000 for the work.

**Failed HVAC Component**

Ms. Downing reported that one of the components of the library's air conditioning system failed last month. In consultation with Central Services staff, Rene L. Cote HVAC Contractors was hired to replace the unit, which has been partially completed to date. The process of working with the City to address this repair under the guidelines set forth by our new Agreement has been very successful. The cost for the repair is \$5,575, which the city has agreed to pay.

**Fire Alarm System Upgrade**

Ms. Downing reported that the contract for the new Fire Alarm System Upgrade has been signed by the Mayor and has now been submitted to I.R.S. who has been selected to do the work. It is hoped that this project will start very soon because there have been several issues with the old system over the summer.

**Broadband/Wireless Upgrade**

Ms. Moss reported that she met with Antonio Pagán to discuss the logistics of connecting the library to the city's municipal broadband. We are hoping for a seamless switchover in mid-October. The current wireless contract with CWMARS expires in December, and the new system should be in place well before then. This new connection will be significantly faster, while still allowing Forbes to have separate patron and staff sides of the network. The new network will also increase coverage within the building and simplify use and management.

**Community Engagement**

Ms. Moss reported that Forbes Library hosted a group of three chalk artists participating in the eighth Annual Northampton Chalk Art Festival. The drawing was done on the sidewalk outside of the Children's and Young Adult Department entrance and lasted almost a week due to dry weather. Ms. Moss also submitted a list of recent community engagement activities.

**Reports on workshops/meetings/activities**

Meeting with new director of the MBLC - Ms. Moss reported that WMLA (Western Mass Library Advocates) invited new MBLC Director James Lonergan to visit them at their meeting on Thursday, August 17 at the Spear Library in Shutesbury. Ms. Moss attended with 20 other WMLA members and area library directors. There was an informative and enjoyable discussion about libraries and the support they receive from state agencies, as well as the unique needs of libraries in Western Mass.

CCPLM Advisory Committee - Ms. Wight attended the CCPLM Advisory Committee meeting last week. They discussed the HVAC and window projects, and the tree removal. They are discussing whether they need a new mission statement and talked about the structure of the committee, how to attract new members, and establishing a more formal reporting structure to the Trustees.

Arts Ready Disaster Planning Pilot - Ms. Nelson is participating in a new pilot project of the Northeast Document Conservation Center for disaster planning. The new disaster-planning tool is cloud based and easier to use than the older version. Forbes is the only public library participating in the pilot.

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