

TRUSTEES OF FORBES LIBRARY
Meeting of June 18, 2014

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Sheirer, Mr. Twarog. **Also Present:** Mr. Tom Douglas, Architect; Scott Kennedy, observer for the Friends of Forbes Library; Mark Toczydlowski, representative of the Forbes Library Employee Association (FLEA); Jason Petcen. **Absent:** None.

The meeting was called to order at 4:00 PM in the Watson Room in Forbes Library.

Elevator Project Bids

The elevator project went out to bid on May 14 and the contractor walk-through was May 27. There were three general contractors and several sub-contractors at the walk-through. The three general contractors were Wright Builders, Kurtz Builders, and RAC Contractors. Bids from Kurtz Builders and RAC Contractors were received on June 11. A copy of the bid report was distributed to the Trustees. Tom Douglas, architect of the project, discussed the bids with the Trustees. The two bids came in significantly higher than anticipated. Mr. Douglas recommended restructuring some aspects of the bid proposal, changing some of the specifications, and breaking out some pieces into sub-contracts to reduce the overall expense. He recommended going out to bid again towards the end of September and making it a winter project, which is a less busy time of year when more companies might be able to bid on it. The Trustees asked Mr. Douglas to proceed with the bid restructuring. Mr. Douglas will let the Trustees know if any new information arises.

Mr. Douglas 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 May 20, 2014 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Burnham moved that the Treasurer's Report of May 31, 2014 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed May with a deficit of \$1,000. The heating gas category should come within \$600 of budget for FY14. The wages category is over-budget by \$9,000, which should reduce to roughly \$4,000 over-budget by the end of the fiscal year. Mr. Morin updated the budget for city appropriation and employee wages with the \$15,400 sent by the city in December. The Book Fund has a \$450 surplus at the end of May. This month the cumulative expenses are over-budget by \$2,000, and total income is over-budget by \$4,300. Mr. Morin made a transfer of \$5,000 collected from the parking meters to the endowment. \$200 was transferred from the Doland Fund to the Book & Media fund per the request of the library director. The Edward Morin Fund has a balance of \$5,300 from gifts and a \$1,000 transfer from the O'Connor fund according to the Trustees' vote at the last meeting.

The Trustees discussed the FY14 budget. Ms. Moulding and Mr. Morin said that it will be very close, but that they don't anticipate a significant deficit for FY14. Ms. Moulding had under-budgeted for payroll taxes, but the difference

Treasurer's Report (continued)

will be made up by the wages category. In response to a question from Mr. Carrier, Ms. Moulding said that Faith Kaufmann and Julie Nelson have plans for spending the 2011 Annual Fund for special collections. Mr. Carrier asked if it would help if there was funding for more hours for them to plan.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the Friends of Forbes Garden Tour was held last Saturday, June 14.

A Black Gum tree was planted at the end of the entrance driveway to replace the Japanese maples. It is a native tree that will grow very large but very slowly. Its leaves will turn bright red in the fall.

The Outreach car again needs repairs which will cost at least a few hundred dollars. It has been offered for sale to various dealers, but bids have been received for only \$150 so other offers are being sought. Frank Heston, the Outreach driver, has said he would not be sorry to use his own car for deliveries and be paid for mileage.

Ms. Moulding reported that a design is being worked on for an identifying sign for the front of the podium used in many of the library's programs. Since programs are often recorded and broadcast, it was thought that it would be good to have a visual signifier of the location of the program. Ms. Downing showed a sample design to the Trustees. The podium is being reworked, and a wooden panel is being added on which the sign will be painted. It will be semi-permanent, but can be updated in the future if necessary.

Forbes is participating in a grant funded project organized by a collective called "Art & Soul" centered on the concept of forgiveness. Multiple copies of Desmond Tutu's *Book of Forgiving* were placed into circulation and there will be book discussions at the end of the month. On a table in the lobby there is a handmade book and craft materials for patrons to record their own words and images about forgiveness. It has been very popular and well received.

Forbes presents its annual Midsummer Night's Lawn Concert with the Lissa Schneckeburger Band next Wednesday, June 25, at 7:00 PM. Lissa Schneckeburger is a fiddler and singer who specializes in traditional New England music.

Ms. Moulding distributed a copy of the most recent library newsletter to the Trustees. Ms. Downing and Peter Kobel are working on making an electronic version of the newsletter in addition to the printed version.

Forbes is participating in the city's senior and veteran property tax work off program. Ms. Moulding is submitting several job descriptions for help in the children's department, circulation, and building maintenance (custodial). The city will match applications with job descriptions. If filled, the jobs will run July 1 to December 31.

Ms. Hess moved that the Administrative report be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Friends of Forbes Meeting

Ms. Moulding attended the June 4 meeting of the Friends of Forbes and reported that they discussed plans for the garden tour and wine tasting in September. They received an \$800 donation from People's Savings Bank to help finance the wine tasting. They have counted 75 ballots for the Florence Savings Bank

Friends of Forbes Meeting (continued)

Community Grants Awards. They sent out their annual membership mailing to 386 households.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, July 23, 2014 at 4:00 PM in the Watson Room. Mr. Carrier will be away, so Mr. Rowe will facilitate the meeting.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 3 at 6:30 PM.

The Coolidge Advisory Committee will be meeting in 2014 at 4:00 PM on Mondays, September 8 and December 1.

Communications

Ms. Moulding received a letter dated May 27, 2014 from Jeffrey Peterson of the Smith Vocational and Agricultural High School, thanking Forbes for the donation of 150 used paperback copies of "Outcasts United" to the school library.

Ms. Moulding received an email on June 3, 2014 from Mayor David Narkewicz updating her on the state budget and the potential for additional state aid to public libraries coming to Forbes and Lilly libraries. Mr. Carrier asked Ms. Moulding to send a response thanking the mayor for the information and letting him know of all the outreach work the Trustees do to public officials.

Ms. Moulding reported on communication between the State House Historical Society with Archivist Julie Nelson about a proposed Coolidge celebration they are planning on July 3rd. Ms. Nelson has recommended that it be rescheduled because it is not an optimal time since the Calvin Coolidge Homestead in Vermont does an annual event around the same time and both she and Ms. Moulding are not available on this date.

Ms. Moulding, Mr. Carrier, and several trustees received an email from City Councilor Marianne LaBarge inviting them to make a presentation to a sub-committee on veterans, education, and culture and recreation about the library and its funding issues. The presentation is July 21 at 5:30 PM and Ms. Moulding, Ms. Downing, and Ms. Hess will speak. The agenda will include the library's services and usage statistics, the state certification process and benefits, the accessible elevator project and funding for FY15. Ms. Moulding will prepare packets with brochures and handouts. The Trustees are hoping the group will come away with a better understanding of the importance of level-service funding for the library in future years.

FY15 Budget

The letter that was sent to the Mayor on May 5 requesting that he consider increasing the library appropriation for FY15 was sent to members of the city council with a cover letter explaining its contents. In response to the letter, Mr. Carrier met with Councilors Jesse Adams and Ryan O'Donnell who were supportive.

Investment Ratio

At the last Trustees meeting Joshua Paul from Bartholomew Inc. recommended that Forbes adjust the ratio of bonds to stocks in its portfolio. The Trustees and Treasurer discussed the percent of the typical annual withdrawal from the endowment and whether perhaps the asset allocation ratio of the endowment should be adjusted. Forbes is currently withdrawing approximately 3% from the

Investment Ratio (continued)

endowment annually. Mr. Morin said that there are three options: 1) do nothing, 2) increase the rate of withdrawal, or 3) change the allocation mix. The Trustees asked Mr. Morin to discuss options with Mr. Paul of Bartholomew Inc., and to report back at the next Trustees' meeting.

Elevator Project Funding

Since the elevator project is likely to cost \$100,000 more than originally budgeted, the Trustees will ask the city to be responsible for 2/3 of the additional cost, and the Trustees will raise funds for 1/3. Ms. Moulding will schedule a meeting with the mayor to discuss the funding. Ms. Moulding, Ms. Downing, and Mr. Carrier will attend. Ms. Moulding will prepare some materials ahead of the meeting. In response to a question from Ms. Downing, Mr. Carrier asked Ms. Downing to send an update on the funding situation to the elevator project fundraising committee.

Mr. Petcen left the meeting at 5:20 PM.

CWMars Annual Network Agreement

The Trustees signed the annual CWMars Network Agreement.

FY 15 Book & Media Budget

The proposed FY15 Book & Media Budget was distributed to the Trustees. The total budget is \$152,300 with increases in fiction, audio books, video, and an 8% increase in ebooks. In addition to that already budgeted ebook amount which goes to CWMars for Overdrive books, the state-wide ebook pilot project will go live in FY15. The Massachusetts Board of Library Commissioners (MBLC) and Massachusetts Library System (MLS) will pay the platform costs for ebook vendors, while libraries will pay for the content. The cost will depend on the population size of the community, and Ms. Moulding expects the cost to be \$3,000-\$4,000. Mr. Carrier suggested that since the Friends will no longer need to support the outreach vehicle, perhaps they could help with support for ebooks.

Ms. Burnham made a motion to approve the FY15 Book & Media Budget as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: \$25 from Brian Tabor, Northampton, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund; \$25 from William & Barbara Jones, Florence, in memory of John Rockett, to be deposited in the Edward Morin Fund; \$25 from Scott & Jane Stearns Longmeadow, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund; \$25 from Carol & Keirnan Murphy, Northampton, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund; \$50 from Robert Agnoli, Springfield, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund; \$500 from David & Bonnie Gordon, Morseton, NJ, in memory of Barbara Lewis, to be deposited in the Second Century Fund.

The following *undesignated gifts* were received since the last Trustees' meeting: \$50 from Alexander George, Amherst, to be deposited in the Edward Morin Fund.

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

Gifts, Bequests, Sales, etc. (continued)

The following *receipt from sales/rents* was received since the last Trustees' meeting: none this month.

Edible Garden Project

The Help Yourself Project started work on the Edible Garden at the back of the library building. They brought in mulch donated by Cotton Tree Service and planted donated edible plants. They have put up an attractive sign by the sidewalk explaining the plants and garden layout. Handouts for the library are being prepared.

Reports on workshops/meetings/activities

Massachusetts State House Tribute (Julie Nelson) - Julie Bartlett Nelson and Jim Cooke (actor and Coolidge Advisory Committee member) went to the State House in Boston on May 22 to attend the Massachusetts State House Tribute to Commonwealth Statesmen, Stateswomen & Diplomats from 1776 to the present on the occasion of the 90th anniversary of the U.S. Foreign Service Act.

Historic Northampton Jeffersonian Dinner (Dylan Gaffney) - Dylan Gaffney attended the first of a series of Jeffersonian Dinners organized by board members of Historic Northampton on the library's behalf.

Coolidge Advisory Committee Meeting (Janet Moulding)

The minutes of the June 9th Coolidge Advisory Committee meeting were distributed.

ADA Workshop (Janet Moulding) - Lisa Downing, Brian Tabor, Ben Kalish, and Janet Moulding attended a workshop presented by Stacy Hart of the Institute for Human Centered Design on June 12.

Forbes Library Employee Association (FLEA) Negotiations

The negotiating committee, consisting of Mr. Carrier, Mr. Twarog, Ms. Downing and Ms. Moulding, met with representatives of FLEA just prior to the Trustees' meeting.

At 5:30 PM, Mr. Twarog moved that the Trustees go into executive session to discuss the contract negotiations with FLEA because negotiations in open session would be detrimental to the library's bargaining position. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor. The Trustees invited Ms. Downing, Mr. Morin, Ms. Moulding, and Ms. Sheirer to remain as guests at the executive session. Mr. Toczydlowski and Mr. Kennedy left the meeting at 5:30 PM. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Sheirer, and Mr. Twarog were present during the executive session. The Trustees discussed the negotiations with FLEA. No votes were taken during the executive session.

At 5:37 PM, Mr. Rowe moved that the executive session be ended and the regular meeting reconvened. Ms. Burnham seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor.

Mr. Twarog made a motion to reduce by half the outreach budget in FY15 to \$8,000. Ms. Burnham seconded the motion, which was passed unanimously.

Forbes Library Employee Association (FLEA) Negotiations (continued)

Ms. Hess made a motion that if FLEA accepts the Trustees' latest offer, Ms. Moulding is authorized to implement the raises as quickly as possible. Mr. Rowe seconded the motion, which was passed unanimously.

If FLEA does not accept the offer, then there will be another negotiating meeting and Ms. Moulding is not to implement any of the other budget cuts.

At 5:40 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:40 PM.