

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 20, 2011**

**Present:** Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Barone. **Also Present:** Kari Knapp, observer for the Friends of Forbes Library; Jude McGowan, Children's Department Librarian; Jason Petcen, observer for the Forbes Library Employee Association. **Absent:** Mr. Rowe.

The meeting was called to order at 4:10 PM in the Watson Room in Forbes Library.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of December 16, 2010 be accepted and placed on file. Mr. Adams seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Adams moved that the Treasurer's Report of December 31, 2010 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin reported that he transferred \$7,500 from the Garvey Book Fund (collected from the parking meters) to the Garvey Book Fund in the endowment, and that it will appear on next month's report. December closed with a balance of \$68,900 in the Aid Fund. Wages is under budget by \$20,800, but there is still a 3 pay period month this fiscal year. Workmen's compensation insurance was paid in full this month for the entire year. The oil category has been renamed to heating gas since the heating system was converted to natural gas. The expenses in this category will increase significantly during the winter months. The Book Fund closed December with a surplus of \$39,600, and income for the month was \$3,500 over budget. Mr. Morin set up a 5 month certificate of deposit for the O'Connor Fund at the Florence Savings Bank. Mr. Morin asked the Trustees to authorize a transfer from the endowment to the Lyman Special Collection fund and MacFarland fund to cover the current deficits and future expenses. Mr. Morin said that he would be meeting with Mr. Rob Morton, the library's auditor, on Saturday to discuss his concerns about the timeliness of the library's audit reports.

Mr. Adams made a motion to transfer a total of \$8,000 from the endowment to the operating budget, \$5000 to the Lyman Special Collection fund and \$3,000 to the MacFarland fund. Ms. Burnham seconded the motion, which was passed unanimously.

**Administrative Report** (Ms. Moulding & Ms. Downing)

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

Ms. Moulding reported that both Information Services and Circulation have recently conducted customer satisfaction surveys. In both departments the results were very positive with "highly satisfied" overwhelmingly chosen as the answer to the survey questions. Ms. Moulding distributed a breakdown of the surveys. For both departments, the comments given were extremely complimentary. The library staff strives continually to give the highest level of patron service, despite the ongoing budget cutbacks. It is gratifying to see how successful they have been.

**Administrative Report** (continued)

The library had its first full day snow closing on Wednesday, January 12<sup>th</sup>. The library was also closed due to snow and ice on Tuesday, January 18<sup>th</sup>. Jason Myers and Mark Toczydlowski came in and cleared snow so patrons had access to the book drops and the sidewalks were as safe as possible.

Forbes has purchased through CWMars software called Wowbrary which will be part of member libraries' web pages starting in a few weeks. The cost will be \$375 annually. Wowbrary is a nonprofit service that showcases the library's acquisitions via free weekly emails, RSS feeds, Facebook posts, and new book lists and widgets on the library's website. It shows covers, descriptions, popularity, ratings, and/or reviews for the majority of titles. Patrons can click directly through to the library's website to place reserves and get further information.

Each year the Friends of Forbes Library and the Friends of Lilly Library hold a joint fundraiser called Edible Books. This year this highly entertaining and delicious event will be held Sunday, April 3<sup>rd</sup>, at Forbes Library.

Chris Teghsoonian (Tex) is December's Code Green winner. A patron called saying he mistakenly dropped a \$100 bill meant as a Christmas gift into a book drop! Tex saved Christmas for 2 kids by finding it for the patron. In 2010, seven of our employees received between 12 and 14 nominations for Code Green awards. Those seven were Dylan Gaffney, Faith Kaufmann, Jason Mazzotta, Jason Myers, Jason Petcen, Jennie Pittsinger, and Brian Tabor.

**Friends of Forbes**

Ms. Moulding attended the January 5<sup>th</sup> meeting of the Friends of Forbes and reported that the Friends are looking for a few new board members. Ms. Moulding and Ms. Downing requested funding for the library's quarterly newsletter and \$11,000 for a new microform reader/printer, and the Friends generously agreed to fund both. The Friends will be raffling gift baskets in the library beginning on Saturday, and are planning a bus trip in mid-April to go to the Museum of Fine Arts in Boston. The Friends are beginning planning for their annual meeting in April and for the annual garden tour on June 12<sup>th</sup>.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Thursday, February 17, 2011 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be on Wednesday, February 2, 2011 at 6:30 PM. Mr. Carrier will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting at 4:00 PM on Mondays, March 7, June 6, September 12, and December 5, 2011.

**Communications**

Ms. Moulding distributed an announcement for the Pioneer Valley Library Legislative Breakfast to be held Friday, February 11<sup>th</sup> at 8:00 AM at Greenfield Community College. All library trustees and staff are invited. As well as Senator Rosenberg, Representative Peter Kocot is expected to attend.

Ms. Hess made a motion to donate \$50 to support the library legislative breakfast from the Miscellaneous category. Ms. Burnham seconded the motion, which was passed unanimously.

### **Second Quarter Ordinary Maintenance Budget Report**

Ms. Moulding reported that fiscal year 2011 is half over and the library is functioning within its budget. The Labor and Repairs category is over budget because of a \$1,000 repair to the HVAC system at the beginning of the fiscal year. The Miscellaneous category is over budget because the library spent \$600 for the Doland memorial service. Ms. Moulding distributed a spread sheet of expenditures in each category and projected year-end total expenditures.

### **Clarke and Earle Funds**

City Treasurer George Zimmerman could not attend the meeting due to a prior commitment, but he will come next month to discuss the distribution from the Clarke and Earle Funds.

### **Election of Officers**

Mr. Adams made a motion to re-elect Mr. Russell Carrier as President and Mr. Rowe as Vice-President, and to re-appoint Mr. Scott Morin as Treasurer and Ms. Elizabeth Barone as Secretary. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Hess made a motion to schedule the Trustee's meetings on the following Thursdays: February 17, March 17, April 21, May 19, June 23, July 28, September 22, October 20, November 17, and December 15; and to approve Roberts Rules of Order Revised as the basis for conducting the Trustees meetings. Ms. Burnham seconded the motion, which was passed unanimously.

### **Funding for Long Range Plan Process**

The Long Range Plan Committee requested that the Trustees support this very important effort by funding the process as follows: clerical help to copy and collate the surveys and other paper work, enter survey data into databases, and produce documents as needed (\$2,000); printing expenses (\$200); one year subscription to Survey Monkey, online survey software/site (\$100); facilitator fee (\$500); food for meetings (\$150) for a total estimated cost of \$2,950.

Ms. Burnham made a motion to fund the Long Range Planning Process for up to \$3,000 to be paid from the Bak Fund. Ms. Hess seconded the motion, which was passed unanimously.

### **2011 Trustees Award**

Mr. Adams moved that Mo and Cher Willems and Jerry Budgar be the recipients of this year's Trustees' award. Ms. Hess seconded the motion, which was passed unanimously. Mr. Carrier asked Ms. Moulding to contact the recipients about scheduling the award ceremony.

### **Children's Room Renovation**

Ms. Moulding, Jude McGowan and Jason Petcen met to discuss plans for the Children's Room Renovation and Ms. Moulding distributed copies of the plan to the Trustees. The group worked hard researching various options, suppliers, and pricing. Ms. McGowan presented the details of the plan and showed fabric samples to the Trustees. The plan includes recommendations and pricing for carpeting, electrical and lighting, furniture, a new circulation desk, technology, and miscellaneous other items. The total estimated cost of the project is \$88,936.59. It is anticipated that the work will be completed by the end of March.

In response to a question from Mr. Carrier, Ms. McGowan said that the Children's Room would be closed for about a week to complete the renovation. In order to minimize the disruption to patrons, the closing will be

**Children's Room Renovation** (continued)

publicized ahead of time, borrowing periods will be extended, fines will be waived, and patrons will be able to preorder materials to be picked up at the main desk. Mr. Carrier thanked Ms. McGowan, Mr. Petcen, and Ms. Moulding for their hard work on this project.

Mr. Adams made a motion to approve the Children's Room renovation plan and to fund it from the 2010 Annual fund and MacFarland fund. Ms. Hess seconded the motion, which was passed unanimously.

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

The following *designated gift* was received since the last Trustees' meeting: \$100 from Dana Leibsohn, Holyoke, in memory of Mary Elizabeth Smith, for the purchase of materials on Latin America, to be deposited in the Books and Media Fund.

The following *undesignated gift* was received since the last Trustees' meeting: \$1,000 from the DeLaCour Family Foundation on the recommendation of Edmund DeLaCour, Northampton, to be deposited in the Stahl Halberstadt Technology Fund; \$100 from Melvin Hershkowitz, Northampton, to be deposited in the Stahl Halberstadt Fund.

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

**Annual Fund Drive & Fundraising Committee**

Ms. Downing reported that the committee is wrapping up the 2010 annual fund, and will create a poster to thank the 2010 donors. The 2010 annual fund raised about \$51,000, with a \$25,000 gift from the Friends of Forbes, and a large boost from the Mo Willems concert in May. The committee has begun work on the 2011 annual fund campaign which will feature special collections and local history. In response to a question from Ms. Burnham, Ms. Downing said that many new names had been added to the donor database in 2010. In response to a question from Ms. Hess, Ms. Knapp said that the Friends and the Annual Fund committee are attempting to coordinate their fundraising mailings.

**2011 Long Range Plan Committee**

Ms. Moulding reported that the 2011 Long Range Plan Committee had its first meeting on Monday, January 10. Marjorie Hess, Bonnie Burnham, Janet Moulding, and Lisa Downing set meeting dates, committee make-up, budget, and a rough timetable for completion of the plan. The committee will be augmented by several staff members and community members. A draft community survey was created to be finalized at the next meeting. The completed long range plan is due in October.

**Doland Reference Room Upgrade Plan**

Ms. Moulding reported that she, Molly Moss, and Jason Petcen are working on the design of a renovation of the Doland Reference Room. When that design is more formed they will meet with the Trustees' representatives Russ Carrier and Marjorie Hess.

**First Night at Forbes**

Ms. Moulding reported that Forbes Library hosted two afternoon sessions of Northampton's First Night Celebration on New Year's Eve. The program was participatory drumming and each session was attended by over sixty people. Many of those attendees had not been in the library before and, as so often happens, several of those expressed great admiration for the library building and interior spaces.

**CCPLM News**

Julie Bartlett reported that her next display in the Coolidge Museum will feature recent gifts from Dr. George Snook. When the display opens, she will issue a press release. Representatives of The Calvin Coolidge Presidential Library have been invited to Washington, DC, by Representative John Mica, Ranking Republican Member of the US House of Representatives Committee on Transportation and Infrastructure, to attend a hearing held jointly by his committee and the Committee on Oversight and Government Reform. This hearing, held February 28<sup>th</sup>, will take up the subject of Presidential Libraries. The hearing will be followed by a luncheon at the Library of Congress and an afternoon symposium. Coolidge Archivist, Julie Bartlett and Janet Moulding will attend the hearing to represent Forbes Library and the CCPLM. A copy of the invitation letter was distributed.

Mr. Adams made a motion to fund expenses related to Ms. Moulding's and Ms. Bartlett's trip to Washington D.C. to attend the hearing from the Special Collections and Coolidge Room funds. Ms. Burnham seconded the motion, which was passed unanimously.

**Reports on workshops/meetings/activities**

Moving Library Cooperation to Web Scale (Paula Elliott) - December 3, 2010.

At 5:20 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:20 PM.