

TRUSTEES OF FORBES LIBRARY
Meeting of February 17, 2011

Present: Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Barone. **Also Present:** Chris Nolan, observer for the Friends of Forbes Library; Brian Tabor, observer for the Forbes Library Employee Association; Mr. George Zimmerman, City Treasurer.
Absent: None.

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

Public Comments

There were no public comments.

Secretary's Report

Ms. Burnham moved that the Secretary's Report of January 20, 2011 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Burnham moved that the Treasurer's Report of January 31, 2011 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed with a balance of \$89,400, which includes \$17,000 received in State aid this month. The Book Fund has a \$42,600 surplus. Income for the year to date is \$2,700 over budget, and expenses for the year to date are \$7,500 under budget. A transfer of \$3,000 was made from the Lyman Special Collection fund in the endowment to cover expenses. \$7,500 was transferred from the Garvey Parking fund to the Garvey Book Fund in the endowment. A transfer of \$3,000 was made from the endowment to the MacFarland Fund to cover expenses. A \$68,500 bequest was received from the estate of Eileen Kirby. Mr. Morin will provide a new page 13 for the December 31 Treasurer's report to replace the one he distributed last month which was incorrect.

Mr. Rowe made a motion to combine the Eileen Kirby bequest, which was undesignated, with the Bak fund and call it the Bak/Kirby fund. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Adams made a motion to rename the Richard Garvey Parking Fund to the Richard Garvey Book & Media Fund. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess requested that "Workman's Compensation" be changed to "Worker's Compensation" on the Treasurer's report.

Administrative Report (Ms. Moulding & Ms. Downing)

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

Ms. Moulding reported that the Children's Room renovation is proceeding according to schedule. The Children's Room will be closed February 26 through March 6. New carpet, cabinetry and electrical fixtures are being installed.

The Friends of Forbes will be offering a bus trip to the Museum of Fine Arts in Boston on Sunday, April 10. Tickets will tentatively cost \$65 and the proceeds will go to the Friends. If enough tickets have not been sold by March 14th, the trip will be cancelled. The Edible Books fundraiser to benefit

Administrative Report (continued)

the Friends of Forbes Library and the Friends of Lilly Library will be Sunday, April 3rd, at Forbes Library.

The Trustees of Forbes received a framed certificate of appreciation from the Northampton Dollars for Scholars for sponsoring the Forbes Library team in the Local Lore & Legends Scavenger Hunt. Ms. Moulding brought the certificate to the meeting.

CWMars is in the process of switching from software provided by the III vendor to open source software called Evergreen. They expect to change over academic libraries in July and public libraries in October of this year. Although the planning has been going on for a couple of years, the actual change over is bound to be disruptive to both staff and patrons. Ultimately Evergreen will offer CWMars members much higher functionality and adaptability at a lower cost because open software is free and can be modified by all users. III is expensive and charges users for every upgrade. Several staff members including Brian Tabor have been preparing for the transition.

Information Services started a new, volunteer-run program two weeks ago. Every Wednesday from 2-4 Forbes is offering drop-in computer help available for patrons, who may bring their own laptop or use one of the library's computers. The EventKeeper description is: *"Do you need a little help with the computer? Having trouble getting started, or ran into a sticky problem? Want to get your first email account? Looking for a better way to format a document? Come to the drop-in computer help session! Bring your wireless laptop or use one of the library's computers to have your questions answered."*

January's Code Green winner was Mark Toczydlowski who brought in book drop items for the circulation staff on one of the many snowy mornings. The staff has been challenged by this winter's extreme weather and have shown great cooperation and camaraderie in dealing with it all.

Friends of Forbes

The Friends of Forbes meeting on February 2nd was cancelled due to inclement weather. Ms. Moulding received a letter from the Friends reporting that they made almost \$900 from the gift basket raffles. They are still looking for a speaker for their annual meeting and a new board member. The Forbes library staff was very pleased with the home-baked goodies provided by the Friends on Valentines' Day.

Next Meetings

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

The next meeting of the Friends of Forbes Library will be on Wednesday, February 23, 2011 at 6:30 PM. Mr. Carrier will attend on behalf of the Trustees. This meeting replaces both the February meeting which was cancelled due to inclement weather and the March meeting.

The Coolidge Advisory Committee will be meeting at 4:00 PM on Mondays, March 7, June 6, September 12, and December 5, 2011. Mr. Rowe will attend the March 7th meeting on behalf of the Trustees.

Communications

Ms. Moulding received a letter from George Zimmerman, City Treasurer, dated January 31, 2011 informing her of the FY11 annual distribution from the Clarke and Earle Funds, \$10,750, and the projected distribution for FY12, \$11,500.

Ms. Moulding received an email dated February 8, 2011, and a flyer from the Massachusetts Board of Library Commissioners (MBLC) announcing this year's Library Legislative Day at the State House, March 28, 2011, including information and sign-up for bus transportation.

Ms. Moulding received a letter dated February 4, 2011 from the Friends of the Western Massachusetts Regional Library System thanking Forbes for the \$50 contribution towards the Pioneer Valley Legislative Breakfast.

FY 2012 Budget Information

Ms. Moulding reported that at the City Department Heads meeting on January 27, the Mayor and Finance Manager informed department heads that they would be expected to prepare a level funded budget for FY12. This was to include the FY11 amount for energy costs. Sometime during February, ESCO will inform the city of energy savings amounts and those line items will be adjusted accordingly at that time. The Municipal Appropriation Requirement from the MBLC will be \$1,087,222 which is \$14,564 higher than the city's FY11 appropriation to Forbes. The Mayor had nothing to report as of that meeting about increases in health care costs, but said a 10% increase would be about \$900,000 which is also about the amount of income expected from the 2.5% tax increase. Hearings with the Capital Improvement Committee will be held in late February.

The Trustees agreed that Ms. Moulding should submit a preliminary level-funded budget by the end of February, and bring it to the Trustees when it is ready for their approval.

Clarke and Earle Funds

Mr. George Zimmerman arrived at the meeting at 4:35 PM.

Mr. Zimmerman distributed a document outlining the distributions from the Clarke and Earle funds since 2004, and the projected payout for FY2012. The payout has been standardized based on Forbes Library guidelines to 2.5% of the fair market value of the funds' balances as of the immediately prior December 31st to the extent income is available. In response to questions from Mr. Carrier, Mr. Zimmerman said this was still a good guideline, but should be reviewed every few years. Mr. Zimmerman said that since he's been Treasurer, the funds have been diversified and put into a fund at Bartholomew Inc. of 60% equities and 40% bonds and fixed income. If the asset allocation begins to deviate significantly from this mix, it will be readjusted. After doing research on a fund called "Library Trust Fund - FBO City" Mr. Zimmerman determined that this was a vestige from a previous city finance manager, and not in fact funds designated for the library. Mr. Zimmerman has organized documents, including the original wills, and created a paper trail in his office so that future Finance Managers, City Treasurers, and Trustees can understand historically the funds and their distributions. In response to a question from Mr. Adams, Mr. Zimmerman said that the city's investment committee creates the investment policy for the city and is a very strong and knowledgeable group of experts. In response to a question from Mr. Morin, Mr. Zimmerman said that there have been no additional contributions of principal to the Clarke and Earle funds.

Mr. Zimmerman left the meeting at 4:53 PM

Gifts, Bequests, Sales, etc.

The following *undesigned gift* was received since the last Trustees' meeting: \$500 from the Ernest P. and Margaret C. Vitkauskas Revocable Trust to be deposited in the Stahl Halberstadt Technology Fund.

Mr. Adams made a motion to approve the allocation of the undesigned gift as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

The following *bequest* was received since the last Trustees' meeting: \$68,517.28 from the estate of Eileen M. Kirby to be added to the Bak Fund, and re-designated the Bak/Kirby fund, as done earlier in the meeting during the Treasurer's Report.

Lawn Signs

Ms. Moulding said that she would like to create a policy about outside groups placing lawn signs on library property. Mr. Carrier asked her to develop a policy and bring it to the Trustees for approval when it is ready.

Annual Fund Drive & Fundraising Committee

Ms. Downing reported that a sign was placed in the library's lobby thanking the 2010 donors. The 2011 mailing to benefit the local history and special collections funds will go out this week. The Edible Book fundraising event will be Sunday, April 3rd at Forbes Library.

2011 Long Range Plan Committee

Ms. Moulding reported the 2011 Long Range Plan Committee is organizing the long range plan process. Ms. Downing and Ms. Moulding attended a day long workshop on long range planning given by the Mass Library Association. The recommended format has changed since the last Forbes plan so some rethinking was required. The committee is now moving ahead to meet the updated expectations. The next couple of months will involve gathering information from the library community which will be analyzed and form the basis of the library's goals for the next five years. The goals will be brought to the Trustees for approval before the plan is finalized. The long range plan must be filed with the MBLC in October. In response to a question from Mr. Carrier, Ms. Downing said that there would be community members on the planning committee. Mr. Carrier asked that a postcard mailing be sent to members of the Friends of Forbes Library inviting them to participate in the community survey.

Doland Reference Room Upgrade Plan

Ms. Moulding reported that Molly Moss is exploring options for the Doland Reference Room renovation. She is visiting other libraries and considering many options. The plan will be brought to the Trustees for approval when ready.

2010 Programming at Forbes

Ms. Moulding reported that the Programming Committee met last month to review last year's programming and to plan this year's schedule. The Friends increased their gift for adult programming this year from \$2000 to \$3000. The additional money will be used to expand programming and for paid advertising and marketing. Ms. Moulding distributed a summary of last year's programs. Some of the planned highlights this year are two outdoor concerts, an adult summer reading program, expanded film programming, a new afternoon book discussion, and another year long series about local history and local novelists. Ms. Downing added that 4,958 people attended the adult programming

2010 Programming at Forbes (continued)

at Forbes in 2010. Mr. Carrier suggested sending this information to the mayor and city council. Ms. Moulding said it will be included in the budgeting information she sends to the mayor.

CCPLM News

Archivist Julie Bartlett and Ms. Moulding will be flying to Washington DC Sunday, February 27 to attend the Congressional hearing about Presidential Library funding on Monday, February 28. Massachusetts Congressman Richard Neal was invited to the hearing, but cannot attend. He indicated that he would support a bill to fund Presidential Libraries.

Reports on workshops/meetings/activities

Library Legislative Breakfast (Janet Moulding) - February 11, Greenfield Community College. Marjorie Hess, Janet Moulding, Lisa Downing, Faith Kaufmann, and Adam Novitt attended. Participating libraries solicited written comments from patrons to answer the question "What does the library mean to you?" which were then gathered together and given to each representative. The responses from Forbes patrons were distributed to the Trustees. Mr. Carrier suggested this would make a good basis for an article in the paper about the changing nature of public libraries and what the library offers its community.

Auditor

Mr. Morin reported that he met with the library's auditor, Mr. Rob Morton. Mr. Morton has experienced some health problems which have delayed delivery of the auditor's report. Mr. Morton is now working on the library's Form PC.

At 5:10 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:10 PM.