

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of March 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. **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 February 17, 2011 be accepted and placed on file with one minor correction. Ms. Hess seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms. Burnham moved that the Treasurer's Report of February 28, 2011 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed the month of February with a balance of \$92,100. There is one more 3-pay period month this fiscal year which will bring the wages category closer to the budgeted amount. There has been savings in the heating category due to the switch from oil to natural gas. The Book Fund has a \$44,100 surplus. Actual income for the year in total is very close to the budgeted amount, and expenses are under budget by \$3,800. A \$3,000 transfer was made from the endowment to the Lyman Special Collection fund to cover expenses. \$5,000 was authorized by the Trustees, and will be transferred in March. The Annual Fund paid construction money toward the children's room remodeling. A new operating fund has been set up for the Doland gift money. Mr. Morin will transfer funds from the endowment to cover current and future costs for this project.

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

Ms. Moulding reported that the renovation of the children's room is nearly finished with the room scheduled to reopen Monday, March 14. All the major work is done, but there are still a few details to finish. The electrician needs to finish some wiring before the children's computers can be installed. Ms. McGowan and her staff have worked tirelessly to clean all the old books and book shelves so the entire place looks bright and clean. With low bookcases in place of the old purple kiosks, the space seems much larger, more open, and brighter. Everyone is very pleased with the improvements.

Information Services has a new database, World Access News, which includes the Daily Hampshire Gazette dating back to 1994. It also contains all the major national and international newspapers. There is a button for Newsbank on the bottom left of the library homepage and it can be accessed remotely with a Forbes Library barcode number.

The Strategic Plan patron survey has been live for a couple of weeks and the response has been terrific. The Edible Book will be held Sunday, April 3, in the Forbes Library reading room. The Edible Book committee, led by Bonnie Burnham, is aggressively advertising this year and hopes for a larger number of entries. There is a display in the lobby and flyers for the event are included in the packet. The Trustees' Award ceremony is scheduled for Saturday, April 16, at 2:00 PM. Mo Willems will show a short video as part of

**Administrative Report** (continued)

the program. Invitations will be mailed next week. February's Code Green winner was Administrative Assistant, Jennie Pittsinger, who handled a difficult meeting room reservation request with tact and patience.

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

**Friends of Forbes**

Ms. Nolan reported on the February 23<sup>rd</sup> meeting of the Friends of Forbes and said that enough people have signed up for the bus trip to New York City on April 10<sup>th</sup> and there are still 10 seats remaining. The Friends of Forbes did not receive first place in the Florence Savings Bank Customer Choice Community Grants awards this year, but did receive \$1,800.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, April 21, 2011 at 3:45 PM in the CCPLM. Mr. Morin will invite the representatives from Bartholomew Inc. to attend.

The Friends of Forbes Annual Meeting will be held Wednesday, April 6, in the Community Room. The regular business meeting will begin at 5:30 PM, followed by the annual meeting at 6:30 PM and a program and refreshments at 7:00 PM. The program this year is about "easy gardening" featuring a talk by a master gardener. All the Trustees are invited to attend. Mr. Carrier and Ms. Burnham will attend the regular monthly meeting beginning at 5:30 PM.

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

**Communications**

Ms. Moulding received a letter from the Massachusetts Board of Library Commissioners (MBLC) dated March 7, 2011 announcing the second and final State Aid to Public Libraries award in the amount \$24,285.15 to be divided between Forbes and Lilly libraries.

Ms. Moulding received a letter dated March 3, 2011 from the Northampton Survival Center thanking Forbes Library for the recent donation of 781 pounds of food generated from the Food for Fines program.

**FY 2012**

As requested by City Finance Manager Chris Pile, Ms. Moulding submitted to the city a budget narrative based on a level funded appropriation. Ms. Moulding does not yet have the Microsoft Office software the city used to create their new budget template, so was unable to produce and manipulate the budget exactly as it should look. However, all the needed information was provided and Karen in the Mayor's Office will reformat it. Ms. Moulding distributed copies of the FY 2012 budget to the Trustees.

Ms. Moulding spoke to Mr. Pile, about giving Forbes FLEA members their contracted 3.5% step raises and he indicated that the city would probably cover that cost, which is an increase of \$19,800. She also informed Mr. Pile that the Massachusetts Board of Library Commissioners Municipal Appropriation Requirement for Northampton in FY12 would be \$1,359,027 which is a 1.36% increase equaling \$18,204. 80% of that, \$14,564, goes to Forbes Library and 20%, \$3,640, goes to Lilly Library. Mr. Pile agreed to meet that requirement in order to assure

**FY 2012 (continued)**

library certification and receive state aid. Ms. Moulding and Ms. Downing will meet with the mayor and City Finance Manager on Tuesday, April 5<sup>th</sup>.

**Northampton Pride March**

Ms. Hess asked the Trustees to authorize trustees and library staff to march again this year in Northampton's Gay Pride parade as representatives of Forbes Library. Ms. Hess said that last year's response was very positive and that it increased Forbes' visibility in the community.

Ms. Hess made a motion for volunteer representatives of Forbes Library to march in the Gay Pride parade and carry the Forbes Library banner. Mr. Adams seconded the motion, which was passed unanimously.

**Yard Sign Policy**

Ms. Moulding asked that the trustees approve adding the proposed policy for yard signs on library property developed by the administrative team to both the written policies and to the library's website: "*No promotional or advertising signs or materials will be allowed outside the Forbes Library building on library property except for library sponsored events.*"

Mr. Rowe made a motion to approve the Yard Sign Policy as requested. Ms. Hess seconded the motion, which was passed unanimously.

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

The following *receipt from sales* was received since the last Trustees' meeting: \$135 from NEBA for sales of books to be deposited in the Special Collections Fund.

Mr. Adams made a motion to approve the allocation of the receipt from sales as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

**Annual Fund Drive & Fundraising Committee**

Ms. Downing reported that the draft brochure for the 2011 annual fund for special collections has just arrived. She passed it around for the Trustees to review, and hopes that it will be sent out next week. It is a completely different look from last year and includes a section on how the money from last year's campaign was used to improve the children's department. The goal this year is to raise \$15,000 and one or two fundraising events will be planned in addition to the mailing. The Trustees suggested adding several names to the mailing list.

**CCPLM News**

Ms. Moulding distributed copies of her report on her and Ms. Bartlett's trip to Washington D.C. as representatives for the Calvin Coolidge Presidential Library and Museum (CCPLM), to attend a U.S. Congressional Hearing on Presidential Libraries on February 28, entitled "America's Presidential Libraries: Their Mission and Their Future." Ms. Moulding said that there are no federal funds available to support the CCPLM, and that one of the purposes of the hearing was to look for ways to consolidate presidential libraries and museums and look for alternate sources of funding. Ms. Moulding said that there is a presidential site organization meeting approximately every five years which Ms. Bartlett attends. Mr. Rowe offered to work with Ms. Bartlett to develop a proposal to raise awareness of the CCPLM and its funding. Ms. Moulding thanked the Trustees for funding the trip.

**2011 Strategic Plan Committee**

The 2011 Strategic Plan Committee is in the midst of its information gathering phase. An email linking to the online library customer survey was sent to all city employees and Marjorie Hess and Janet Moulding will speak at the March 17<sup>th</sup> City Council meeting encouraging them to complete the survey themselves and encourage others to do so. There have already been hundreds of responses to the survey, most of them done online. Online responses are much less work for the committee, since the online software sorts and tabulates answers. The library is offering a drawing for a Barnes & Noble Nook ebook reader for all who complete the survey online. Ms. Downing said that the library will also hold focus groups in April with the community and library staff, and will contact community leaders about how the library may be of service to them.

**Doland Reference Room Upgrade Plan**

There is nothing new to report this month on the Doland Reference Room upgrade planning.

**Capital Improvements Committee**

The City Capital Improvements Committee has scheduled discussion of requests from Forbes Library for Wednesday, March 30, from 5:45 to 6:00 in the City Hall Hearing Room. Jason Petcen and Janet Moulding will present the library's three requests and answer questions from the committee. The library is requesting capital improvement funds to build a handicap accessible ramp entrance, replace all library windows, and install a separate HVAC system for the Hampshire Rooms and CCPLM. All Trustees are invited to attend. There is little hope of getting funding this year, but approval of the committee for the projects is important to increase the chances of future funding. Copies of the forms submitted to the city were distributed.

In response to questions from the trustees, Ms. Moulding said that Community Block Grant money would pay for the handicap-accessible portion of the project, and that Community Preservation Act funds may pay for the façade of the building, but that a capital campaign would be required to pay for the bulk of the project. The project is estimated to cost approximately \$612,000 and was approved by the Trustees at the October 21, 2010 Trustees' meeting. Ms. Moulding said that once the renovations have begun on the Reference Room, the library could begin fundraising for new handicap-accessible entrance.

**Reports on workshops/meetings/activities**

CCPLM Advisory Board (Downing)- The minutes of the March 7<sup>th</sup> CCPLM Advisory Board meeting were distributed.

At 4:55 PM Ms. Burnham moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 4:55 PM.