

TRUSTEES OF FORBES LIBRARY
Meeting of May 19, 2011

Present: Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Barone. **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. Hess moved that the Secretary's Report of April 21, 2011 be accepted and placed on file with a few minor corrections. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Burnham moved that the Treasurer's Report of April 30, 2011 be accepted and placed on file. Mr. Adams seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed with a balance of \$84,237. Building insurance for FY12 was paid in April and will appear on the July 2011 report. The wages category is \$15,000 under budget due mainly to open positions that were not filled immediately. The Book Fund has a \$40,700 surplus for the month of April. Income and expenses for the year in total is very close to the budgeted figures. The Annual Fund paid construction money toward the Children's Room remodeling, and now has a deficit of \$62,850. Once all the bills have been received and paid, the Trustees will be requested to approve the transfer of funds from the MacFarlane fund in the endowment to cover the expenses. The Outreach Car Fund is over budget by \$264, and will need funds transferred in from the Aid Fund to eliminate the deficit at the end of the fiscal year. Mr. Morin will make a transfer from the Garvey Book & Media fund to the endowment and will report it on next month's report. Mr. Morin reported that the library's Form 990 was filed earlier this week.

Administrative Report (Ms. Moulding & Ms. Downing)

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

Ms. Moulding reported that the state Division of Open Government (AG's office) is holding a meeting about the Open Meeting Law on May 25th from 6:00-8:30 PM at the Northampton High School. This meeting which will provide guidance for city official and members of boards about compliance with the revised law is free and open to the public. Ms. Moulding will ask Attorney Elaine Reall if new information will be presented and ask if she should attend the meeting.

The Friends Garden Tour will be held Saturday, June 11th from 10:00 AM until 3:00 PM. In conjunction with the tour, the Friends are holding a raffle. There are six prizes: a painting by Olwen Dowling, a handmade table lamp by Karl Knapp, a \$100 gift certificate and a pot from the Hadley Garden Center, a woodcut and \$100 gift certificate from Bay State Perennial, 2 yards of organic compost from Bear Path Farm, and a two hour landscape consultation by Hilltown Tree and Garden.

A three-barrel-high "Oil Memorial," featuring products made from oil will be on exhibit on the library's front lawn for a month. The memorial is on loan

Administrative Report (continued)

from Transition Northampton and is intended as an educational and thought provoking exhibit on the future of oil production and consumption.

Ms. Moulding distributed copies of the 2010 Annual Report. This year rather than using a photograph of the building on the verso page, Ms. Moulding put in the very nice photograph of the Trustees, Mary Harding, and Mayor Higgins that was taken at the 2010 Trustees Award event. She also inserted an image of the Mo Willems poster in the section describing the Annual Fund.

April's Code Green winner was Information Services Librarian, Ben Kalish. A patron raved about Ben, calling him "super helpful." Ben has worked in nearly every department in Forbes, starting as a volunteer and then as part time as he went through library school. He is now one of the reference librarians and clearly doing a great job.

Friends of Forbes

Ms. Hess attended the May 4th meeting of the Friends of Forbes and reported that they have a vacancy on their board. They have not yet heard whether they received the Xeric grant they applied for. They discussed whether the Edible Book contest raised enough money to warrant the time and effort involved. The bus trip in April to Boston was very successful and raised \$659. They are selling tickets for the garden tour on June 11th, and still need volunteers. They are working on their next newsletter.

Next Meetings

The next regular meeting of the Trustees was scheduled for June 23, 2011 at 4:00 PM in the Watson Room. Ms. Barone will be unable to attend and a substitute secretary will be sought.

The next meeting of the Friends of Forbes Library will be held Wednesday, June 1, at 6:30 P.M. Ms. Burnham will attend on behalf of the Trustees.

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

Communications

Ms. Moulding reported that she received an email on May 2, 2011 from the Massachusetts Board of Library Commissioners (MBLC) informing public library directors that the House had passed its FY2012 state budget.

Ms. Moulding reported that she received an email on May 18, 2011 from the MBLC informing public library directors that the Senate Ways and Means Committee released its version of the FY2012 budget. The line item amounts were as expected and what Ms. Moulding budgeted for.

Book & Media Budget FY12

Ms. Moulding distributed copies of the FY12 Book & Media Expenditures Budget and the FY12 Book & Media Budget Revenue and Income projections. The MBLC now requires that the library spend 13% of the city's appropriation for books and materials. For FY12, that amount is \$141,839. Ms. Moulding is submitting a Book & Media Budget for FY12 of \$143,452. This year a line item has been added for ebooks, video games, and graphic novels. Income includes \$1,000 from the Richard Garvey Book & Media fund, raised from income from the parking meters.

Book & Media Budget FY12 (continued)

After discussion, the Trustees asked Ms. Moulding to consider using the surplus in this year's Book & Media fund to purchase more ebooks and video games. Demand in these two years has been increasing and are desired by library patrons. Patrons now have to wait several weeks to borrow ebooks, and more copies of popular titles will shorten the wait time. Video games will help to attract teenage patrons. Additional funds can be used to jump start these two collections, as long as it doesn't negatively impact other line items in the Book & Media budget. Mr. Carrier suggested that Ms. Moulding also talk to the Friends of the Library about this new direction. Ms. Downing said that the library's collection of non-English materials is inadequate and should be increased in the future.

Ms. Burnham made a motion to approve the Book & Media Budget for FY12 as proposed by Ms. Moulding. Mr. Rowe seconded the motion which was passed unanimously.

FY12 Budget

Ms. Moulding distributed copies of the Forbes Library pages from the City's FY12 projected budget. The city's appropriation to the library is \$1,091,082 as expected. The Trustees will approve the final FY12 library's budget after it is approved by the City Council.

Strategic Plan Goals

The Strategic Plan Working Committee met on Tuesday, May 17th to review the information gathered for the Library's strategic plan through the community survey and focus groups, and to establish preliminary goals. The committee synthesized the over 800 responses to the community survey and reported that overall the response was very positive. Praise was given for the staff, collections, and service, but respondents want the library to be open more hours. The results of the community survey will become part of the completed strategic plan and will be provided to the mayor and city council. Ms. Burnham distributed copies of the preliminary broad goals which include relevancy (having what people want and being meaningful to the community), access (providing access physically, remotely and online), marketing (informing people of what the library has to offer), and funding (how to pay for it all). Within each goal there will be specific objectives. The Trustees agreed by consensus with the goals and the general direction of the committee. The final goals and objectives will go before the Trustees for their approval at the June Trustees' meeting.

Gifts, Bequests, Sales, etc.

The following *designated gift* was received since the last Trustees' meeting: \$250 from R. Allison Ryan, Northampton, in memory of Helen Bourque, to be deposited in the Book & Media Fund and used to purchase large print books.

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

Annual Fund Drive & Fundraising Committee

Ms. Downing reported that \$5,400 has been raised so far for the 2011 campaign in support of Local History and Special Collections. A reminder mailing will go out in the fall. A fall fundraising event will be planned. In response to a suggestion from Mr. Carrier, Ms. Moulding said that the fundraising brochures will be distributed at check-out.

Doland Reference Room Upgrade Plan

Ms. Moulding reported that Cheryl Bryan of MLS is coming to Forbes on Friday, May 27, to consult on Reference Room renovations. Architect Tom Douglas volunteered his expertise on a walk through with Molly Moss, Jason Petcen, and Ms. Moulding. Seeing the space with fresh eyes, he offered some very good insights. Ms. Moulding will schedule a meeting with the subcommittee in June to discuss options and decide how to proceed.

Landscape Update

Michael Marcotrigiano of Smith College is helping with the Forbes Library landscape design. This spring he recommended that the following be planted: 2 Celtis Occidentalis (Hackberry) trees in the parking lot island, 50 Buxus Green Velvet Boxwood plants around the curbing of the front beds, and 22 white Knockout Rose bushes in the bed by the Children's Room entrance. The plants displaced by these plantings will be consolidated in the front beds. He also recommended that the area around the Bart Gordon memorial stone be planted in plain grass. Jason Myers and Jason Petcen are working on the project and will have it done by the end of the month.

Trustee Vacancy

As of this writing, no one has taken out papers for Forbes Library Trustee on the next election ballot. City Clerk, Wendy Mazza, said she would call if anyone did come in for papers.

Lilly Trustees

Ms. Moulding met with Lilly Library Director, Mary Ann Tourjee, on Monday, May 16th, to discuss what topics the boards of trustees of Forbes and Lilly might discuss at a joint meeting. Ms. Tourjee and Ms. Moulding communicate regularly about operational issues including library hours, staff development, programming, and marketing, but could not identify any issues that need to be brought to the Trustees. Ms. Moulding will keep the offer in mind should any issues arise in the future that would benefit from a joint discussion between the two boards of trustees.

Pride Parade

Forbes Library was represented in Northampton's Pride Parade on Saturday, May 7th by Trustees Marjorie Hess and Peter Rowe, Director Janet Moulding, Assistant Director Lisa Downing, Writer-in-Residence Susan Stinson, and numerous patrons including Lesléa Newman, Kelle Hopkins, Sean Hopkins, and Shaeleigh Hopkins, Sally Bellerose, Mistinguette Smith, and Shel Horowitz. Lisa Downing decorated one of the library's bookcarts and the library's banner made the contingent quite festive. The crowds along the parade route were very responsive to the library.

Reports on workshops/meetings/activities

Health and Safety Fair (Molly Moss)

Faith Kaufmann and Molly Moss represented Forbes Library at the Health and Safety Fair at the Senior Center on April 28, 2011. They had brochures for the library and the health reference collection, library newsletters, bookmarks, reference books and newsletters from the health reference collection and a laptop to show online resources. They saw familiar patrons, many of whom commented on how much they loved Forbes, as well as some who said they hadn't been to the library since they were children. They had several other vendors give them material to display in the library or ask about programming opportunities at the library.

Forbes Library Employee Association (FLEA) Negotiations

Mr. Carrier, Mr. Adams, Ms. Moulding, and Ms. Downing met with FLEA officers Jason Petcen, Daniele Stasky, Stephanie Levine, and Jennie Pittsinger on Wednesday, May 11th to discuss the FLEA contract in FY12. FLEA President, Jason Petcen, took the options discussed back to the FLEA membership and reported the wishes of FLEA to Janet Moulding on Tuesday, May 17th.

At 5:05 PM, Mr. Rowe moved that the Trustees go into executive session to discuss negotiations with FLEA. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Hess, and Mr. Rowe all voting in favor. The Trustees invited Ms. Barone, Ms. Downing, Ms. Moulding, and Mr. Morin to remain as guests at the executive session. Mr. Adams, Ms. Barone, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, and Mr. Rowe were present during the executive session. The Trustees discussed the negotiations with FLEA. No votes were taken during the executive session.

At 5:18 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Mr. Rowe seconded the motion, which was passed unanimously, with Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Hess, and Mr. Rowe all voting in favor.

Mr. Adams made a motion to approve the recommendations of the negotiations subcommittee. Mr. Rowe seconded the motion, which was passed unanimously.

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.