

TRUSTEES OF FORBES LIBRARY
Meeting of June 23, 2011

Present: Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding. **Also Present:** Ms. Alicia Ralph and Mr. John Lind.
Absent: Ms. Sheirer, Mr. Rowe.

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 May 19, 2011 be accepted and placed on file with one minor correction. Mr. Adams seconded the motion, which was passed unanimously.

Treasurer's Report

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

Mr. Morin reported that the Aid Fund closed with a balance of \$87,370. Wages are under budget for the year due to open positions not being immediately filled. In response to a question from Mr. Carrier, Ms. Moulding reviewed the status of the FY11 operating expenses. Labor and repairs went over budget because of unanticipated and costly repairs to the HVAC system and the handicapped lift. The miscellaneous category had 2 large catering expenses charged to it for the Trustees Award and Doland reception. At the request of the trustees, Ms. Moulding will increase the Miscellaneous budget item next year.

The Book Fund has a surplus of \$21,700 at the end of May. Income is \$800 over budget. The May expenditures in this fund total \$30,500. The Annual Fund paid expenditures towards the Children's Room remodeling and now has a deficit of \$59,800. Mr. Adams made a motion to transfer \$62,000 from the MacFarlane Fund in the endowment to cover the deficit in the Annual Fund from the Children's Room remodeling project. Ms. Hess seconded the motion, which was passed unanimously. The Auxiliary Fund now sells tote bags in addition to coffee and the tins.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the Friends Garden Tour was held Saturday, June 11th from 10:00 until 3:00. In conjunction with the tour, the Friends held a raffle. Despite cool, rainy weather, many tickets were sold the day of the tour and the gardens seemed busy. The Friends will report on the financial status of the tour at their next meeting in September.

In addition to the Children's summer reading program, One World Many Stories Forbes will also be having a very low-key summer reading for adults and teens this year, June 27 - August 19. Its theme is "Novel Destinations" and is being coordinated by Molly Moss. Staff will be wearing themed t-shirts to promote the reading program. Patrons will receive reading logs which when filled entitle them to small prizes. For each reading log they turn in, they will get one entry into the summer end prize drawing that will have all kinds of prizes (like library tote bags, gift certificates from area businesses, etc.). There will be reading lists of 'Novel Destinations', and thematic book displays to go along with summer reading. Staff will not be eligible for those prizes, but there will be a separate summer reading for staff, with a pair of tickets to the wine tasting as a prize.

Administrative Report (continued)

On Wednesday June 15, The Primate Fiasco performed their original "Psychedelic Dixieland" in the Coolidge Museum. Intended to be a lawn concert, the bad weather drove the concert indoors with standing room only attendance. On June 29 at 7 p.m., The Afro-Semitic Experience will perform their unique ethnic world music mix. This is a band beyond category—a mix of spiritual, world-beat, funk, jazz, cantorial, gospel, salsa, swing soul-driven music. Their concerts are celebrations where they play great music, tell stories, and offer a positive and meaningful message: Unity in the Community. These are being organized by Ms. Faith Kaufmann.

According to the Mass Library System's latest survey, Forbes is number twenty-five on the list of the state's busiest interlibrary loan libraries. This reflects both our borrowing and lending activity and this ranking is among hundreds of libraries statewide. Mr. Carrier suggested that this would be good information to make available to the community. The MLS will be switching to the new state wide delivery system run by a private company called Optima on July 1st.

May's Code Green winner was Faith Kaufmann, who went "above and beyond" to help reconstruct the Friends of Forbes website after a "mishap." The Friends were very grateful.

The most recent library newsletter was distributed to Trustees. It includes a notice about the library trustee vacancy.

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

Friends of Forbes

Ms. Moulding attended the June 1st meeting of the Friends of Forbes and reported that the Friends discussed the strategic plan, the Xerix grant for \$2000 for filmmaking, the garden tour, and vacancies on the board. They approved seed money for the winetasting on Oct 21, 2011.

Next Meetings

The next regular meeting of the Trustees was scheduled for, July 28, 2011 at 3:00 PM in the Watson Room.

The Coolidge Advisory Committee will be meeting at 4:00 PM on Mondays, September 12, and December 5, 2011. Ms. Hess will attend the September meeting.

Communications

Ms. Moulding reported that the Trustees received a thank you note from Elizabeth Sheirer, Secretary to the Trustees, thanking them for the flowers and congratulations sent on her recent marriage.

Book & Media Budget FY12

Ms. Moulding reported that CWMars will add a 5% optional charge to all member libraries in FY12 to increase their ebook collection. For Forbes that will be \$1,976. CWMars has a contract with Overdrive a downloadable audio book and ebook vendor. All ebooks purchased by CWMars are available to all member libraries. Forbes had already added \$1,000 to the FY12 Book & Media Budget for ebooks and agreed to give an extra \$1,000 to CWMars for ebooks at the beginning of FY12, so Forbes will participate in this CWMars ebook initiative. In FY 11, Forbes will be spending an additional \$1,000 each for the extremely popular and much requested categories of audio books, DVDs,

Book & Media Budget FY12 (continued)

games, and graphic novels. There will also be an additional \$500 spent to build the collection of books for English language learners. Mr. Carrier expressed his support for keeping in mind the traditional book expenditures as well as keeping up with new and popular media to appeal to a younger demographic.

Ms. Hess made a motion to approve a supplemental budget of \$5500 for the Book & Media Budget for FY12 as proposed by Ms. Moulding. Mr. Adams seconded the motion which was passed unanimously.

Bequests

Ms. Moulding reported that Forbes Library has received notification of two pending bequests. The first, from the estate of Lois F. Friedrich, states "there will not be anything to distribute because the estate will owe MassHealth (Medicaid) more than will be available." The second is a notification that the estate of Mary E. Flahive is in probate court in Ohio and that Forbes Library is a legatee named in the will. Mr. Carrier asked if there is a way to find out more information about Ms. Flahive's estate. Mr. Adams suggested researching it through the probate court website in Ohio.

FY12 Budget

Ms. Moulding reported that the FY12 library operating budget as presented to the Trustees in May was approved by the City Council. The appropriation summary was distributed.

Ms. Burnham made a motion to approve the Forbes Library FY2012 operating budget as presented. Ms. Hess seconded the motion, which was passed unanimously.

Strategic Plan Goals

Ms. Moulding reported that the Strategic Plan Working Committee met on Tuesday, June 7th to determine goals and objectives for the library's strategic plan for the years 2012 thru 2016. The plan is called a strategic plan rather than a long range plan as it used to be, because the Massachusetts Board of Library Commissioners (MBLC) recognizes that it is impossible to predict as far ahead as five years. The plan, which is to be updated annually, should be responsive to the changing conditions that all libraries will be facing. Ms. Moulding distributed copies of the proposed goals and objectives for the library's strategic plan, and asked the Trustees to approve them. A draft of the final plan with activities for each objective will be presented to the Trustees in July. The final plan needs to be approved and signed by the Trustees in September to meet the MBLC's October 1st deadline.

Mr. Adams made a motion to approve the proposed goals and objectives conceptually for the library's strategic plan. Ms. Burnham seconded the motion, which was passed unanimously. Mr. Carrier requested that the annual action plan that is submitted to the MBLC be brought to the trustees for approval each year.

Director's Contract

Ms. Moulding reported that the director's contract needs to be renewed for the period July 1, 2011 to June 30, 2013. A copy of the contract was distributed to the Trustees prior to the meeting, and a copy was also brought to the meeting to be signed. The next evaluation of the director will be conducted in January 2012.

Mr. Adams made a motion to approve the renewal of the director's contract. Ms. Hess seconded the motion, which was passed unanimously.

At 4:45 Mr. Lind left the meeting.

CWMARS Contract

Ms. Moulding reported that it is also time to renew the contract with CWMars. The contract was brought to the meeting to be signed by the Trustees. Ms. Moulding reviewed the contract procedure and the trustees signed the contract.

Privacy Policy

Ms. Moulding reported that the Administrative Team has developed a Patron Privacy Policy for Forbes Library which states:

The Forbes Library strives to protect the privacy of library patrons to the fullest extent of the law. In accordance with the American Library Association's Code of Ethics: "We protect each library user's rights to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

The Forbes Library will only retain as much information as required to provide services whether these are provided in person, over the phone or electronically. Personal information on patrons will be discarded as soon as it is no longer needed. The library keeps no permanent record of internet sites visited, electronic databases used, or searches performed by patrons.

When visiting Forbes Library or the library's website, or when using our electronic services, patrons can choose to provide their name, e-mail address, library card barcode, phone number or home address. This information will only be used to fulfill patron's service needs and to help the library improve and target its services effectively. Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations that they visit and use. The library is a member of the C/W MARS network (www.cwmars.org) which provides our library catalog, circulation system, and some electronic resources. Our circulation, borrower registration, and usage records are managed by C/WMARS and we observe their privacy policy (see www.cwmars.org/node/21 for details).

The only exception to this policy is in the case of library patrons in fifth grade or below or the equivalent age. In this instance, a parent or legal guardian, upon supplying proper identification, will be provided with information about titles that are checked out on the child's library card. If library staff are unable to confirm the identity of the parent or guardian, or at the cardholder's request, no confidential information will be supplied.

No confidential information on library patrons will be revealed to the authorities without presentation of a subpoena or search warrant. Some search warrants or subpoenas issued under the USA Patriot Act come with a "gag order" automatically attached, preventing staff from telling the patron or the public that information has been provided to the FBI.

In response to a question Ms. Moulding explained accounts are created from birth on but actual cards are not given until after fifth grade. At the time the cards are issued, young adults are given full privacy rights and responsibilities. Children can take out most of the materials available at the library and we rely on parents to monitor borrowing. This policy follows the procedures that the library already follows. Mr. Carrier requested that we add a note of explanation to the end of the fourth and fifth paragraphs.

Ms. Hess made a motion to approve the Forbes Library Patron Privacy Policy as amended. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

Ms. Moulding reported that the following *designated* gifts were received since the last Trustees' meeting: \$15 from Louise & Sanford Bloomberg, Northampton, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Miriam & Paul Slater, Northampton, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$25 from Karen Smith-Emerson, Leeds, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$100 from Phoebe Dent Weil, Leeds, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$150 from Jane Bryden & Chris Krueger, Belchertown, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$25 from J. Lynn Oberbillig, Belchertown, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Anne Clemmitt, Bluffton, SC, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Penna & Myron Glazer, Northampton, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$100 from Judith Flohr, Mount Crawford, VA, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Ann & Daniel Zulawski, Florence, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$40 from Ruth Acosta & Linda Carpenter, W. Brookfield, MA, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$500 from Christine Shelton, Northampton, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$100 from Nat Boland, Northampton, to be used to help pay for the subscription to *The Financial Times*.

Ms. Moulding reported that the following *undesigned gift* was received since the last Trustees' meeting: Four paintings, four prints, and one woodcut from Peter Rowe, Northampton. To be used in a raffle or to giveaway as Mr. Rowe intended.

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

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$7.50 from NEBA/CFASEC for sales of books to be deposited in the Special Collections Fund.

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

Annual Fund Drive & Fundraising Committee

Ms. Downing reported that over \$5000 has been received so far from the initial appeal. There will be a fundraising event on September 17, 2011 at 2:00 PM with an impersonation show by actor Jim Cook. This event will coincide with the 55th anniversary of the Coolidge Presidential Library and Museum.

Doland Reference Room Upgrade Plan

Ms. Moulding reported that Cheryl Bryan of MLS came to Forbes on Friday, May 27, to consult on Reference Room renovations. She has participated in several

Doland Reference Room Upgrade Plan (continued)

renovations and as a member of the Massachusetts Library System (MLS) travels around the state and visits many libraries. She had several interesting suggestions for the renovation. The Doland Reference Room committee will meet at 9:00 AM on July 14 to discuss the options for the renovations.

Landscape Update

Ms. Moulding reported that Michael Marcotrigiano of Smith College is helping with the Forbes Library landscape design. Jason Petcen, Bud Clark, and Jason Myers planted 50 Buxus Green Velvet Boxwood plants around at the curbing of the front beds, and 25 white Knockout Rose bushes in the bed by the Children's Room entrance. The plants displaced in these plantings were consolidated in the front beds. The hackberry trees that Mr. Marcotrigiano recommended for the parking lot are not available so that planting will wait until the fall or next spring. Knockout roses are also in on order for planting in the rear of the building. The Bart Gordon Memorial Bench will be re-planted with grass. The island by the children's room entrance still needs to be redone and we are still planning a formal planting for the front beds behind the boxwoods based on designs to be developed by Mr. Marcotrigiano. The public is very impressed with the plantings and have given the library many compliments.

Trustee Vacancy

Ms. Moulding reported that as of this meeting, 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. Papers have to be turned in by August 9. Mr. Carrier suggested that we involve the media to garner interest.

Open Meeting Law

Ms. Moulding distributed the information packet from the State on the open meeting law. According to City Clerk Wendy Mazza, the important thing to take away from this handout is that if a board goes into executive session, a specific, not general reason must be given for the executive session.

Japanese Prints

Ms. Moulding reported that the final nine Japanese prints have returned from the framers. They have been restored and photographed. Faith Kaufmann has not yet decided where to hang them in the library. She would like to hang them together if possible. Ms. Moulding brought a couple of the prints to the meeting. The provenance is not clear for several prints in the collection.

Mr. Adams made a motion for the library to create a show of the Japanese prints as soon as it is convenient to the Arts & Music Librarian. Ms. Burnham seconded the motion, which was passed unanimously.

Pleasant Street Video

Ms. Moulding reported that the Pleasant Street Video store is going out of business next month leaving no video rental stores in Northampton. Pleasant Street's quality collection is important to many Northampton residents, so Forbes Library is partnering with Pleasant Street to save as many videos for the community as possible by holding a joint fundraiser to enable Forbes to buy videos from the Pleasant Street collection. Forbes is accepting donations for this purpose at the library and online and close to \$20,000 has been collected so far. Ms. Moulding distributed a printout of the library's webpage inviting donations. The library will definitely benefit by increasing its collection and by attracting Pleasant Street users who may not also be

Pleasant Street Video (continued)

library users. Library staff will be allowed to choose the videos that will best suit the library collection. The library will make room for this collection by weeding in other areas of the Arts & Music collection if necessary. Ms. Hess stated that she has received an offer from William Turomsha to build additional storage units if the library purchases the building materials. Mr. Carrier stated that this was a very generous offer but he cautioned against adding additional shelving to the Arts & Music collection that would clutter the space. All of the movies that the library acquires through this fundraising effort will be made available and duplicates will be handled according to our existing collection development policy. Mr. Carrier expressed concern about DVDs as an aging media type. Ms. Moulding believes it will be years before DVDs are completely replaced by downloadable content. Mr. Carrier suggested a programming series of movie nights based on the PSV collection.

Ms. Alicia Ralph spoke to the trustees about a fundraising effort she hopes to develop and underwrite to garner more funding for the storage, staffing and stocking of the movies that are purchased from the Pleasant Street Video Collection called "Be Kind, Bee Cause". Ms. Ralph asked if she could use the library's non-profit status to secure a one time license for a showing of the movie "Be Kind, Rewind" at the end of July at the Academy of Music. Following the video showing would be a second fundraising effort that would be a comedy show. Ending the evening would be a free public event that Ms. Ralph described as a "wake" for PSV. Ms. Moulding said that the movie license would need to be closely reviewed to make sure that we followed its guidelines and also cautioned that it be made clear to donors of this event that this money was to be used not for the purchase of movies but for the ancillary costs of accepting them into our collection. Ms. Hess thought that PSV staff might be offended by the wake idea. Ms. Moulding complimented Ms. Ralph for developing this idea. She recommended that it be brought to the staff of PSV for approval before proceeding. Library staff would not be directly involved in this effort but there may be ways that the library can be supportive to Ms. Ralph's efforts. Ms. Moulding will consult with Mr. Carrier or Ms. Burnham to review any forthcoming plans to assure that they do not create any liability or financial burden on the library.

Reports on workshops/meetings/activities

Digicamp Workshop (Faith Kaufmann)- Aril 21, 2011 - second annual DigiCamp Unconference hosted by the ACRL Information Technology Interest Group (ITIG).

CCPLM Advisory Board Meeting (Janet Moulding) - June 6, 2011 - notes from the meeting of the Calvin Coolidge Presidential Library and Museum Advisory Committee were distributed to the Trustees.

At 5:56 PM Mr. Adams moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:10 PM.