

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of September 22, 2011**

**Present:** Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer. **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**

Mr. Adams moved that the Secretary's Report of July 28, 2011 be accepted and placed on file with one typographical correction. Mr. Rowe seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms. Hess moved that the Treasurer's Report for the fiscal year ending June 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 the fiscal year with a balance of \$62,600, up from about \$45,000 last fiscal year. The surplus comes from not filling temporary employee vacancies and savings on electricity. Other expense categories came in very close to the budgeted amounts, except for Labor and Repairs which was over budget by about \$2,300. In response to a question from Mr. Adams, Ms. Moulding said that the savings in electricity is primarily due to a mild summer last year, and being closed on Saturdays during the summer months. The City expects that the ESCO work that was done late last year will result in savings of \$35,000 in FY2012, but so far Ms. Moulding says that the kilowatt usage has increased, perhaps due to the hotter than usual summer. Mr. Morin transferred \$60,000 from the MacFarlane Fund in the endowment to cover expenses for the Children's Room renovation. An additional \$5,284.88 is needed to cover the costs. Ms. Moulding said that she would review the figures in the Cox Health Grant fund to see why it is over-budget by \$559, and transfer funds if necessary to cover the overage. The Doland Fund is over-budget by \$5,409 because the interest from the Doland Fund in the endowment has not yet been transferred in to cover it. The Pleasant Street Video fund brought in \$38,500 by the end of June 2011.

Mr. Rowe made a motion to transfer \$5,284.88 from the MacFarlane fund in the endowment into the Annual Fund 2011 to cover the remaining costs on the Children's Room renovation. Mr. Adams seconded the motion, which was passed unanimously.

Mr. Rowe moved that the Treasurer's Report ending August 31, 2011 be accepted and placed on file. Mr. Adams seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed in August with a balance of \$4,254.65, down considerably from the FY2011 close of \$62,600. This is due to August being a 3-pay period month, and the City appropriation being reduced by approximately \$29,000, which will be made up in subsequent appropriations.

Mr. Adams made a motion to transfer \$5,000 from the Richard Garvey Parking Fund to the Richard Garvey Book Fund in the endowment. Mr. Rowe seconded the motion, which was passed unanimously.

### **Finances - Pleasant Street Video Fund**

Ms. Moulding reported that so far the library has collected \$67,687.61 in donations towards the Pleasant Street Video Fund, and \$56,550.87 has been paid out in expenses. There are still three boxes of videos, containing about 125 to 150 videos each, left to be received and paid for. Ms. Moulding's rough estimate of additional cataloging and processing costs is about \$35,000, including \$15,000 for labor and \$20,000 for materials. There are two staff members, each working about 10 hours per week, and four volunteers working on the collection.

Ms. Hess made a motion to approve spending up to \$20,000 from the FY2011 surplus for expenses related to the processing of the Pleasant Street Video collection. Mr. Rowe seconded the motion, which was passed unanimously.

### **Meeting Schedule**

The Trustees discussed meeting times for the remainder of the calendar year and January. The next meetings will be on: Thursday, October 20<sup>th</sup> at 5:30 PM (Mr. Morin will invite the representatives from Bartholomew & Co. to attend); Monday, November 14<sup>th</sup> at 4:00 PM; Wednesday, December 14<sup>th</sup> at 4:30 PM; and Wednesday, January 18<sup>th</sup> at 4:00 PM.

Mr. Adams left the meeting at 4:45 PM.

### **Strategic Plan**

The library's Strategic Planning Committee has completed an ambitious new plan for the library's next five years. It is responsive to community concerns and promises improved services with exciting new initiatives for the library. The goals and objectives of the plan were approved by the Trustees at their July meeting. A copy of the completed plan was distributed. Once approved and signed by the President of the Board of Trustees, the plan will be sent to the Massachusetts Board of Library Commissioners (MBLC) for acceptance.

The Trustees thanked and commended the Strategic Planning Committee on the excellent and thorough job they did. Ms. Moulding said that many of the action items in the plan are dependent upon budgeting, and some are limited by space constraints. Mr. Rowe pointed out a redundancy in regards to work study students, which Ms. Downing will fix.

Mr. Rowe made a motion to approve the Forbes Library Strategic Plan for 2012-2017 with the correction to the above-mentioned redundancy. Ms. Burnham seconded the motion, which was passed unanimously.

### **Executive Meeting Minutes**

The Trustees discussed the posting of executive session minutes once they have been approved. The Trustees will decide on a case by case basis when the executive session minutes can be posted publicly. The Trustees agreed by consensus that the minutes from the May 19 Executive Session can now be posted publicly.

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

The following *designated gifts* were received since the last Trustees' meeting: \$36 from Martha Ackelsberg & Judith Plaskow, Florence, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$25 from Patricia Bruce, Harrisonburg, VA, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$25 from L. Leotus Morrison, Harrisonburg, VA, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and

**Gifts, Bequests, Sales, etc.** (continued)

used to purchase large print books; \$25 from C. J. Davis, Northampton, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Karen Staelin, Northampton, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Patricia Reidy & Gregory White, Leeds, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books.

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

The following *undesigned gifts* were received since the last Trustees' meeting: \$25 from Marjorie Haffer, Amherst, in memory of Ruth Cohen, to be deposited in the Book & Media Fund; \$25 from Mary Noonan, Florence, in memory of Ruth Cohen, to be deposited in the Book & Media Fund; \$50 from Clare Cooper & Christine P'Simer, Florence, MA, in memory of Ruth Cohen, to be deposited in the Book & Media Fund; \$50 from Janet & Charles Hemminger, Northampton, in memory of Ruth Cohen, to be deposited in the Book & Media Fund; \$10 from Ralph and Barbara Blank, South Hadley, in memory of Ruth Cohen, to be deposited in the Book & Media Fund.

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

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$1,500 from Hampshire Property Management for the Old School Commons lease to be deposited in the Bak-Kirby Fund

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

At 5:00 PM Mr. Morin left the meeting

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

Ms. Moulding reported that beginning with Saturday, September 10, Forbes is open on Saturdays after being closed Saturdays throughout the summer.

The Friends of Forbes are again soliciting votes from Florence Savings Bank customers for the bank's annual Customer Choice Awards. They are also doing a raffle in conjunction with the wine tasting event to be held October 21<sup>st</sup>. A quilt and a gift basket will be raffled off. Both are on display in the library's lobby.

Molly Moss reports that the summer reading program for adults and teens, Novel Destinations, has successfully come to an end. Patrons were asked to read or listen to three or more books between June 27 and August 19, complete a reading log and write a brief blurb for one title. When they returned their log to the Reference desk, they picked out a book, got a bookmark and a little notebook, and were automatically entered in the summer's end prize drawing. There were 9 teen and 28 adult entries. The summer book displays have been very popular and the following reading lists were created by staff: Eating Abroad, Extreme Destinations, Mysteries in Exotic Lands, Sci Fi: Other Worlds & Parallel Universes, and Travel Memoirs. The Novel Destinations t-shirts worn by

**Administrative Report** (continued)

Circulation, Information Services and Administration staff received many compliments.

The library's website has launched a mobile website for Forbes Library that is optimized for iPhone and Android. It can be viewed at <http://forbeslibrary.org/mobile/>. The library is now also circulating flash drives specifically for language instruction. If they prove popular, more material will be purchased on flash drives. There are now seven musical instruments available for circulation.

Projects from the Children's Summer Reading Program are on display in the Children's Department and are well worth a visit to see!

The Code Green Winner for July and August was Julie Bartlett. Julie not only nominated several of her fellow employees, she was a big help in making the summer volunteer appreciation barbeque a big success!

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. Burnham attended The Friends of Forbes meeting on September 7<sup>th</sup>, and reported that they took in about \$13,000 in donations over the summer, including approximately \$4,000 from the garden tour and \$6,500 from the membership mailing. Mona Sprecker will be the new liaison for the garden tour. The wine tasting fundraiser is coming up on October 21<sup>st</sup>, and the Friends will send out a second fundraising letter in November. The Friends received a \$2,000 grant from the Xeric Foundation which will be used for a children's filmmaking workshop. The Friends are planning a volunteer appreciation luncheon, and donated \$1,000 to the Pleasant Street Video Fund. The publicity committee met to talk about the fall raffle of a gift basket and handmade quilt; the drawing will take place at the wine tasting.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Thursday, October 20, 2011 at 5:30 PM in the Watson Room. Mr. Morin will invite the representatives from Bartholomew & Co. to attend.

The next meeting of the Friends of Forbes Library will be held Wednesday, October 5, at 6:30 PM. Mr. Rowe will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting at 4:00 PM on Monday, December 5, 2011. Ms. Burnham will attend on behalf of the Trustees.

**Communications**

Ms. Moulding received an email dated September 7, 2011 from Jennifer Bennett of Vermont Kid Safety saying how helpful she found the library's website for her 5<sup>th</sup> graders.

The Trustees received a thank you card from Susan Stinson for the honorarium awarded to her at the last meeting, expressing how much she's enjoyed working at Forbes.

**Annual Fund Drive & Fundraising Committee**

Ms. Downing reported that about \$7,000 has been raised so far for this year's annual fund to benefit Special Collections, with expenses at about \$1,000.

**Annual Fund Drive & Fundraising Committee** (continued)

The committee's goal is \$15,000 by the end of December. The Coolidge event on Saturday was not as well attended as hoped and did not generate any revenue. The committee is planning a second mailing, and will coordinate so as not to conflict with the Friend's mailing.

**Doland Reference Room Upgrade Plan**

Ms. Moulding reported that she, Molly Moss, Jason Petcen, and Lisa Downing met with architect Tom Douglas on September 8 to review plans for the renovation of the Doland Reference Room. Mr. Douglas was very impressed with the plans developed by Molly Moss and her team. He recommended hiring a lighting consultant to create a plan to efficiently and effectively improve the lighting in the reference room based on the new seating arrangements. Ideas might include fixtures such as LED up lights around the pillars to bounce the light off the ceiling down to the tables. She will now proceed to get a cost estimate for this plan which will be presented to the Trustees this fall.

**Trustee Vacancy**

Ms. Moulding reported that Joseph Twarog has taken out papers to run for the Trustee position to be vacated by Jesse Adams. Ms. Moulding will send Mr. Twarog the future meeting dates and a packet of information.

**ARIS Report**

A copy of this year's ARIS (Annual Report Information Survey) was distributed to the Trustees. The ARIS report is required annually by the Board of Library Commissioners. It collects library statistics for the previous fiscal year. Ms. Downing said that FY2011 was a fairly level year. The largest jump was in e-book content, up from about 1,000 to 4,000 new titles this year. Overall circulation was down about 6%, level with what it was 2 years ago. This is possibly due to the growing popularity of e-books and the library being closed on Saturdays throughout the summer.

Ms. Downing said that Kindle owners can now check out e-books, and that the interface is easier to use than Overdrive, which has been frustrating for patrons. CWMars purchases the e-book licenses, but often there is a waiting list for popular titles, so they are planning to purchase more licenses for popular titles. Ms. Moulding said she would come to the Trustees for funding to help jump start the e-book collection if necessary.

Ms. Downing said that the circulation figures do not include the recent addition of the Pleasant Street Video Collection which has brought in many new patrons who have not used the library before. There are about 800 people coming into the library per day and 20 reference questions every open hour. The library hosted over 1,484 programs in FY2011, which amounts to about 5 per day. The meeting room use by community groups jumped significantly, about 20%. Ms. Hess suggested that Ms. Downing write a press release of the highlights of the report.

**CWMars Software Migration**

Ms. Moulding reported that CWMars has encountered more problems with the new Evergreen software and has once again delayed implementation. Migration to Evergreen is now scheduled for January of 2012.

**Teen Community Read!**

Ms. Moulding reported that the library is going to partner with Northampton High School for a Northampton Teen Community Read. A flyer about the Teen Read was distributed to the Trustees.

At 5:30 PM Ms. Nolan left the meeting.

**Local History Scavenger Hunt Team**

Ms. Moulding reported that Forbes Library will enter a team in the Dollars for Scholars Local History Scavenger Hunt on October 1st. The team will consist of Julie Bartlett, Brian Tabor, Dylan Gaffney, and Jason Mazzotta. The Trustees agreed by consensus to each donate to Dollar for Scholars for the team entrance fee.

**Reports on workshops/meetings/activities**

Grantseeking Basics Workshop, Berkshire Athenaeum, Pittsfield, August 2, 2011 - a report by Faith Kaufmann was distributed.

CCPLM Advisory Board Meeting - Notes from the September 12, 2011 CCPLM Advisory Board meeting were distributed.

Ms. Hess reported that she attended a meeting at the new office space of the Center for new Americans earlier in the day. The center is housed in the James House on Gothic Street.

At 5:40 PM, Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:40 PM.