

TRUSTEES OF FORBES LIBRARY
Meeting of November 14, 2011

Present: Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer. **Also Present:** Dee Michele, observer for the Friends of Forbes Library and Daniele Stasky, representative of the Forbes Library Employee Association (FLEA). **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. Rowe moved that the Secretary's Report of October 20, 2011 be accepted and placed on file with one minor correction. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Adams moved that the Treasurer's Report of October 31, 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 deficit of \$28,000. Employee wages is over budget due to August being a three pay-period month. The November city appropriation was received in the amount of \$92,212. This new amount will bring the income category into line with the budgeted amount going forward. The Book Fund has a \$22,400 surplus. The fines/fees for the second half of October have not yet been reconciled and will be reflected in the November report. The Parking fund has a balance of \$5,400. The Friends of Forbes have given \$2,000 for the Staff Development fund; \$5,000 for the Book & Media fund; \$1,000 for the Outreach Car fund; and \$475 for the E.F.T. fund to subscribe to Bookpages magazine. A \$4,000 transfer from the endowment to the Special Collections fund was done in November.

Mr. Rowe moved that \$5,000 from the Richard Garvey Parking Fund be transferred to the Richard Garvey Book Fund in the endowment at Bartholomew Inc. Ms. Burnham seconded the motion, which was passed unanimously.

In response to a question from Ms. Hess, Mr. Morin said that he had looked into replacing the Bank of America credit card with a procurement card and found that they are only available to much larger institutions. At the request of the Trustees, Mr. Morin will look at local bank and credit union options to replace the current Bank of America credit card and present them at the next Trustees' meeting in December. Mr. Morin also inquired about socially responsible investments at Bartholomew Inc. He is awaiting a reply and will report at the next Trustees' meeting.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that after only three weeks since the last Trustees' meeting and the disruption of the storm and power outage, there are no new action items this month. Because it is so early in the month, not all the bills are in yet, so a supplementary warrant will most likely need to be signed in a week or so.

The storm of Saturday, October 29th, brought down many branches and limbs from the library's trees. Jason Petcen came in early Sunday morning with a chain saw and cleared the driveways and sidewalks. The chain link fence on the

Administrative Report (continued)

eastern property line was damaged in many places and a couple of slates were broken and a gutter bent on the director's office roof. Ms. Moulding was told by Lynn in the Mayor's Office that the DPW would clear all the downed limbs away, but that it would take two to three weeks before they got to it. Electricity was restored Monday morning and there was no interior damage to the library other than several computers needing to be reconfigured. The library was closed Monday, but reopened Tuesday and was absolutely packed with people. Every chair was taken and every outlet had a device plugged in for charging. The following written comment was received from a patron expressing how appreciative people were:

Thank you so much for giving me a place to be warm with wireless access during a hellish week. I just learned our power was restored so I can return home without grumbling and shivering. I'm a regular library patron so value it for all of that, but this week I valued you as a haven. Thank you! Friday, 11/4/11

Ms. Moulding reported that about 20 students equipped with helmets and chainsaws from a forestry class at Smith Vocational High School came to the library and removed about one third of the fallen branches. They plan on returning and going up in the trees to cut down broken limbs. Mr. Petcen has been talking to roofers about other roofing issues, and will ask about the damage from the storm as well. Estimates will be supplied to City Procurement Director Joe Cook.

A question whether or not to repeal the Community Preservation Act was on the ballot for the November 8th election. By a two to one margin, Northampton residents voted to keep the CPA. Forbes Library has been a recipient of CPA funds and is likely to be so again in the future.

CWMars is still planning to make the switch from "Triple I" software to Evergreen software over New Years. They will shut down III at 5:00 PM on Friday, December 30 and start up Evergreen on Tuesday morning, January 3. Forbes will be closed Saturday, New Year's Eve, Sunday, New Year's Day, and Monday, which is the official New Year's Day holiday this year. If all goes well on the CWMars end, the disruption to Forbes should be minimal.

The Code Green Winner this month is Faith Kaufmann who implemented the library's new mobile app for smartphones. An enthusiastic response was received from an "iPhone addict" who really appreciates the library's new mobile app. Thank you to Faith for getting that up.

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

Friends of Forbes

Ms. Burnham attended The Friends of Forbes meeting on November 2nd, and reported that they have two new board members, Mary Fagan and Dee Michele. Ms. Burnham's husband, Attorney Carl Russo, spoke to the Friends about incorporating. The Friends will need to create a new entity and dissolve the old one, involving new paperwork and some upfront costs. The yearly filing requirement will be similar to what it is now. The Friends voted unanimously to apply for incorporation. There will be a special meeting of the Friends officers to discuss a smooth transition and publicity. The Trustees expressed their appreciation and support of the Friends decision which will benefit the library. The Friends have raised approximately \$14,000 this year, and made \$1,500 from the quilt raffle. They will send out a second membership mailing

Friends of Forbes (continued)

after Thanksgiving. The Friends are providing food for the Library Legislative Breakfast to be held at Forbes on January 27, at 8:00 AM. The Friends are soliciting votes for the Florence Savings Bank Customer Choice Community Grants program. The wine tasting was postponed until March 30, 2012. The Friends voted to fund \$1,300 for the Outreach Car, \$2,000 for Staff Development, \$5,000 for the Book Fund, and \$282 for BookPage.

Next Meetings

The next regular meeting of the Trustees was scheduled for Wednesday, December 14, 2011 at 4:30 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, December 7, at 6:30 PM. Ms. Hess 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

There were no communications this month.

CWMars FY13 Fee

Ms. Moulding reported that CWMars will raise its assessment to Forbes Library by 1.5% in FY13 to \$39,978. That amount together with the charge for Wowbrary software and PC Reservation maintenance will comprise the FY13 CWMars fee. In FY12, Wowbrary cost Forbes \$375 and PC Reservation cost \$1,400. If those prices stay the same, as expected by Ms. Moulding, Forbes will owe CWMars \$41,753 in FY13. In response to a question from Mr. Adams, Ms. Moulding said that the costs for CWMars sometimes go down, but are generally rising. The new Evergreen software is expected to be less expensive overall.

Gifts, Bequests, Sales, etc.

There were no designated gifts this month. The following *undesignated gifts* were received since the last Trustees' meeting: \$50 from Michele & Michael Marotta, Northampton, in memory of Ruth Cohen, to be deposited in the Book & Media Fund; \$50 from Doris Holden, Amherst, in memory of Alice Remington, to be deposited in the Book & Media Fund; \$25 from Nancy August, Whately, in memory of Ruth Cohen, to be deposited in the Book & Media Fund; \$500 from Barry Schechter & Kathy Hibshman, Florence, to be deposited in the Book & Media Fund.

Ms. Hess made a motion to approve the allocation of the undesignated 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: 1,500 from NEBA/CFASC for books sold to be deposited in the Special Collections Fund.

Mr. Adams 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.

Annual Fund Drive & Fundraising Committee

Ms. Downing reported that a reminder fundraising mailing will go out next week, later than expected due to the power outage. The Friends mailing will go out in early December. Mr. Carrier reminded the Fundraising Committee,

Annual Fund Drive & Fundraising Committee (continued)

that the library's mailing should be timed to interfere as little as possible with the Friends' mailing. Mr. Carrier said that the Fundraising Committee met to strategize, and is leaning against a large capital campaign to raise money for a new handicap accessible entrance for the Children's Department which would cost approximately \$600,000. They are exploring other options for the lift in the main entrance.

Doland Reference Room Upgrade Plan

Ms. Moulding reported that estimates from the lighting consultant and cabinetmaker are expected soon and furniture prices are being gathered. Molly Moss has gotten quotes on chairs. A mobile lab has already been ordered because of an opportunity to get special pricing on it. That will be set up in the Community Room when needed or in other places when only one or two laptops are required. The committee will be meeting again soon, and should be able to provide cost figures at the next Trustees' meeting.

New Trustee

At the November 8th election, Bonnie Burnham and Peter Rowe were reelected as well as new Trustee, Joseph Twarog. Mr. Twarog is out of town during this meeting, but plans to attend the December 14th meeting.

List of 2012 holidays

Ms. Moulding distributed a list of the days the library will be closed in 2012. This year Forbes will be closed from 1:00 PM on Wednesday, November 23 until 9:00 AM on Saturday, November 26, for the Thanksgiving holiday.

Reports on workshops/meetings/activities

Readers Advisory Workshop -Thursday, November 3rd, a staff wide workshop was held to kick off the new Readers' Advisory program funded by the LSTA grant obtained by Information Services Librarian, Molly Moss. About 30 staff members attended, learning about the readers' advisory process and benefits. There will be 6 more sessions for Information Services and Circulation staff members as well as those employees from other departments who are interested.

Ms. Moulding announced that Ms. Moss has developed an adult summer reading program for next year called "Between the Covers." T-shirts for the program are available for order. Ms. Moulding said that circulation of videos has increased markedly since obtaining the Pleasant Street video collection. Mr. Carrier asked Ms. Moulding to notify the Trustees if any problems arise from the increased usage.

Mr. Morin will be meeting with the library's auditor, Mr. Rob Morton of Boisselle, Morton & Associates, LLP, to discuss the FY10 and FY11 audits. Mr. Morin will also obtain cost estimates for the assistance in setting up a full set of books for Mr. Morin to maintain for Forbes per the auditor's recommendation.

At 4:40 PM Mr. Rowe moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 4:40 PM.

Respectfully submitted,
Elizabeth Sheirer, Secretary