

TRUSTEES OF FORBES LIBRARY
Meeting of December 14, 2011

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Ms. Moulding, Ms. Sheirer. **Also Present:** Kari Knapp, observer for the Friends of Forbes Library; Mr. Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Molly Moss, Information Services Librarian/Head of Reference; and Joseph Twarog, Trustee-Elect. **Absent:** Mr. Adams and Mr. Morin.

The meeting was called to order at 4:35 PM in the Watson Room in Forbes Library. Mr. Carrier welcomed Mr. Twarog, newly-elected Trustee to the meeting

Doland Reference Room Upgrade Plan

Ms. Moulding reported that the Doland Reference Room Committee met on November 30 with Molly Moss, Information Services Librarian/Head of Reference, and Jason Petcen to view and approve the plans and cost estimate for the Doland Reference Room remodel. The plan includes new carpeting, new lighting, new furniture, and increased numbers of computers and seating spaces. The estimated cost of the project is about \$140,000. Ms. Moss presented the proposed floor plan to the Trustees. The new space will be more open, with a sight line from the front entrance to the reference desk at the far end of the room.

In response to questions from the Trustees, Mr. Petcen said that the cost estimates at this stage were ball park figures and that firmer numbers will be obtained once the plan is approved. He said it would take about a month to obtain the firmer numbers. Ms. Moulding said that the work would most likely begin in April. Mr. Petcen said that the renovation would take about a month. Ms. Moss said that reference would move to Arts & Music on the second floor during that time.

Ms. Hess made a motion to approve the Doland Reference Room upgrade plan as presented. Mr. Rowe seconded the motion, which was passed unanimously.

Once the firm cost estimates are obtained, a sub-committee consisting of Mr. Morin, Mr. Carrier, Ms. Moulding, and Ms. Hess will meet to explore funding of the project. Ms. Moulding suggested that it be paid for by borrowing from non-restricted endowment funds which would be repaid with part of the interest from the Doland Fund. It is proposed that 10% of the annual interest from the Doland Fund be rolled back into the fund's capital, 40% be used for Reference Room expenses, and the remaining 50% be used to pay back the endowment.

Mr. Carrier thanked Ms. Moss and the Doland Reference Room Committee for their work on the plan. Ms. Moss left the meeting at 4:50 PM

Public Comments

There were no public comments.

Secretary's Report

Ms. Burnham moved that the Secretary's Report of November 14, 2011 be accepted and placed on file with one minor correction. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

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

Treasurer's Report (continued)

Mr. Morin reported that the Aid Fund closed November with a deficit of \$16,500. The November allocation from the city of Northampton was received in the amount of \$92,212. This new amount will make the appropriation income category more in line with the budgeted amount going forward. The Book Fund closed with a \$32,000 surplus, a \$10,000 increase over October. The fines, fee, etc. collected from patrons in the second half of October were included on the November report. \$4,000 was transferred into the Special Collections Fund to cover future expenses. \$5,000 collected from the parking meters was transferred to the Garvey Book Fund in the endowment. Mr. Carrier asked Ms. Moulding to request Mr. Morin to change the name of the fund in the endowment from the Garvey Parking Fund to the Garvey Book Fund as previously approved by the Trustees.

Ms. Hess reported that she has done some research on credit cards, and that all of them are managed by major banks. The Trustees agreed by consensus to keep the current Bank of America credit card for the time being. Ms. Moulding said that the balance is paid in full every month so that no interest is being paid on the card, just an annual fee.

Mr. Morin's report included the information that Bartholomew Inc. does not have a socially responsible investment guideline, and they invest as directed by their clients. Forbes has the option of adopting a policy regarding responsible investing for Bartholomew Inc. to adhere to for the Forbes endowment. Mr. Carrier said that the Trustees had adopted a socially responsible policy in the past, but that currently there was no obvious reason to do so. Ms. Hess said that adopting such a policy would require the Trustees to do a lot of research themselves on specific companies, and that the Trustees did not have the expertise to do so. In response to a question from Mr. Carrier, Ms. Knapp said that the Friends of Forbes had been looking into investment options, but not in terms of socially responsible investments. Mr. Carrier suggested tabling the discussion until a stronger need for it was felt.

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.

Mr. Adams was unable to attend tonight's meeting, which would have been his last as a Trustee. Library staff and the trustees sincerely thank him for his service and wish him the best as a City Councilor.

Ms. Moulding reported that Forbes has received bags from the Dollars for Scholars Local History Scavenger Hunt that are for the trustee sponsors of the Forbes Library team, and they were passed out at the meeting. New parking passes will be required on January 1st and were distributed. The back door alarm code will be changed on January 3rd.

Long time Forbes Library employee and director of the Pelham Library, Adam Novitt, was hired as the new director of the Sunderland Public Library. Unlike Pelham, Sunderland is a full time job, so Mr. Novitt will be leaving Forbes. Starting as a volunteer and working in nearly every department, Mr. Novitt has been a part of Forbes for eight years. His enthusiasm and inventiveness will be missed. Frank Heston will be taking over Mr. Novitt's outreach duties.

Administrative Report (continued)

Forbes webmaster, Faith Kauffmann received a compliment and a request for information from the webmaster of the Springfield City Library who was very impressed by Forbes' new mobile page app. Once again, Forbes is a leader in implementing new technology!

The signager, or mini-computer that ran the slide show on the welcome kiosk has broken. It was five years old and ran the whole time the library was open. A new one has been ordered and the Friends of Forbes have agreed to pay for it. They along with a grant from the Institute of Museum and Library Services funded the kiosk.

CWMars was planning to make the switch from "Triple I" software to Evergreen software over New Years, however, the transfer will not happen until mid-February at the earliest. There are apparently still too many problems with the software to try to go live with it. In response to a question from Mr. Rowe, Ms. Moulding said that there are handouts about the new system ready to go when it is implemented. Functionality in the new system will increase over time as the open source software is configured. Additionally, the new open source software will be less expensive than the current software.

Library Legislative Day will be Monday, April 30, 2012. On that day, library supporters will meet at the State House to visit their senators and representatives, have lunch and listen to speakers, and lobby for library funding. The Western Massachusetts Library Advocates will sponsor a bus to and from the State House. All are welcome to attend.

Friends of Forbes

Ms. Hess attended The Friends of Forbes meeting on December 7th, and reported that they approved Ms. Downing's requests for \$526 for the library's newsletter, \$2,500 for adult programming, and \$953 for museum passes to loan. The Friends have collected 150 ballots so far in the Florence Savings Bank Customer Choice Community Grants program. The Friends will be providing the food for the Library Legislative breakfast on January 27th. The Friends are proceeding with incorporation, and have budgeted \$3,000 to cover legal fees and the incorporation fee. There is an incorporation meeting on Monday, December 19 at 7:00 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM), and the Trustees are encouraged to attend. The Friends are becoming incorporated in order to apply for and receive a pouring license for the wine tasting fundraising event in March. The Friends approved funding to replace the signager mini-computer that runs the slide show in the kiosk. The Friends received a special donation in honor of Dylan Gaffney.

Next Meetings

The next regular meeting of the Trustees was scheduled for Wednesday, January 18, 2012 at 4:00 PM in the Watson Room. The Trustees will elect officers and set meeting dates for 2012.

The inauguration of the new and re-elected Trustees will take place on Tuesday, January 3rd, at 10:00 AM at Northampton High School.

The next meeting of the Friends of Forbes Library will be held Wednesday, January 4, at 6:30 PM.

Ms. Julie Bartett, Archivist, will present a program on Wednesday, January 4th, at 7:00 PM in the CCPLM about Grace Coolidge.

Next Meetings (continued)

The Coolidge Advisory Committee will be meeting in 2012 at 4:00 PM on Mondays, March 5, June 4, September 10, and December 3.

Communications

Mr. Carrier received a letter dated December 5, 2011 from the Massachusetts Board of Library Commissioners (MBLC) notifying Forbes of the amount of the first payment of State Aid to Public Libraries. The first payment of \$20,163.33 represents approximately half of the total annual amount. 80% or \$16,130.67 will go to Forbes, and the remaining 20% will go to Lilly Library. Ms. Moulding said the MBLC will only send funds to the town, and not directly to the library. She will ask City Treasurer George Zimmerman to disperse the funds to Forbes.

Handicap Accessibility Plan

Faced with the daunting project of trying to raise \$600,000 for a handicap ramp accessible entrance, the Fundraising Committee has been looking at alternatives to replace the unreliable handicap lift at the front entrance. A representative of Independent Elevator, with whom Forbes contracts elevator maintenance, has stated that a fully functional elevator would fit in the footprint of the current handicap lift. It would be a real elevator, with sliding doors and simple button operation, just like the interior elevator. It would be taller than the current lift and its machinery would need to be located below in the closet underneath the portico steps. It would be entirely enclosed. Its cost including installation would be approximately \$80,000 to \$100,000 as opposed to a replacement of the handicap lift which would cost about \$40,000. The current lift was installed in 2005 and has had repeated malfunctions, expensive repairs, and days out of service.

The Fundraising Committee met December 7 and decided to recommend that the handicap ramp project not be pursued, and to replace the current lift with an elevator instead. Independent Elevator has installed such an elevator in Orange and some committee members will make a trip up there to see it. Architect Tom Douglas came to the library Monday, December 12th, to consult about design issues concerning the look and functionality of the entrance. He recommended looking into acquiring a Victorian-style elevator to be in keeping with the architecture of the building. Iron railings are also suggested for the stairs in the main entrance, and will coordinate with the iron work used for the elevator. City Procurement Officer, Joe Cook, will be consulted about the requirements and process of selecting a vendor.

The library received a Community Block Grant for \$30,000 in 2009 to design the handicap ramp entrance and pay the architect to oversee the construction. \$7,500 was paid for the design. The library will be allowed to use the remaining \$22,500 for an alternate handicap accessibility project. Forbes will also be allowed to apply for additional construction funds. That application process will begin in late January or early February. The money will be awarded July 1, 2012. The Fundraising Committee recommends that the 2012 annual fund drive be suspended and instead that the library does a small capital campaign that would begin early in 2012 when all the designs and estimates are completed.

Ms. Moulding said that once the Trustees have approved the plan, she would obtain firmer cost numbers. Mr. Petcen said that he would try to obtain the cost estimates before the January Trustees' meeting. It will not be known until June if the library is successful in its Community Block Grant application, but the capital campaign could begin sooner. Ms. Moulding said

Handicap Accessibility Plan (continued)

that the library is not abandoning plans to renovate the Children's Room entrance, but that it can be done for significantly less money if it no longer requires excavation below the foundation for installation of a handicap ramp.

Ms. Hess made a motion to approve the Fundraising Committee's recommendation that the handicap accessibility ramp project be replaced with the installation of an elevator in the front entrance, and that the annual fund 2012 be suspended and replaced with a capital campaign to raise the approximately \$100,000 needed to install a new elevator. Mr. Rowe seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$500 from the Harris and Eliza Kempner Fund as a matching gift for a donation by Todd Thompson, to be deposited in the Aid Fund to be used for Children's Room supplies; \$20 from Arlene & James Carmichael & Heather Mahoney, Pelham, in memory of Emily Rennet, to be deposited in the Book & Media Fund to buy large print books for the Outreach Program.

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.

Annual Fund Drive & Fundraising Committee

Ms. Downing reported that the 2011 Annual Fund for special collections was wrapping up. The second mailing has resulted in about \$600, and overall the 2011 Annual Fund has raised about \$7,000. The Daily Hampshire Gazette donated \$1,000 for preservation of the Daily Hampshire Gazette files. Ms. Moulding said that Special Collections staff is preparing a list of how to spend the funds for the Trustees to approve at the January meeting.

Library Legislative Breakfast

The Library Legislative Breakfast will be held in the Forbes Library Reading Room at 8:00 AM on Friday, January 27, 2012. Senator Rosenberg, Mayor Narkewicz, and City Councilor Dwight have agreed to attend and speak. Representatives Andrews, Kocot, Kulik, Mark, Scibak, and Story have been invited and are expected to attend and speak. Susan Stinson and Bill Dwight will give their personal take on the Forbes Library "story". Mr. Rowe will speak on behalf of the Trustees about the importance of the library to the community. The Friends of Forbes will provide refreshments. Everyone is welcome and encouraged to attend. The event will be held in the reading room.

Mr. Petcen left the meeting at 5:34.

Reports on workshops/meetings/activities

CCPLM Advisory Committee Notes (Janet Moulding)

Ms. Moulding distributed copies of the notes from the Coolidge Advisory Committee meeting of December 5, 2011

In response to a question from Mr. Twarog, Ms. Moulding said that Forbes and the CCPLM receive no federal funding. She and Ms. Bartlett traveled to Washington to appear before a congressional hearing on funding for presidential libraries, but the focus had been on reducing or eliminating funding, not increasing it.

Other Business

Mr. Carrier and the Trustees thanked Ms. Moulding for her excellent work this year and presented her with a bonus from the Cutter fund, established in 1904 and designated to supplement the Library Director's salary. Ms. Moulding said how much she appreciates working with the Trustees.

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