

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 18, 2012**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Ms. Chris Nolan, observer for the Friends of Forbes Library; Ms. Julie Bartlett Nelson, representative of the Forbes Library Employee Association (FLEA); Nancy Murphy and Jean Tracy. **Absent:** none.

The Trustees gathered before the meeting to take a group photo in the Calvin Coolidge Presidential Library and Museum (CCPIM).

The meeting was called to order at 4:08 PM in the Watson Room in Forbes Library.

**Secretary's Report**

Mr. Rowe moved that the Secretary's Report of December 14, 2011 be accepted and placed on file with a minor correction. Ms. Hess seconded the motion, which was passed unanimously. The Trustees also made a few corrections to the Trustees' address list. Ms. Sheirer will make the corrections and redistribute the list.

**Treasurer's Report**

Mr. Rowe moved that the Treasurer's Report of December 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 December with a deficit of \$7,000. Workers' compensation insurance was paid in December for the entire year and wages is over budget due to the recent three pay period month. The Book Fund closed with a \$33,000 surplus. Actual income for the year is \$3,500 over budget and expenses are \$1,500 over budget. The Lyman Special Collection Fund has a deficit of \$107. The Outreach Car Fund has a balance of \$117 after paying annual car insurance of \$743. Mr. Morin said that he expects that the AID Fund will be in the positive next month with the receipt of the state aid check in January and the city's next appropriation. The Trustees will decide next month if funds will need to be transferred into the Doland Fund to cover expenses. Mr. Carrier asked Mr. Morin to request that Bartholomew & Co. change the name of the Richard Garvey Parking Fund to the Richard Garvey Book Fund in the endowment.

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

Ms. Moulding and the Trustees welcomed new Trustee, Joseph Twarog who is attending his first meeting since his inauguration on January 3<sup>rd</sup>. Ms. Moulding distributed the winter Forbes Library newsletter.

Ms. Moulding reported that Sasha Nyary will be conducting a teen services internship from Simmons College this spring under the supervision of Jude McGowan and Lisa Downing. Ms. Nyary will use the teen service related objectives set forth in the strategic plan to guide her. She will be visiting other libraries, helping to establish a Teen Advisory Board, and exploring programming, collections and services for an older teen (14-19) population.

Ms. Downing reported that the library just finished its annual Food for Fines Program which ran from January 3<sup>rd</sup> through January 15<sup>th</sup>. All food collected was given to the Northampton Survival Center.

Ms. Moulding reported that Forbes will be partnering with a few local residents to host CuentaCuentos, a Spanish story time for toddlers ages 1-4 and AmiguitosNuevos an informal Spanish speaking play group for the same ages.

**Administrative Report** (continued)

The purpose of this playgroup is to offer a friendly space for Spanish speaking children and their families to come and play, make art projects, and sing songs while celebrating culture and friendship. The programs will run every other Friday morning in the Community Room.

Ms. Moulding reported that 50 people attended a program inspired by Grace Coolidge on January 4 as part of the Local History Local Novelists series. Archivist Julie Bartlett Nelson spoke about Grace's domestic life sharing images and writings from the Forbes collections, art historian Valija Evalds spoke about Grace's clothing using material from Forbes, and novelist Rita Bleiman, who lives in The Beeches, read from her novel Dirty Tricks. Ms. Nelson made and served Grace Coolidge's Ice Box cookies and cupcakes to celebrate Grace's Birthday the day before.

Ms. Moulding reported that the library has purchased travel mugs with the Forbes Library logo on them to sell. The book bags continue to be popular, but it was thought it would be good to have another item too. 36 mugs were purchased for about \$7.00 each and are selling for \$10, so even if a few are given away, they will pay for themselves. As of this writing 7 have been sold.

Ms. Moulding reported that this month's Code Green winner was Dylan Gaffney who answered a reference question so efficiently and so pleasantly that the patron donated money to the Friends of Forbes. In response to a question from Mr. Carrier, Ms. Moulding and Ms. Nelson said that the reference desk rotation and cross training has been very beneficial for staff.

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 Friends of Forbes meeting on January 4<sup>th</sup>, and reported that the Friends application for incorporation is underway. The Friends are funding the cost of the museum passes including the popular Norman Rockwell museum pass, which has increased significantly in cost. The Friends suggested looking into a museum pass for the Wadsworth Atheneum. The Trustees suggested that the library purchase museum passes for different museums in alternating years. The Friends currently have approximately 200 votes in the Florence Savings Bank Customers' Choice Community Grants program. They discussed the Edible Book event, the Wine Tasting, and the Legislative breakfast for which the Friends will bake and donate food. Northampton Coffee is donating the coffee. NCTV is filming the event.

**Public Comments**

At 4:30 PM, Nancy Murphy and Jean Tracy arrived at the meeting

Ms. Murphy and Ms. Tracy both spoke in response to the recent guest column in the Daily Hampshire Gazette by Sasha Nyary about closing the Calvin Coolidge Presidential Library and Museum (CCPLM) and relocating the collection. Both Ms. Murphy and Ms. Tracy spoke about how important the CCPLM is to the community and to them personally. Mr. Carrier said that Ms. Nyary wrote the column without input from the Trustees, and that the opinions expressed were her own and not those of the Trustees. The Trustees and Ms. Nelson answered their questions about the staffing, costs, funding, visitation policies, and educational outreach activities of the CCPLM.

Ms. Murphy and Ms. Tracy left the meeting at 5:00 PM.

### **Next Meetings**

The next regular meeting of the Trustees was scheduled for Wednesday, February 15, 2012 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, February 1<sup>st</sup>, at 6:30 PM. Mr. Rowe will attend on behalf of the Trustees. Ms. Hess will attend the March 7<sup>th</sup> Friends meeting, and Mr. Twarog will attend the April meeting, which will be a short meeting just prior to the annual meeting.

The Coolidge Advisory Committee will be meeting in 2012 at 4:00 PM on Mondays, March 5, June 4, September 10, and December 3. Ms. Burnham will attend the March 5<sup>th</sup> meeting.

### **Communications**

The Trustees received an invitation to a party to celebrate former mayor Mary Clare Higgins on Monday, January 30, at 5:00 PM at the Look Park Garden House.

Mr. Carrier received a letter dated December 23, 2011, from the Community Foundation of Western Massachusetts, with a check for \$200 from a fund established by Peter Vogel and Faces of Earth Inc.

### **Second Quarter Ordinary Maintenance Budget Report**

Ms. Moulding distributed a spread sheet of expenditures in each category and projected year-end total expenditures. The fiscal year 2012 is half over and the library is functioning within its budget. At this stage there are big savings in the utilities line items of gas and electricity, but it is really too early yet to predict since much depends on how cold the rest of the winter and how warm the early summer will be. The Labor and Repairs line item is once again way over budget because of repairs to the handicap lift and HVAC system. All the other line items are in a reasonable range.

### **Election of Officers and approval of Roberts Rules of Order**

Mr. Twarog made a motion to elect the following officers for 2012: Mr. Carrier, President; Mr. Rowe, Vice President; Mr. Morin, Treasurer; and Ms. Sheirer, Secretary. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Hess made a motion to approve the use of Roberts Rule of Order for meeting conduct. Ms. Burnham seconded the motion, which was passed unanimously.

### **Selection of meeting dates**

The Trustees set the following meeting dates for the upcoming year (Wednesdays at 4:00 PM): February 15, March 21, April 18, May 23, June 20, July 25, and tentatively September 19. Meetings for the remainder of the year will be scheduled in September.

### **Trustees' and Director's Goals for 2012**

Drafts of the goals, based on the 2012 Strategic Plan approved in 2011, were distributed to the Trustees. Ms. Moulding presented the Director's Goals which include short term (2012), medium term (within 2-3 years), and long term goals. In response to questions from the Trustees, Ms. Moulding said that she is considering vending machines, one for food and one for beverage, to meet her short time goal of identifying space to sell food and drink within the library. Ms. Moulding said that people are eating more and more food in the library and that generally they do not create a mess. Food is not allowed in

**Trustees' and Director's Goals for 2012** (continued)

Special Collections. Ms. Moulding said that she is working on another customer service initiative focusing on the user's experience in the library - what they expect, what they see when they come in the door, how they feel about the library, what is most important to them, etc. In response to suggestions from Mr. Carrier and Mr. Rowe, Ms. Moulding will invite department heads to Trustees' meetings to discuss issues of digital materials, digitization of library collections and other various issues.

Ms. Moulding presented the Trustees' Goals for 2012, which come from the library's strategic plan. Ms. Hess and Mr. Rowe will meet to discuss goal #2 which is to continue to advocate for Forbes Library with the public and with elected officials by a) appointing one Trustee to monitor legislation relevant to library funding and be a liaison to local legislators on an ongoing basis; and b) indicating the Board's position on pertinent legislation publicly and/or directly to legislators on an ongoing basis. Ms. Hess expressed concerns about how much latitude the appointed Trustee will have to speak on behalf of the other Trustees, and how much they will need to have approved by the Trustees before speaking or advocating. The Trustees will discuss this at next month's Trustees' meeting. Ms. Downing suggested that the Massachusetts Library System offers support for Trustees in this type of situation. Goal #3, making Forbes Library healthier and more welcoming by making it a smoke-free property, will also be on the Trustees' agenda next month. Ms. Moulding will check with the city beforehand to make sure that the Trustees have the authority to do so.

Ms. Burnham made a motion to approve the Director's Goals for 2012 and the Trustees' Goals for 2012 as presented by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

**Trustees Award**

Ms. Moulding strongly recommended two individuals who have worked diligently on behalf of the library, and who are both retiring from the board of the Friends of Forbes this year.

Mr. Rowe made a motion to name Ms. Kari Knapp and Ms. Chris Nolan as recipients of this year's Trustees award. Ms. Burnham seconded the motion, which was passed unanimously.

**Treasurer's Compensation**

Mr. Morin, Treasurer, presented a detailed request that his compensation amount be reviewed for the FY13 budget. Since he became Treasurer in 2001, both the amount of work and the level of work have increased significantly.

Ms. Hess made a motion that a subgroup consisting of Mr. Carrier, Mr. Rowe, and Ms. Moulding review the request and make a recommendation at the next Trustees' meeting. Ms. Burnham seconded the motion, which was passed unanimously.

**HVAC Controls Upgrade**

Mr. Jason Petcen is recommending that the Children's Room HVAC controls be upgraded. These controls, which regulate the entire basement system, are 21 years old and have become unreliable. For the last few years, when something broke, Mr. Petcen has had to improvise repairs because parts are no longer available. Last summer the air conditioner was out of service for six weeks waiting for parts. When the repair company finally gave up trying to find parts, Mr. Petcen soldered the pieces together, but now the unit cannot be

**HVAC Controls Upgrade** (continued)

turned off, which wastes energy. He would like to replace the controls including valves, relays, sensors, and switches. This will finally tie the old basement HVAC into the new computer controlled system in the rest of the building. The cost of the work would be \$9,840 and be done by Energy Management and Control Services of Cranston, RI. In response to a question from Mr. Carrier, Ms. Moulding said that the work could be done fairly soon, and would not take very long.

Mr. Rowe made a motion to approve the upgrade of the HVAC controls for the Children's Room as described, the cost, \$9,840 to be paid from the operating budget. Ms. Hess seconded the motion, which was passed unanimously.

**Writer-in-Residence Honorarium**

The library's programming committee has decided to increase the Writer-in-Residence honorarium for Susan Stinson. The Local History/Local Authors series, which Susan created two years ago and continues to organize, is very successful and has brought attention and prestige to Forbes throughout New England. As well as the Local History/Local Authors series, Ms. Stinson facilitates the writing room twice a week, runs the Writing Life summer series, and coordinates the ongoing various writers' workshops. Last year's honorarium of \$1,000 was paid half from the Programming Fund and half from the Special Collections Fund.

Ms. Burnham made a motion to make a one-time increase in the honorarium for Susan Stinson, Writer-in-Residence, to \$2,000, \$750 to be paid from the Programming Fund and \$1,250 from the Special Collection Fund. Mr. Rowe seconded the motion, which was passed unanimously.

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

Mr. Rowe made a motion to establish the Second Century Fund for purposes of building restoration and renovation. Ms. Hess seconded the motion, which was passed unanimously.

The following designated gifts were received since the last Trustees' meeting: A \$100 gift certificate from Broadside Books given by Michele Aldrich, Hatfield to purchase books; \$1,000 from Mary Harding, Northampton, to be used for "restoration projects", to be deposited in the Second Century Fund; \$100 from Neal & Dana Salisbury, Easthampton, ½ to be used to purchase audio books and ½ to go to the Second Century Fund.

Ms. Burnham 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: \$3,500 from Edmond P. DeLaCour and the DeLaCour Charitable Foundation, Northampton, to be deposited in the Second Century Fund, \$50 from Deborah Koch, Easthampton, to be deposited in the Book and Media Fund, \$47.23 from Diane Palladino & Ellen Koteen, Florence, to be deposited in the Book and 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.

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

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$52.50 from NEBA for sale of books to be deposited in the Special Collections Fund.

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

**Response to January 16<sup>th</sup> Column in the Daily Hampshire Gazette by Sasha Nyary**

Ms. Moulding distributed copies of responses received so far to the guest column by Sasha Nyary in the Daily Hampshire Gazette on January 16, "Time to Retire Cal's Collection?" about closing the CCPLM and finding a new home for the collection.

Mr. Twarog made a motion to authorize Ms. Nelson to write a guest column, or letter to the editor, in response, correcting some of the information in Ms. Nyary's column about the costs, staffing, educational use, and importance to the community of the CCPLM. Mr. Rowe seconded the motion, which was passed unanimously. Ms. Nelson will obtain input from Ms. Hess before submitting the column/letter.

Ms. Nolan and Ms. Nelson left the meeting at 5:45 PM.

**Annual Fund Drive & Fundraising Committee**

The Trustees discussed plans for a capital campaign to raise funds for both the main entrance handicap elevator project and a scaled-down redesign of the Children's Room entrance. Architect Tom Douglas is currently working on new plans for both projects, and should have a plan for the front entrance and elevator to present to the Trustees at the February meeting. Mr. Petcen is in contact with the elevator company to get a firm estimate and to arrange a trip to Orange to see the similar elevator installed there.

All of the Trustees expressed their commitment to fully participating in the campaign including generating lists of potential donors and making phone calls. The Trustees are considering an outside consultant to help with updating the list of potential donors. The Trustees will also seek funding through the CPA for the Children's Room entrance, and through community block grants for the handicap elevator project. The Annual Fund will be suspended for 2012 in lieu of the capital campaign.

**Doland Reference Room Upgrade Plan**

Mr. Petcen and Ms. Molly Moss are continuing to get specifications and exact costs for furniture, carpeting, and lighting fixtures for the renovation.

**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, Representatives Peter Kocot, John Scibak, Paul Mark, Stephen Kulik, and Mayor Narkewicz, have agreed to attend and speak. Other speakers include Sharon Sharry from CWMars, Greg Pronevitz from the Mass Library Assoc., Bonnie Isman from The Western Mass Library Advocates, and Susan Stinson and Bill Dwight who will give their personal take on the Forbes Library "story." Peter Rowe will speak for the Forbes Library Board of Trustees. Representatives Andrews and Story have not yet responded to their invitations. Since the program may run longer than 30 minutes, the library will have a delayed opening at 10:00 that day.

**Library Legislative Breakfast** (continued)

The Friends of Forbes will provide refreshments. Everyone is welcome and encouraged to attend.

**Reports on workshops/meetings/activities**

Programming Committee Meeting (Janet Moulding)- The library's Programming Committee met on January 12<sup>th</sup> to make plans for the upcoming year. The very popular Local History/Local Authors series will continue as will films, author readings, self-help workshops, adult summer reading program, First Night, art workshops, and summer concerts. Added this year will be monthly concerts by local performers and co-sponsoring of speakers. The continuing book groups are focused on popular fiction, science fiction, mystery, literary, and mixed genres. New this year will be a Great Books book group based on the curriculum at St. John's College. The Information Services team will offer training on the soon to be released 1940 census, ereader help, and test training prep, among others. The committee voted to raise the Writer-in-Residence stipend from \$1,000 to \$1,500, half of which is paid for from the programming budget and half from Special Collections. Programming at Forbes Library is funded entirely by the Friends of Forbes, who were represented at the meeting by Dee Michel.

**Other Business**

Ms. Downing told the Trustees of an upcoming event on Wednesday, February 8<sup>th</sup> at 7:00 PM, featuring a new collaboration between Barry Moser and Joseph Donohue on Salomé.

At 6:05 PM Ms. Hess moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 6:05 PM.