

TRUSTEES OF FORBES LIBRARY
Meeting of March 21, 2012

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Dee Michel, observer for the Friends of Forbes Library; Mr. Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Ms. Molly Moss, Information Services Librarian; Emily Baillargeon and Thomas Douglas of Thomas Douglas Architects, Inc. **Absent:** none.

The meeting was called to order at 4:05 PM in the Community Room in Forbes Library.

Public Comments

There were no public comments.

Handicap Accessibility Plans

Ms. Moulding introduced Mr. Douglas and Ms. Baillargeon of Thomas Douglas Architects, Inc., and described the purpose of the project including a brief history of work done to this point. The main purpose of the project is to create a more permanent and reliable handicap entrance to the library. The current lift in the front entrance is unreliable and expensive to repair. Last year, Mr. Douglas prepared several designs for a handicap ramp and new entrance to the Children's Room, however the price was high. Mr. Douglas was then asked to prepare an alternate design for an elevator in the main entrance, and a separate design for a refurbished Children's Room entrance, replacing the current entrance which is unattractive and difficult to navigate with a stroller and small children.

Mr. Douglas briefly reviewed the prior plans and their costs including: Option A, with a switch back ramp and covered entry for \$530,000; Option B with a long straight ramp, circular courtyard seating area, and an enclosed vestibule for \$700,000; and Option C which includes moving the driveway to the western edge of the property, creating a larger outdoor landscaped seating area, and an enclosed vestibule for \$737,000.

Mr. Douglas presented the new plan, Option D, which includes an elevator in the main entrance for \$254,100, and a refurbished Children's Room entrance (without a ramp) for \$353,966. The new elevator would be larger than the existing lift, and is the smallest code-compliant elevator available. In addition to the lift, the cost includes having to cut away a portion of the granite stairs and excavating a four foot pit for the installation of the elevator mechanism. The refurbished Children's Room entrance plan includes excavating to reduce the number of downward steps into the Children's Room, widening the stairway, and building a glass and cast iron structure with a large overhang to protect patrons from rain while waiting to be picked up. Mr. Douglas answered several questions from the Trustees. Options A through C would divert handicap traffic through the Children's Room and create more traffic for the library's internal elevator. Options A through C, and the Children's Room portion of Option D, would all need to be done during the summer months. During construction, access to the Children's Room would be through the main building. Installing the elevator in Option D could be done in either the summer or the winter, and would require closing the front entrance for approximately three weeks.

Mr. Carrier thanked Mr. Douglas and Ms. Baillargeon for their presentation, and they left the meeting at 4:30 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Report of February 15, 2012 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Hess moved that the Treasurer's Report of February 29, 2012 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed February with a deficit of \$12,300, due to February being a 3 pay period month. The Book Fund has a surplus of \$18,200. Financial history shows that many annual subscriptions are renewed each February. \$5,000 was transferred to the Garvey Book/Media Fund in the endowment. The Second Century Fund has a balance of \$4,500 from the Delacour Family Foundation and Mary Harding gifts. The Annual Fund has \$7,900 at the end of February, and \$175 was received this month. The Auxiliary Fund will include revenue from the sale of beverage mugs. The Cox Health grant is now closed and all funds have been spent. Mr. Morin transferred \$1,000 to the Second Century Fund, which had been incorrectly deposited into the Annual Fund.

In response to a question from Mr. Carrier, Ms. Moulding said that Special Collections is working on a list of items to purchase with the Annual Fund donations, and will present it at the next Trustees' meeting. There have been increased expenditures from Special Collections due to an ongoing project using interns to re-house materials, and the resultant need to purchase materials and software.

Mr. Rowe made a motion to transfer \$4,000 from the Lyman Special Collection Fund in the endowment into the Lyman Special Collection Fund in the operating budget. Ms. Burnham seconded the motion, which was passed unanimously.

So far, \$16,711.68 has been spent from the Doland Fund on the Reference Room renovation, and Mr. Carrier suggested transferring funds from the endowment to cover the expenditures. Ms. Moulding said that she hopes to have complete cost figures for the project at the next Trustees' meeting.

Mr. Rowe made a motion to transfer \$20,000 from the Doland Fund in the endowment to the Doland Fund in the operating budget. Ms. Hess seconded the motion which was passed unanimously.

In response to questions from Ms. Burnham, Ms. Moulding reported that savings from the ESCO work done last year has resulted in far less savings than the \$35,000 estimated by ESCO, and that she has notified the City of the discrepancy. So far, the city has withheld \$20,000 from the library's appropriations this year. The custodial supply line item is over budget this year due to the increased cost of paper products and the purchase of a new vacuum cleaner.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the Hosmer Art Gallery is accepting applications from local artists for exhibits between October 2012 and the fall of 2013. Applications are due by March 31. The gallery was inaugurated in 2002 and is dedicated to the memory of Valley graphic artist Jean E. Hosmer. The space can accommodate a variety of art formats. Exhibits include a wide range of media and content reflecting the diversity of the Pioneer Valley community.

Administrative Report (continued)

The application process is simple and is open to all artists living and working in the greater Northampton area. Criteria for review include technical and artistic quality, a coherent theme, and contribution to an interesting and varied program for the year.

Ms. Moulding reported that the library has now over half of the Pleasant Street videos cataloged and in the collection. They are unbelievably popular. Many new patrons have registered for cards as a result of the transfer. Video circulation at the library has increased an amazing 113% over this time last year. In response to a question from Mr. Carrier, Ms. Moulding said that a celebratory event is planned for the fall to thank donors and publicize the collection.

Laurie Sanders will be the guest speaker at the Friends of Forbes Annual Meeting to talk about "The Human and Natural History of the Meadows" at 7:00 on Wednesday, April 4, in the Coolidge Museum. She did much of her research on this important section of Northampton at the Forbes Library. The Friends regular business meeting will be at 5:30 and the annual meeting at 6:30 that evening in the Coolidge Museum.

The Mass Library System Library Legislative Day date has been changed to Wednesday, April 11.

This month's Code Green winner is Mark Toczydlowski who "heroically extricated a wheelchair bound patron from the lift" when the patron was having difficulty operating the handicap lift.

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. Hess attended The Friends of Forbes meeting on March 17th, and reported that they came in third place and received 333 votes in the Florence Savings Bank Customers' Choice Community Grants program, and were awarded \$2,500. The Friends are sponsoring a series of youth filmmaker workshops. The wine tasting has been postponed pending completion of the Friends incorporation in order to be eligible for a wine pouring license. The Friends approved funding for Ms. Moulding's wish list, and the purchase of museum passes to the Wadsworth Atheneum in Hartford. The Friends provided Valentines' Day treats to library staff, which was much appreciated. The library's newsletter will be coming out soon and they are looking for new officers and members. The Garden Tour is scheduled for June 9, and the Edible Book Event for April 22 at the Florence Civic Center. The theme will be Earth Day. The Friends are preparing raffle baskets, one of which will include Red Sox tickets, and will sell raffle tickets in the library lobby.

Next Meetings

The next regular meeting of the Trustees was scheduled for Wednesday, April 18, 2012 at 3:45 PM in the Community Room. Mr. Morin will invite the representatives from Bartholomew Inc. to attend the meeting.

The next meeting of the Friends of Forbes Library will be held Wednesday, April 4th, at 5:30 PM, followed by the Annual Meeting at 6:30 PM. Mr. Twarog will attend the April business meeting.

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

Communications

Ms. Moulding and Ms. Downing received a letter from the Western Massachusetts Library Advocates (WMLA) thanking Forbes for hosting the Legislative Breakfast in February.

Ms. Downing received a letter from the Northampton Survival Center thanking Forbes for its donation of 737 pounds of food received during the annual Food for Fines program.

Mr. Carrier received a letter dated March 16, 2012 from Dylan Gaffney, Vice President of the Forbes Library Employee Association (FLEA), requesting to begin contract negotiations. Mr. Carrier and Mr. Twarog will schedule a date to begin negotiations.

Ms. Moulding received a letter from the WMLA inviting the Trustees to attend their spring meeting in Stockbridge, MA, on April 12. Ms. Hess will email interested Trustees about car pooling arrangements.

FY13 Budget

Ms. Moulding reported that Mayor Narkewicz requested a level funded draft budget including step raises to be given to City Hall by March 8. Finance Manager Susan Wright will schedule individual meetings with departments at some date after those budgets are submitted. Ms. Moulding submitted three budgets. The first was a level funded budget which included personnel cuts. The second had no personnel cuts and included 3.5% step raises for eligible employees. It represented an appropriation increase of \$14,421 or 1.2%. The third had no personnel cuts and included 3.5% step raises and a 2.5% COLA raise for all eligible employees. This would be the amount that would satisfy the FLEA contract. This budget is an increase of \$34,467 or 3%.

Ms. Moulding distributed copies of the instructions for submitting the FY13 budget request to the city, and copies of the materials that she submitted. Ms. Moulding also distributed materials from the MBLC highlighting benefits of being a part of the statewide system and why it is important to support the MBLC legislative budget request.

Ms. Moulding said that she would like one or more Trustees to attend the meeting with the Mayor's office, and she will notify them when it is scheduled. She said that it is necessary to educate the Mayor's office on the state certification funding mandate requirements, so that Forbes will continue to be eligible to receive state aid.

Clarke & Earle Funds

Ms. Moulding distributed copies of an email from City Treasurer, George Zimmerman, which provides the amount to be budgeted for the Clarke & Earle Funds in the library's FY13 budget, \$11,500. In his email, Mr. Zimmerman also offers to attend a Trustees' meeting to talk about the Clarke & Earle Funds. Ms. Moulding will invite Mr. Zimmerman to attend either the April or May Trustees' meeting.

Handicap Accessibility Plans

The Trustees discussed the plans as presented by Tom Douglas earlier in the meeting. The Trustees expressed concern about the high costs involved in a capital project such as this, especially in light of having to close Saturdays during the summer. Ms. Moulding said that the high costs have been independently confirmed and are driven by the need to excavate below the foundation and then structurally support it. Any work to the outside of the

Handicap Accessibility Plans (continued)

building will need to be approved by the Historic Commission. The Trustees agreed that the most important aspect of the project was to provide a permanent and reliable handicap accessible entrance to the building, and it is a higher priority than remodeling the Children's Room entrance.

Mr. Carrier asked Ms. Moulding to explore whether or not the elevator project on its own would be eligible for Community Preservation Act (CPA) funding since it is designed to be historically accurate.

Response to CCPLM letter

Mr. Rowe distributed a draft of a letter he wrote on behalf of the Trustees to the Daily Hampshire Gazette responding to the issue of the Calvin Coolidge Presidential Library & Museum (CCPLM) being housed at Forbes Library. The Trustees agreed that it was important to respond. Ms. Moulding will edit the letter in consultation with Ms. Bartlett and Mr. Carrier will sign it on behalf of the Trustees.

Pride March

Ms. Hess requested that the Trustees discuss participating in the 2012 Northampton Pride March on May 12th. The Trustees have marched the past two years, and have received an overwhelmingly positive reception.

Ms. Hess made a motion that the Trustees march in the Northampton Pride March on May 12th. Mr. Twarog seconded the motion, which was passed unanimously.

Treasurer's Compensation

Mr. Morin distributed copies of a job description for his position as Treasurer. He has asked that the Trustees approve his request for an increase in his compensation because of the increased duties he has taken on.

Mr. Twarog made a motion to increase the Treasurer's compensation to \$10,000 beginning in FY13 due to the increased work load involved in the position. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Carrier asked Ms. Sheirer to write a job description for her position as Secretary.

Staff Training Event

Ms. Moulding reported that good customer service is essential to making the library the great institution that it is. The library has not had any customer service training for over three years, so she would like to schedule a User Experience workshop in May. The program would concentrate on discussing questions like "What do patrons say, think or feel after a visit to the library?" and "What do you think patrons find frustrating about their experience at Forbes Library?" followed by exploring the differences in preferences and styles and how that affects how intentions are perceived. By making staff more aware of how their actions are received, they can better communicate with the patrons. It would cost about \$2,000 for this workshop to cover the fees of the facilitator and food for participants. The library does have a staff development fund consisting of \$2,000 donated by the Friends of Forbes annually. That amount barely covers the cost of employees' transportation to and from programs and the modest fees for participation, therefore additional funding of \$2,000 is requested. In response to a suggestion from Mr. Carrier, Ms. Moulding said that she would ask the Friends for funding for this event.

Staff Training Event (continued)

Mr. Rowe made a motion that if the Friends do not fund the Customer Service training workshop for library staff, to approve funding of \$2,000 from the Bak/Kirby Fund to cover the costs of the event. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

There were no designated or undesignated gifts this month, and no receipts from sales/rents.

Annual Fund and Capital Campaign

Ms. Downing reported that the Annual Fund concluded 2011 with \$7,900. Special Collections will submit a list of expenditures for the fund at next month's Trustees' meeting.

Mr. Carrier said that plans for a capital campaign for the handicap entrance will proceed once it is determined if the elevator project is eligible for CPA funding. In the mean time, Trustees were asked to submit names of potential donors.

Doland Reference Room Upgrade Plan

Ms. Moulding reported that planning for the Doland Reference Room remodel is coming along. The furniture is in production and final decisions on the size and configuration of the desk are done. The carpet estimates have come in at \$12,000 for the reference room, \$4,370 for the reading room, \$800 for the circulation office, and \$4,875 for the stacks area. All of these, except the \$12,000 for the reference room would have to be funded other than by the Doland Fund. The reading room recarpeting is essential, but the others are optional. Carpeting samples are being obtained for the remodel subcommittee to consider. Several lighting options have been eliminated as not effective or efficient enough or as not appropriate to the décor. The remaining few options are being weighed for cost, light production and style. It is still hoped that the project will start in May or June.

Sexual Harassment Policy

There was an article in the Daily Hampshire Gazette about the Easthampton Public Library's lack of a sexual harassment policy. Forbes Library has long followed the City of Northampton's policy as stipulated in the FLEA contract. A copy of that policy was distributed to the Trustees.

Presidential Libraries Office Director

A new Director of the Office of Presidential Libraries has been named. Susan Donius was appointed in February to provide oversight and support for Presidential Libraries including the Calvin Coolidge Presidential Library and Museum. A press release about the appointment was distributed.

Trustees Award

The Heart of the Valley acappella group has agreed to sing at the Trustees Award event honoring Kari Knapp and Chris Nolan. The date for the event is Saturday, May 19th, at 2:00 in the Coolidge Museum.

Smoke Free Property

The Trustees of Lilly Library have voted to make the Lilly property all smoke free. They will coordinate their policy change with that of Forbes, which will produce the materials required to publicize and post the new rules.

Reports on workshops/meetings/activities

CCPLM Advisory Board (Janet Moulding)- The minutes of the March 5th meeting of the Calvin Coolidge Advisory Board were distributed. Ms. Burnham attended the meeting and said that she raised the question of what future projects the committee might be able to take on. Several ideas for publicity were discussed, and Mr. Twarog will help develop a new brochure. Generally it was felt that a larger committee would be required to do something bigger. Ms. Moulding will include information in the letter to the Daily Hampshire Gazette about how interested people can help.

At 5:55 PM, Ms. Hess moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 5:55 PM.