

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of May 23, 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; Molly Moss, 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 April 18, 2012 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

In response to a request from the Trustees, Ms. Sheirer will email notification of the Forbes Library Trustees' meetings to the Daily Hampshire Gazette on the Wednesday prior to the Monday newspaper where the listing is to appear.

**Treasurer's Report**

Ms. Hess moved that the Treasurer's Report of April 30, 2012 be accepted and placed on file. Mr. Twarog seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed April with a surplus of \$13,700. The Clarke and Earle Fund distribution of \$11,500 was received from the City in April. The Book Fund has a \$15,800 surplus at the end of April. The Garvey Book/Media Fund has a balance of \$3,526 and Mr. Morin expects to send another \$5,000 to the endowment from this fund by the end of the fiscal year. \$20,000 was deposited into the Doland Fund from the endowment to cover Reference Room upgrade expenses, and \$26,302.66 was paid out, leaving a deficit of \$11,711.68. \$4,000 was transferred from the endowment to the Lyman Special Collections fund to supplement the funds from the 2011 Annual Fund for Special Collections approved at last month's Trustees' meeting. The fund has a deficit of \$2,137.08.

Mr. Rowe made a motion to transfer \$4,000 from the endowment to the Lyman Special Collections fund to cover ongoing expenses for digitizing and managing the collection. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Hess made a motion to transfer \$90,000 from the endowment to the Doland Fund to cover expenses for the Reference Room upgrade. Mr. Rowe seconded the motion, which was passed unanimously.

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

Mr. George Zimmerman, City Treasurer, was unable to attend today's meeting as scheduled, and will attend next month's meeting instead to discuss distributions from the Clarke and Earle funds.

Ms. Moulding reported that May has been a busy month at Forbes. Library staff and patrons marched in the Pride Parade on Saturday, May 12; the Trustees Award event was held on Saturday, May 19; CWMars is switching to Evergreen software over Memorial Day weekend; and the reference room renovation has begun. One of the library's staff members, Dylan Gaffney, is also finding many changes this month because he and his wife had twins, a boy and a girl. All four are doing well.

**Administrative Report** (continued)

Because CWMars is still on schedule to switch to the Evergreen software on Memorial Day weekend, Forbes will be closed Saturday through Monday to minimize possibilities of problems for patrons and staff. Thanks to many staff, including, but not limited to, Paula Elliott, Ben Kalish, and Brian Tabor, Ms. Moulding is confident the changeover will be as smooth as possible. Ms. Downing said that some staff received in-house training on the new software this week and Information Services is planning training for patrons. In response to a question from Mr. Carrier, Ms. Downing said that the biggest impact to patrons will be in establishing a new reading history and learning a new system. Ms. Moulding added that new functionality will be a benefit to customers.

Ms. Moulding reported that Jan Resnick, former WMRLS Assistant Regional Administrator and good friend to many at Forbes, was appointed by Governor Patrick to the Massachusetts Board of Library Commissioners. Always an innovator and an energetic advocate for small libraries, it can only be good for libraries in this part of the state to have such a strong voice for the west on the MBLC.

The Doland Reference Room is bare of carpet, contents, and most of its furniture. It looks amazingly large and lofty with nothing in it. The electricians began work on Monday, May 21, with carpeting and furniture to follow. Although there has, of course, been some disruption, Molly Moss, Jason Petcen, and Jason Myers have been incredibly well organized and efficient.

The Friends of Forbes Garden Tour will be held Saturday, June 9. Tickets are on sale in the library for the tour up until the afternoon of June 9<sup>th</sup>. There is also a raffle of several items including a table, monthly bread, monthly chocolate, a quilt, and various gardening related items.

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

**Friends of Forbes**

Ms. Hess attended The Friends of Forbes meeting on May 2<sup>nd</sup>, and reported that they have a new member, JoEllen Mackenzie. Their membership mailing will be going out at the end of May, and they are still looking for new members and officers. The Friends held their publicity raffle drawing on May 3<sup>rd</sup> for the Red Sox and Garden themed gift baskets. The Edible Book event was a grand success with 31 entries and 90 attendees netting \$600 to be shared between Forbes and Lilly Libraries. They have held one session of the filmmaking workshop funded by the Xeric grant, and the Garden Tour is scheduled for June 9<sup>th</sup>. They are still awaiting their incorporation and non-profit status in order to be able to obtain a wine pouring license. The Friends are planning on reviewing their by-laws, and offering an orientation to new members. Ms. Moulding reported to the Friends on the ESCO situation, the library's participation in the Pride parade, the Trustees' Award event, the transition to Evergreen software, and the Reference Room renovation. Ms. Moulding also submitted the library's wish list and discussed the upcoming capital campaign to fund the new elevator entrance.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Wednesday, June 20, 2012 at 4:00 PM in the Watson Room.

**Next Meetings** (continued)

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

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

**Communications**

Ms. Moulding received a letter from the Massachusetts Board of Library Commissioners (MBLC) dated April 25, 2012 announcing the second and final State Aid to Public Libraries distribution in the amount of \$21,746.50. The amount will be split between Forbes and Lilly libraries with Forbes receiving 80%, or \$17,397.20. The check was received today.

Ms. Moulding received an email from the MBLC dated May 16, 2012 announcing the release of the Senate Ways & Means Committee budget for FY2013 in which State Aid to Public Libraries is level funded. An amendment has been submitted to increase the amount to libraries by \$3 million, which would result in an additional \$15,000 for Forbes. Discussion of the amendment will begin on May 23<sup>rd</sup>.

**FY13 Budget**

Ms. Moulding reported that Mayor Narkewicz has written to indicate that the city will refund the library \$35,722 which was deducted from its FY12 appropriation for projected energy savings that were not realized. However, the memo from the Mayor said about FY13:

*In FY13, it is my intent to fund the libraries at the MAR, which for Forbes will be \$1,097,222. However, Forbes will be billed for a share of the debt service for ESCO in the amount of \$15,051. I believe that in FY13, Forbes will be able to realize significant savings from the ESCO improvements and therefore the debt service payment will be offset by energy savings.*

Forbes share of \$15,051 is based on the debt being spread out over 15 years. \$1,097,222 amounts to an increase of \$6,140 over FY12. Ms. Moulding has requested a meeting with the Mayor and David Pomerantz of Central Services to discuss the ESCO charge to the library. That meeting is scheduled for Thursday, May 24.

In response to a question from Mr. Carrier, Ms. Moulding said that Forbes should receive the \$35,722 that was withheld before the end of the fiscal year. Mr. Carrier asked Ms. Moulding to inform the Trustees if any action is required before the next Trustees' meeting.

**FY13 Book & Media Budget**

Ms. Moulding distributed the budget for the FY13 Book & Media Fund. The amount to be spent, \$145,051, has increased by \$1,599 over FY12. That amount will be sufficient to satisfy the MBLC certification requirement of 13% of the City of Northampton's appropriation. The increased amount will be spent on e-books (\$1,099) and video games (\$500). Ms. Moulding said that she would like to create a cushion in the Book & Media fund by increasing the amount, currently \$1,000, which is allocated from the Garvey Book & Media fund. The stipulations on the Garvey fund are that it must maintain a minimum balance of \$100,000 and that only income earned on the fund can be distributed. Mr. Morin will report next month on the yearly earnings of the fund. In response

**FY13 Book & Media Budget (continued)**

to a suggestion from Mr. Morin, Ms. Moulding will reduce the estimated income to the Book & Media fund from gifts by \$2,000.

Ms. Hess made a motion to approve the FY13 Book & Media budget in the amount of \$145,051 as presented by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

**Forbes Library Employee Association (FLEA) Negotiations**

Mr. Carrier, Mr. Twarog, Ms. Moulding, and Ms. Downing met with FLEA members Jason Petcen, Ben Kalish, Molly Moss, and Dylan Gaffney on Wednesday, April 25<sup>th</sup>. FLEA offered a counterproposal to the Trustees' original offer. It was decided to wait until the resolution of appropriation discussions with the city before carrying negotiations further.

**Elevator Project**

The fundraising subcommittee consisting of Mr. Carrier, Ms. Burnham, Ms. Moulding, and Ms. Downing met on May 8<sup>th</sup>. They discussed plans for raising funds for the handicap accessibility project at the library. The fully functional elevator is estimated to cost approximately \$250,000.

Therefore if \$42,000 was taken from the O'Connor Fund and \$10,000 from the Bak/Kirby Fund, \$200,000 would need to be raised. The campaign would last for two years, starting in January of 2013. The Forbes Trustees, the members of the fundraising committee, and the Friends of Forbes would be asked to make their contributions or pledges before 2013 with the option to fulfill their pledges over the three year span of 2012-2014.

Mr. Twarog made a motion to approve the plan to install a handicap elevator as per the plan submitted by architect, Thomas Douglas, and to approve the fundraising plan proposed by the fundraising subcommittee. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Carrier suggested that the fundraising committee should put together a fact sheet for patrons and potential donors, including the fact that a major portion of the expense is due to the need to excavate below the ground line to install the elevator. Mr. Twarog suggested a list of talking points for Trustees and fundraising committee members is also needed. The Trustees were asked to suggest names for potential fundraising committee members and to create a list of potential donors from whom they are willing to ask for contributions.

**Doland Reference Room Financing**

The Doland Reference Room Committee, consisting of Mr. Carrier, Ms. Hess, Ms. Moulding, Ms. Downing, Mr. Petcen, and Ms. Moss, met Thursday, April 19, to discuss finishing details and financing for the Doland Reference Room upgrade plan. The project cost, including carpeting and chairs for the Reading Room will be \$186,000. The plan to pay for it is to use \$90,000 from the Doland Fund, \$80,000 from the MacFarlane Fund, and the remaining \$10,000 from the O'Connor Fund. Taking \$90,000 from the Doland Fund leaves it with the \$1,000,000 required by the bequest of Dilman Doland. Future income from the Doland fund will be used to pay back the other funds, beginning with the MacFarlane Fund. Income from the Doland Fund will be distributed each year as follows: 50% used to pay back other funds, 50% to support the needs of the Doland Reference Room (each year's income to be spent in the following year).

**Doland Reference Room Financing** (continued)

Mr. Rowe made a motion to approve the budget and funding plan as outlined above and designated Ms. Hess and Mr. Carrier to sign documents related to the project for the Board as needed. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Petcen will serve as Clerk of the Works. Mr. Morin will track the fund paybacks as a separate report.

**Pleasant Street Video Expenses**

The Pleasant Street Video Fund has a \$7,620.49 deficit. No more income is to be expected. It is estimated to cost about \$8,000 more to get the remaining 2,500 videos on the shelf.

Ms. Hess made a motion to close out the Pleasant Street Video Fund, transferring any remaining deficit to a separate line item in the Book & Media Fund, and to charge the remaining Pleasant Street Video expenses to that line item within the Book & Media Fund. Mr. Rowe seconded the motion, which was passed unanimously.

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

The following *undesignated gifts* were received since the last Trustees' meeting: \$50 from Jarrett Burns, Worcester, MA, to be deposited in the Book & Media Fund; \$36 from Shelley Steuer, Northampton, MA, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$100 from Robert Gold, Burlington, MA, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$100 from Field Eddy Insurance, East Longmeadow, MA, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$25 from Katherine Cohen, Springfield, MA, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$50 from Marjorie & Jeffrey Honickman, Rydal, PA, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$10 from Joseph Straus Jr., Lafayette Hill, PA, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$40 from John Cooney, Bozeman, MT, in memory of Alan Dayno, to be deposited in the Second Century Fund; \$10 from Cindy Harris, Lafayette Hill, PA, in memory of Alan Dayno, to be deposited in the Second Century Fund

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

**Doland Reference Room Construction Update**

The renovation of the Doland Reference Room has started. The area was sealed off with plastic sheeting and the computers and other materials moved up to Arts & Music. The microfilm reader/printers are now on the Mezzanine. The old furniture that was not to be reused was demolished. The Frontier Regional High School library has asked for a section of the old reference desk and another part of it will be used for storage shelving in the basement. The carpet was removed May 17<sup>th</sup> in preparation for the electricians to run wires in the floor. The Reading Room carpet is now expected to be replaced in early June. So far everything is going according to schedule.

**Trustees Award**

The 2012 Trustees Award honoring Kari Knapp and Chris Nolan was held Saturday, May 19, in the Coolidge Museum. It was a wonderful event and Chris and Kari were very pleased. About 70 people attended.

### **Smoke Free Property**

Forbes and Lilly Libraries are planning to go smoke free on July 1<sup>st</sup>. Signs have been posted in Forbes to give patrons advance warning. The Hampshire Council of Governments' Tobacco Free Community Partnership gave the library the first two boxes of an unlimited supply of materials to distribute to patrons who wish to quit smoking. The Massachusetts Health Promotion Clearing House provided enough outdoor "no smoking" signs for both Forbes and Lilly Libraries. The Information Services staff created a wiki for the library's website which links to smoke free education sites.

### **Pride March**

Forbes Library participated in the 2012 Pride Parade in Northampton on Saturday, May 12 with a banner, motorized and un-motorized vehicles, bookmarks, and at least fifteen enthusiastic Forbes supporters. Trustees Marjorie Hess, Joe Twarog, and Peter Rowe were there as were library representatives Janet Moulding, Lisa Downing, and Susan Stinson. As always the library marchers were greeted with cheers and many shouts of "Yeah Forbes" and at least one "Thanks for the books."

### **Reports on workshops/meetings/activities**

ALA Webinar (Lisa Downing) - Ms. Downing and Ms. Hess attended an ALA Webinar entitled Rallying Your Community: Mobilizing the Grassroots'. Advocacy was defined as "turning passive support into educated action by stakeholders."

Massachusetts Library Association 2012 Conference (Lisa Downing) - Ms. Downing attended one day of the Massachusetts Library Association annual conference in Worcester. Two of the sessions she attended were on e-books.

MBLC/MLS Conference in Worcester (Janet Moulding) - Ms. Moulding, Ms. Downing, Faith Kaufmann, and Molly Moss attended a MBLC/MLS sponsored conference at the College of Holy Cross in Worcester on Tuesday, May 15<sup>th</sup>. The conference, titled "Resource Sharing Unbound" addressed issues, both positive and negative, of electronic resources and how libraries can work together to deal with the many varieties of e-materials. Of special interest was a library consortium in Colorado that purchased its own e-book software and e-books. Robert Maier of the MBLC was in attendance and is looking into the feasibility of this model for Massachusetts.

### **Other Business**

Mr. Morin reported that Mr. Rob Morton of Morton and Boisselle, the library's auditing firm, has filed Forbes' 990 State tax form. He is donating his time to help set up a non-profit version of QuickBooks for Mr. Morin to begin using, which also has the capability of tracking donations and generating thank you letters for donors.

At 5:18 PM Ms. Hess moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 5:18 PM.