

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of June 20, 2012**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** George Zimmerman, City Treasurer; Mary Fagan, observer for the Friends of Forbes Library; Ben Kalish, representative of the Forbes Library Employee Association (FLEA), Jason Myers. **Absent:** none.

The meeting was called to order at 4:02 PM in the Watson Room in Forbes Library.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of May 23, 2012 be accepted and placed on file with a minor correction. Mr. Rowe seconded the motion, which was passed unanimously.

**Clarke and Earle Funds**

Mr. George Zimmerman, City Treasurer, discussed the Clarke and Earle funds which are funds held by the City for the benefit of the Forbes Library. Mr. Zimmerman said that, in accordance with the policy agreed upon by the Trustees, the payout each year from the Clarke and Earle funds is 2.5% of the mid-year market value as of December 31<sup>st</sup> each year. Mr. Zimmerman provided historical information about the growth of the funds and the payout history. The funds are in an aggregated pool of City funds invested with Bartholomew Inc. Their conservative investment approach to municipal funds means that the funds will not suffer sharp declines during down markets, but may pass up opportunities for large growth during up markets. The overall return on the funds in the last five years has been 4.76%. In response to a question from Mr. Carrier, Mr. Zimmerman said that the guidelines call for the funds to be distributed to Forbes at the beginning of the calendar year. The Trustees thanked Mr. Zimmerman for his presentation.

Mr. Zimmerman left the meeting at 4:11 PM

Mr. Meyers joined the meeting at 4:11 PM.

**Treasurer's Report**

Ms. Burnham moved that the Treasurer's Report of May 31, 2012 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed May with a surplus of \$26,700. The work-study invoice from Smith College, approximately \$12,000, was received and will appear on the next report and will reduce the surplus. The \$2,456.05 expense for automation/PC tech equipment in the Aid Fund will be transferred to the Stahl/Halberstadt Fund. The second half of the State Aid money was received in May and \$9,800 was paid to Energy Management & Control Service for labor and repairs. Whalen Insurance was paid \$5,300 in May for FY13 building insurance as a prepaid expense, and will appear on the July report in the new fiscal year.

The Book Fund has a \$17,400 surplus at the end of May. Total income is \$6,900 over-budget and expenses are \$16,600 over-budget. Mr. Morin will transfer the Pleasant Street Video Fund deficit of \$7,620.49 to the Book & Media Fund as decided by the Trustees at last month's meeting. The Garvey Book & Media Fund has a balance of \$5,600 and another \$5,000 will be sent to the endowment in

**Treasurer's Report** (continued)

June bringing the total to \$20,000 collected from the parking meters being sent to the endowment in FY12. A \$90,000 transfer was deposited into the Doland Fund from the endowment and a \$4,000 transfer was deposited into the Lyman Special Collections Fund in accordance with the Trustees instructions last month.

**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.

Ms. Moulding reported that CWMars switched their circulation and cataloging software on Memorial Day weekend. The new software, Evergreen, is open source so can be modified to meet requirements of the network and consortium libraries. The most obvious benefit for patrons is that both Central and Western regions are searched simultaneously instead of separately as in the old system. The changeover has not gone smoothly and there have been numerous problems for staff to deal with. Most patrons have been tolerant of the delays and confusion and Forbes staff has been impressively patient and helpful.

The Friends of Forbes Garden Tour was held Saturday, June 9. Despite threatening weather, it looked to be well attended. As usual the gardens were amazing and the entire event extremely well organized. There was good publicity about the event in the next day's newspaper. The Friends are still collecting and accounting for ticket sales, and are not yet sure how much was made.

A lawn concert featuring the group Darlingside will be held on the library's lawn at 6:30 the evening of this meeting, June 20. Mr. Kalish said that the group is a Rock quintet, and that there is a lot of excitement about the event.

Archivist Julie Bartlett-Nelson reports that the lobby display table in July will feature "staycations" with books from the stacks, information on museum passes and materials from Pioneer Valley History Network members (historical societies, museums, libraries, etc.).

Ms. Nelson gave a talk about Grace Coolidge to a packed house at the Hadley Historical Society Wednesday, June 13. It was an informative and entertaining evening with interesting images from the Calvin Coolidge Presidential Library & Museum (CCPLM) collection. Ms. Nelson demonstrated her knowledge of the Coolidges by her ability to answer even the most unexpected questions from the audience.

This year Forbes will be part of the Center for the Arts third annual Northampton Chalk Art Festival on September 14. Artists will create chalk drawings on sidewalks throughout town including the library's walkways.

Ms. Moulding distributed the current library newsletter and the 2011 Annual Report to the Trustees.

**Friends of Forbes**

Ms. Moulding attended The Friends of Forbes meeting on June 6, and reported that they have a new member, Jo Ellen McKenzie. The Friends have received a better than usual response to their May membership mailing. They've been granted their 501C3 status, but are still awaiting tax-exempt status from the State. Then they will be able to apply for a pouring license for a wine tasting

**Friends of Forbes** (continued)

event. They've decided to postpone the wine tasting until the fall of 2013 to allow time for this process. The Friends approved \$2,000 for children's programming.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Wednesday, July 25, 2012 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 5 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, September 10, and December 3.

**Communications**

The Trustees received a letter from Chris Nolan dated May 28, 2012 thanking them for the Trustees' award she received in May.

Ms. Moulding received an email from the Massachusetts Board of Library Commissioners (MBLCC) dated June 6, 2012 announcing that the House and Senate have agreed on level funding for State Aid to Public Libraries and Technology and Automated Resource Sharing Networks.

Ms. Moulding received a letter from Mayor David Narkewicz, dated June 20, 2012 about the City appropriation in regards to the ESCO energy savings. The Trustees discussed the letter during their discussion of the FY13 Budget.

**FY13 Budget**

On May 24<sup>th</sup> Ms. Burnham, Mr. Twarog, Ms. Moulding, Ms. Downing, and Mr. Jason Petcen met with Mayor Narkewicz, Finance Manager Susan Wright, and Central Services Director David Pomerantz. Also in attendance from Central Services were Energy and Sustainability Officer Chris Mason and Facilities Project Coordinator Jason Doyle. The issue of the ESCO energy upgrade was discussed including performance at Forbes and payment options. Mr. Carrier also met with Mayor Narkewicz on Friday, June 15.

Ms. Moulding received a letter from Mayor Narkewicz dated June 20, 2012 in which he agrees to reduce the City appropriation to Forbes by the actual amount of energy savings due to the ESCO work, instead of the debt service amount of \$15,051, with a provision that "we agree on the baseline for utility usage to measure savings in FY13 and that our central services department be responsible for the Energy Management System for Forbes Library."

The Trustees discussed this provision and the need to explore the details of how it would be implemented. Mr. Carrier asked Ms. Moulding to arrange a follow up meeting with the Mayor, Ms. Moulding, Ms. Downing, Mr. Carrier, Mr. Twarog, Mr. Petcen, and Susan Wright to iron out the details and bring it back to the Trustees at the July meeting.

**Fundraising Committee**

The Fundraising Committee, including Ms. Moulding, Mr. Carrier, Ms. Downing, and Ms. Burnham, met just prior to the Trustees meeting along with Kate LaMay-Miller from the CCPLM Advisory Committee. Ms. LaMay-Miller has experience with fundraising campaigns and is a great addition to the committee. Mr. Carrier said that a major issue is getting the list of prospective donors up-to-date and into a more useful format. Mr. Morin said

**Fundraising Committee** (continued)

that he is switching to QuickBooks Pro for non-profits as of FY13, and that it has the capability to manage donor lists, generate letters, and create reports. Ms. Sheirer will enter the donor data in mid-July. Mr. Carrier said that the Trustees should be thinking about possible donors as well as people to serve on the fundraising committee with the Trustees. The committee is looking for a slogan and will create promotional materials including talking points for the campaign. In response to a question from Ms. Hess, Ms. Moulding will look into including an appeal in the annual City census mailing in the spring.

**Second Century Fund**

The Fundraising Committee requested \$10,000 for expenses related to the fundraising campaign. It was requested that this money be taken from the Bak/Kirby Fund.

Mr. Rowe made a motion to transfer \$10,000 from the Bak/Kirby Fund in the endowment to the Second Century Fund in the operating account for expenses related to the fundraising campaign. Ms. Hess seconded the motion, which was passed unanimously.

**Stahl Halberstadt Transfer**

Ms. Moulding requested that funds be transferred from the Stahl Halberstadt Fund in the endowment to the Stahl Halberstadt Fund in the operating account to cover technology expenditures.

Mr. Twarog made a motion to authorize the Treasurer, at the beginning of each fiscal year, to transfer \$10,000 from the Stahl/Halberstadt Fund in the endowment to the Stahl/Halberstadt fund in the operating account to cover technology expenses for that fiscal year. The amount for FY13 will be \$12,000 to include retroactive expenses for FY12. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Moulding will request that additional funds be transferred later in the fiscal year if necessary.

**Coolidge Law Books**

Ms. Nelson, Coolidge Archivist, has received a quote from Stephanie Gibbs of Bookbinding and Conservation of Easthampton for conservation treatment of the six volume set of law books which belonged to Calvin Coolidge. The books are quite shabby and not suitable for display. The condition of their bindings is too fragile for them to be usable for researchers. The cost of the least invasive restoration that would make the books attractive enough for exhibit and sturdy enough to allow use is \$2,425. It was requested that the Trustees approve this conservation treatment using \$828.09 from the Coolidge Room Grant, which will close out that fund, and \$1,596.91 from the Special Collections Fund.

Ms. Hess made a motion to approve the restoration of the Coolidge law books by Bookbinding and Conservation of Easthampton, using the remaining funds in the Coolidge Room Grant (\$828.09) with the remaining expenditure to be covered by the Special Collections Fund (\$1,596.91). Mr. Twarog seconded the motion, which was passed unanimously.

Mr. Meyers left the meeting at 5:00 PM.

### **Socially Responsible Investing**

Ms. Hess requested that the Trustees have a preliminary discussion about socially responsible investments to see if it is something the Trustees want to pursue. It is the Trustees' understanding that Bartholomew Inc. does not have a separate division or account for socially responsible investments, but has said that the Trustees could provide a list of companies or industries to avoid. This would require a certain level of expertise and monitoring on the part of the Trustees, and could be labor intensive. Mr. Carrier asked Mr. Morin to ask Bartholomew Inc. for more specifics about what they are able to do in terms of socially responsible investments and what they would need from the Trustees. The Trustees will discuss this again at the next meeting.

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

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Keirnan Murphy, Northampton, MA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$100 from Bruce Goldstein, Northampton, MA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$50 from Deborah Goldstein, San Francisco, CA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$10 from Hal & Ranki Hersh Gordon, Maple Glen PA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$25 from Ellen Pollin, Bryn Mawr, PA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$10 from Michael & Susan Paul, Maple Glen, PA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$50 from Alama & Irwin Mazer, Blue Bell, PA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$50 from Peggy Dizel, Westfield, MA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$50 from Pat & Bob Hursh, Leverett, MA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$25 from JR Lazar, Austin, TX, in memory of Alan Dayno to be deposited in the Second Century Fund; \$100 from Barney Bernstein, Lafayette Hill, PA, in memory of Alan Dayno to be deposited in the Second Century Fund.

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

The following bequest was received since the last Trustees' meeting: \$1,187.27 bequest from the estate of Mary E. Flahive to establish "the Honora Flahive Memorial Book Fund" to be deposited in the Garvey Book & Media Fund.

Ms. Hess made a motion to approve the allocation of the bequest as proposed by Ms. Moulding. Mr. Rowe seconded the motion, which was passed unanimously.

The following receipt from sales/rents was received since the last Trustees' meeting: \$3,500 from Boston Rare Maps Incorporated for the sale of maps deaccessioned from the Hampshire Room to be deposited in the Second Century Fund.

Ms. Burnham 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.

### **Doland Reference Room**

Ms. Moulding reported that the Doland Reference Room now has carpeting, most of its electrical work is done, and most of the furniture has been installed. The comfortable chairs have been ordered but will not be delivered for several weeks. Carpeting was installed in the Reading Room in just two days and is a huge improvement over the shabby old carpet. The project is on schedule to reopen to the public next week.

**Smoke Free Property**

Forbes and Lilly Libraries are planning to go smoke free on July 1. Informational signs have been posted in Forbes to give patrons advance warning. The Hampshire Council of Governments' Tobacco Free Community Partnership put up a display in the lobby promoting its "Ex Smokers Hall of Fame" and it was featured on Channel 22's evening news. The Tobacco Free Community Partnership is supporting the library's smoke free effort by providing the library with unlimited supplies of smoking cessation hand out materials. So far the patron response to the new policy has been positive.

**Reports on workshops/meetings/activities**

**CCPLM Advisory Committee Meeting** (Janet Moulding)- Minutes from the June 4<sup>th</sup> meeting of the Coolidge Advisory Committee were distributed. Ms. Moulding also passed around various handouts from the CCPLM for the Trustees to see.

**Customer Service Workshop** (Janet Moulding) - Thanks to the generosity of the Friends of Forbes, nine members of the library's customer service team participated in a workshop Thursday, June 14, in South Deerfield.

**Other Business**

Ms. Moulding, Ms. Downing, and Mr. Carrier went to look at an oriental rug offered to the library by Mary Ellen Casey. Mr. Myers is arranging to pick up the rug, which will possibly be placed in the CCPLM.

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

At 5:15 PM, Mr. Twarog moved that the Trustees go into executive session to discuss negotiations with FLEA. Ms. Burnham seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding, Mr. Morin, and Ms. Sheirer to remain as guests at the executive session. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Sheirer, and Mr. Twarog were present during the executive session. The Trustees discussed the negotiations with FLEA. No votes were taken during the executive session.

At 5:30 PM, Ms. Burnham moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor.

Mr. Carrier, Mr. Twarog, and Ms. Moulding will meet with FLEA representatives Thursday, June 21, to present an offer.

At 5:35 PM Mr. Rowe moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 5:35 PM.