

TRUSTEES OF FORBES LIBRARY
Meeting of July 25, 2012

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library. **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 June 20, 2012 be accepted and placed on file. Mr. Twarog seconded the motion, which was passed unanimously.

Treasurer's Report

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

Mr. Morin presented a draft of the fiscal year end report, and indicated that some of the line items would change as he reconciled accounts, but those changes would not affect the overall financial picture. He will present a finalized report at the next Trustees' meeting in September. Mr. Morin reported that the city refunded the ESCO payment of \$35,772 that was withheld from the monthly appropriation. Mr. Morin transferred the FY12 automation expenses of \$2,456 to the Halberstadt fund. The Book Fund has a \$3,100 surplus at the end of the fiscal year, which is not enough to cover the deficit in the Pleasant Street Video fund. Mr. Morin transferred \$5,000 from the Garvey Book & Media fund in the operating account (collected from the parking meters) to the endowment, and anticipates transferring an additional \$5,000 in September making for a total of \$20,000 collected from the parking meters in FY12. The Doland fund has a deficit of \$22,300 at the end of FY12. The Halberstadt fund has a deficit of \$2,424 at the end of FY12. A \$10,000 transfer from the endowment is scheduled and will be reported on the next Treasurer's Report. The Trustees reviewed each of the accounts and discussed making transfers as necessary.

Ms. Hess made a motion to transfer \$1,000 from the RCCR Centennial Fund in the endowment into the RCCR Centennial Fund in the operating account to eliminate the deficit and create a small cushion. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess made a motion to transfer \$211.37 from the General Aid Fund in the operating account into the Outreach Car Fund to eliminate the deficit. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess made a motion to transfer \$50,000 from the MacFarlane fund in the endowment to the Doland Fund in the operating account to cover reference room renovation expenses. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess made a motion to close out and transfer the deficit in the Pleasant Street Video Fund (\$7,620.49) to the Book & Media Fund, and to transfer \$10,000 from the General Aid Fund to the Book & Media Fund to cover the Pleasant Street Video Fund deficit. Mr. Rowe seconded the motion, which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the library has begun its Saturday closings for the summer and will reopen on Saturdays after Labor Day.

The handicap lift continues to be out of service. It has been out for over a month, which is the longest period yet. The problem seems to be getting parts from the manufacturer. Obviously there have been many complaints from unhappy patrons. The circulation department has to hand-carry all the materials from the outdoor book drops up the stairs which has been an increased burden on staff.

The library grounds went smoke free on July 1st and all seems to be going smoothly. Neither Ms. Downing nor Ms. Moulding has heard of any complaints. On the contrary, many pleased comments have been received from patrons who feel the entrance is more inviting and cleaner now.

Two new trees were planted in the middle grass strip in the library parking lot. The trees are Hackberries and were recommended by Michael Marcotrigiano of Smith College. Jason Petcen, Jason Myers and Ms. Moulding met with Mr. Marcotrigiano on Friday, July 20, to discuss more garden design plans. Mr. Marcotrigiano suggested installing two large planters in the front of the building near the light posts in which to plant seasonal flowers to add color. He also suggested several additional tree plantings in several locations. Mr. Carrier suggested adding landscaping and a bench along the west wall of the building. Ms. Moulding said that she has asked the Department of Public Works to remove several dead trees on the property which may pose a hazard to the public.

A lawn concert featuring the group Darlingside was held on the library's lawn on June 20th. Despite being a very hot evening, about 175 people came out for the concert. Sugarbakers, a new cupcake truck venture, was in the parking lot adding to the festivities and the library provided free water for the event.

Mary Ellen Casey of Massasoit Street donated a large Oriental rug to Forbes Library. It is a traditional pattern of reds, blues, and cream colors. It was placed in the Coolidge Museum under the White House portraits. The only concern is that it may affect the room's acoustics, but if so, it could easily be rolled up for musical programs.

The Code Green winner for May and June was Molly Moss. She was nominated for being so nice to patrons and fellow employees even while going through the whole Reference Room renovation.

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

Next Meetings

The next regular meeting of the Trustees was scheduled for Wednesday, September 19, 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. Ms. Hess will attend the September 10th meeting on behalf of the Trustees.

Communications

Ms. Moulding received an email from the Massachusetts Board of Library Commissioners (MBLC) dated July 9, 2012, announcing that the FY2013 level-funded budget was signed by the governor.

FY13 Budget

On June 20, the library received a letter from Mayor Narkewicz to finalize the FY13 city appropriation. The library will be given \$1,097,222 for FY13 which satisfies the Municipal Appropriation Requirement (MAR) established by the Board of Library Commissioners. The Mayor also agreed to only take back from the library the amount actually saved in energy expenses rather than a percentage of the city's debt for the ESCO contract which would have been approximately \$228,000 paid in annual installments of about \$15,000. The terms of this payment have yet to be agreed upon. The Mayor's letter reads: "I am amenable to this arrangement, provided 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." A copy of the Mayor's letter was distributed. Ms. Moulding said that the city's Energy Management System resides in city hall, but that Mr. Petcen has access to it on a computer in the library. He has not changed any of the original settings made by ESCO. Ms. Moulding compared the energy usage in FY2010, before the ESCO installation, with the energy usage in FY2012 and determined the amount of the actual savings to be \$6,950.56. The Trustees will meet with the Mayor in early August.

Doland Reference Room

The Doland Reference Room opened on June 25 to an overwhelmingly positive response from patrons. The room is more comfortable and more usable, has better lighting and much improved computers. There are details to be finished and some more furniture is awaited, but overall, everyone is very pleased. Much credit goes to Ms. Moss and Mr. Petcen who designed the project and oversaw the construction. In recognition of Mr. Petcen's diligent and valuable work as the Clerk of the Works for the project, the Trustees were requested to authorize remuneration for his Clerk of the Works duties.

Ms. Hess made a motion to approve \$1,000 for Jason Petcen for his duties as Clerk of the Works for the Reference Room project to be paid from the Doland Fund. Mr. Rowe seconded the motion, which was passed unanimously.

The Trustees expressed great appreciation for everyone involved in the very successful project.

MFOL Friends Award

Mr. Rowe made a motion to nominate the Friends of Forbes Library for the Massachusetts Friends of Libraries (MFOL) Friends Award. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Moulding will proceed with the nomination.

Gifts, Bequests, Sales, etc.

The following *undesigned gifts* were received since the last Trustees' meeting: \$25 from Rhoda Wernick, Holyoke, MA, in memory of Alan Dayno to be deposited in the Second Century Fund; \$100 from Laurie Blain, Bailey Island, ME, in memory of Alan Dayno to be deposited in the Second Century Fund.

Gifts, Bequests, Sales, etc. (continued)

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

The following *gift object* was received since the last Trustees' meeting: A large Oriental rug from Mary Ellen Casey, Northampton, which was placed in the Coolidge Museum.

Ms. Hess made a motion to accept the gift of the oriental carpet from Mary Ellen Casey. Mr. Rowe seconded the motion, which was passed unanimously.

Fundraising Committee

The Fundraising Committee consisting of Mr. Carrier, Ms. Burnham, Ms. Moulding, Ms. Downing, and Kate Millay-Miller met on July 18 to continue planning for the handicap elevator campaign. Graphic designer Sandy Duclos came to the meeting to discuss some ideas for designing materials for the campaign. The committee discussed ideas for names for the campaign and slogans for the fundraising materials. One slogan under consideration is "Forbes for All - Equal Access Initiative." It's important to convey the idea that everyone, at one time or another, may need to use the elevator including mothers with strollers, people with injuries, the elderly, as well as people with disabilities. Mr. Carrier suggested coming up with a new name for the Fundraising Committee. Mr. Morin said that the library is going to a cloud-based system for the donor database, and that data entry should begin soon.

Smoke Free Property

Forbes and Lilly Libraries went smoke free both inside and outside the buildings on July 1. Bright red signs given to the library by The Hampshire Council of Governments' Tobacco Free Community Partnership were posted at walking and driving entrances to the Forbes property and by the front door. After a few months those signs will be replaced with something a bit less vivid. The patron response has continued to be extremely positive.

Summer Reading

As usual this year, the Children's Summer Reading Program includes a weekly raffle as well as the Super Tuesday Family Entertainment series. The series will feature Ricardo Frota with music from the Brazilian Rainforest, a live owl presentation, furry (and not) friends from the Forest Park Zoo, and Gary Pozzato with his friend Robo. Several thousand dollars in donated prizes solicited by Jude McGowan will be distributed to all the children who participate in the weekly raffle.

The adult and teen summer reading program started on July 2, and will run through August 24. When patrons finish 3 books, they get an entry in a prize drawing, get to choose a book from the wonderful selection of donated books arranged by book sale coordinator, Steven Stover, and get a small journal (for their first entry). The more they read, the more chances to win! 14 reading logs have already been turned in. Staff members are also participating in a parallel program, with prizes as well. Information Services has created several displays throughout the library with summer reading ideas, including Beach Reads, Reading in the Night and Under 'Cover' Spy books and movies. There have been many compliments on this year's t-shirts bearing the program's theme of "Between the Covers" that staff members are wearing to help promote the program.

Summer Reading (continued)

Mr. Carrier requested that Special Collections prepare a report for the next Trustees' meeting including recent accomplishments, current projects, and a prioritized list of future projects including estimated costs.

Socially Responsible Investing

Mr. Morin has contacted Bartholomew Inc. about their approach to socially responsible investing. He will have something to report at the September Trustees' meeting.

Reports on workshops/meetings/activities

Programming Committee Meeting mid-year review (Lisa Downing) - July 12, 2012.

"Marketing 101" Workshop (Lisa Downing) - July 16, 2012.

Forbes Library Employee Association (FLEA) Contract

Mr. Carrier, Mr. Twarog, Ms. Moulding, and Ms. Downing met with FLEA officers Jason Petcen, Molly Moss, Ben Kalish, and Dylan Gaffney. The Trustees asked to go into executive session to discuss the ongoing negotiations.

At 4:57 PM, Mr. Twarog moved that the Trustees go into executive session to discuss negotiations with FLEA. 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. 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 ongoing negotiations with FLEA. No votes were taken during the executive session.

At 5:12 PM, Mr. Rowe 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.

At 5:15 PM Mr. Twarog moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:15 PM.