

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of September 19, 2012**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA). **Excused:** Ms. Hess.

The meeting was called to order at 4:00 PM in the Watson Room in Forbes Library.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Burnham moved that the Secretary's Report of July 25, 2012 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

**Treasurer's Report**

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

Mr. Morin reported that the Aid Fund closed June with a surplus of \$47,700. The City has repaid the \$35,772 ESCO payment that was taken from the monthly appropriation. Mr. Morin transferred the FY12 automation expenses of \$2,456 to the Halberstadt fund. The Book Fund has a \$5,500 surplus at the end of the fiscal year. The Pleasant Street Video Fund was closed out and the deficit transferred to the Book Fund. Mr. Morin transferred \$10,000 into the Book Fund to finance the Pleasant Street Video expenses, per the instructions of the Trustees. Mr. Morin transferred \$5,000 from the Garvey Book and Media Fund in the operating account into the Garvey Book and Media Fund in the endowment. He anticipates transferring another \$5,000 in September. 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 to be recorded on the FY13 report. The EFT fund is at zero, and the deficit in the Staff Development fund will disappear when the check from the Friends is received. Mr. Morin will provide amended notes to the report at the next Trustees' meeting.

Mr. Morin said that he did not provide a Treasurer's report for July and August because he is still in the process of setting up and learning the new computer system. Ms. Sheirer will begin data entry of the donor list into the new system in early October.

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

Ms. Moulding reported that the library was closed on Saturdays during the summer. Forbes is now open again on Saturdays much to the satisfaction of the library's patrons.

A bed of yellow Knockout Roses was planted near the library's rear entrance. The roses seem to be thriving and have already begun to bloom. Knockout Roses are the hardy variety recommended by Michael Marcotrigiano of Smith College. They are the same as the white roses by the Children's Room entrance which are doing very well. One more Hackberry tree was planted in the median strip of the parking lot. The other two Hackberries planted this summer look to be healthy. A Maple tree next to the driveway by the east side parking area died

**Administrative Report** (continued)

and was removed. It was replaced with a Green Ash tree. Another "specimen" tree is to be planted in the corner of the west lawn by the parking lot. Ms. Moulding is waiting to hear from Mr. Marcotrigiano for recommendations of the type of tree to plant there. Mr. Carrier suggested that Ms. Moulding contact City Councilor Pam Schwartz about removing the dead trees on the Forbes Library property.

This year Forbes was a part of the Center for the Arts third annual Northampton Chalk Art Festival at which artists create chalk drawings on sidewalks throughout town. The art was drawn on the library's front sidewalks on Friday, September 14<sup>th</sup>.

The Code Green winner for September was Local History Librarian, Elise Feeley. Elise was nominated because Susan Stinson particularly praised her in a letter of appreciation to Forbes. Susan called Elise "an outstanding resource for writers in so many ways." She certainly is an outstanding resource for all of Forbes in so many ways.

The library's fall newsletter was distributed to the Trustees. It includes details about the upcoming Local History/Local Novelists series that will begin in October and an announcement for "Silent Cal's Silent Auction" Friends of Forbes fundraiser on October 24<sup>th</sup>.

Mr. Rowe 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 September 5<sup>th</sup> meeting of the Friends of Forbes, and reported that they have a new member, Scott Kennedy. They've completed their incorporation and now have the necessary paperwork in order to apply for a liquor license for a wine tasting next fall. Ms. Moulding received approval of her funding requests for \$5,000 for the Book Fund, \$2,000 for the Staff Development fund, \$1,300 for the outreach vehicle, and funding for the library's subscription to Booklist. The Florence Savings Bank Customer's Choice Community Grants ballots are now available.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Monday, October 22, 2012 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, October 3 at 6:30 PM. Ms. Burnham will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting next at 4:00 PM on Monday, December 3. Mr. Rowe will attend on behalf of the Trustees.

**Communications**

Ms. Downing received a letter from Susan Stinson, writer-in-residence at Forbes Library, dated August 9, 2012, thanking the entire library staff and Trustees for the honorarium she received and praising the support and engagement she has encountered at Forbes.

**Local History Scavenger Hunt Team**

As in the past, Forbes Library would like to enter a team in the Northampton Dollars for Scholars Local History Scavenger Hunt. The cost for a team entry is \$200. Each year the Trustees have personally supported this team by a

**Local History Scavenger Hunt Team** (continued)

donation of \$40 each to Northampton Dollars for Scholars. The library gains publicity by their participation in this event with a very targeted group that uses the library's local history and genealogy collections. The staff who participate learn a great deal of useful local history both in preparation for and participation in the scavenger hunt. This year's team will consist of Julie Bartlett Nelson, Brian Tabor, Tex Teghtsoonian, and Stephen Stover. The letter inviting participation was distributed and the Trustees agreed to support this year's Forbes Library Local History team.

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

The following designated gifts were received since the last Trustees' meeting: \$20 from Teddy Milne, Northampton, to benefit the Outreach program, to be deposited in the Book and Media Fund and used to buy large print books; \$25 from Elise Feeley, Easthampton, to benefit the Hampshire Room, to be deposited in the Special Collections Fund; \$20 from Arlene Carmichael, Pelham, in memory of Emily Rennet, to benefit the Outreach program, to be deposited in the Book and Media Fund and used to buy large print books.

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

The following undesignated gift was received since the last Trustees' meeting: \$20 from Joseph & Gail Mayers, Dresher, PA, in memory of Alan Dayno to be deposited in the Second Century Fund.

The following receipt from sales/rents was received since the last Trustees' meeting: \$1,500 from Old School Commons/Hampshire Property Management, Northampton, for the Old School Commons lease, to be deposited in the Second Century Elevator Fund.

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

**Finances - ESCO Payment**

Ms. Moulding reported that the library received an invoice from the City for \$15,051 for payment of the library's share of the debt service for the ESCO work done in 2011. However, Mayor Narkewicz had said in a letter received June 20 that Forbes would only be billed for the amount of actual energy savings based on an agreed-upon baseline utility usage prior to the work being done. Ms. Moulding had tried to arrange a meeting with the mayor in July in order to discuss the baseline utility usage, but was unable to because of vacation schedules. The Trustees asked her to send a letter to the mayor outlining the sequence of events thus far, and requesting a meeting with the mayor.

**Elevator Fundraising Committee**

Ms. Downing reported that the committee has been meeting regularly and has added Chris Nolan as a member. They are working on a letter to invite other members of the community to join the committee. They have also been working with Sandy Duclos on the design and visual theme of the campaign - "Forbes for All." They are also putting together an informational and promotional video about the need for the handicap accessible elevator for many different types of library patrons. Ms. Sheirer will begin data entry into the donor database in October, and the campaign is scheduled to launch in January.

### **Doland Reference Room**

The Doland Reference Room renovation is essentially finished. The comfortable seating was delivered and has proved very popular with patrons. However the work tables are not made out of the material that was ordered. The company said they would replace them and then bill the library for the chairs. The electricians are still working on the lighting. The Readers Advisory table is being constructed by John Carlo Woodworking and will not be ready for several weeks. More carpeting in the circulation area is yet to be installed. At this time the library has been billed for \$130,685 of the estimated \$185,931 cost of the project. Ms. Moulding estimates that there is about \$28,000 in outstanding invoices, and the project has the potential of coming in under budget. Many thanks are due to Mr. Jason Petcen and Ms. Molly Moss for their work on the project.

### **ARIS Report**

Ms. Downing reported that Forbes recently filed its annual statistical report with the Board of Library Commissioners and the sense of just how busy the library has been was verified. Circulation is up 19% over last year. The two material types seeing the largest increase are e-books (up 376%) and videos (up 68%). The acquisition of the Pleasant Street Video collection is attributed for much of this increase. Book circulation is up by 3%. Attendance is up 18% or 96 people coming in on average every hour the library is open. Reference questions increased 32% for a total of 56,835 questions answered this year. Young adult program attendance is up 27% and adult program attendance is up 43%. All of these increases were managed with level staffing and the same number of open hours, including being closed on Saturdays in the summer. The complete ARIS report was distributed to the Trustees. Mr. Carrier asked Ms. Downing to write a press release about the dramatic increase in usage.

### **Report on Special Collections**

A report prepared by Ms. Julie Bartlett Nelson and Ms. Faith Kaufmann on the library's Special Collections was distributed to the Trustees. Mr. Carrier asked that the report be resubmitted next month with information on the strategic goals and projects they intend to address in the future.

### **Smith College Sign**

Smith College installed a large directional sign in the Forbes Library flower bed at the intersection of West and Green Streets. Because it said "Smith College" in large letters at the top of the sign, it made it appear that Forbes was part of the Smith College campus. Ms. Moulding complained to Smith College who showed her a permit they had from the city to put up the sign. Ms. Moulding questioned Building Commissioner, Louis Hasbrouk, who had signed the permit for the sign. He looked into it and informed Smith College that the permit was issued in error. Smith College removed the sign with many apologies to Forbes Library.

### **Socially Responsible Investing**

Mr. Morin reported that he corresponded with Mr. Joshua Paul of Bartholomew Inc. about socially responsible investing. Bartholomew uses a model from Commonwealth, the firm that invests the Forbes' endowment, that identifies socially responsible investments. Mr. Paul will forward that model to Mr. Morin to distribute to the Trustees.

If Forbes chooses to pursue socially responsible investing, there are two ways to enact it from the endowment bank's perspective. First, the Trustees can instruct Bartholomew that they wish to have Bartholomew enact a

**Socially Responsible Investing** (continued)

socially responsible investing portfolio for Forbes. They will tailor the endowment based on that request going forward. The second option is to change the library's investment policy so as to adopt socially responsible investing. Mr. Paul doesn't recommend this option, as it is more limiting. If the Trustees have any current investments that don't meet the criteria of the new policy, they will all have to be changed. In addition, if the Forbes' portfolio holds a mutual fund that has a small amount of stock in a company that isn't socially responsible, Forbes will have to sell the mutual fund, as the piece of unwanted cannot be "carved" out independently.

Mr. Carrier asked that this topic be added to next month's agenda in the Treasurer's Report section.

**Handicap Lift**

The handicap lift has been out of service for over two months, the longest period yet. Associated Elevator of Chicopee, which has the service contract for the elevator and the lift, have been out many times working on it. They have ordered several parts, each of which has taken a week or so to arrive, but none of them has solved the problem. With the installation of a \$900 part three weeks ago, they finally got the lift moving. However, the control buttons do not work, so new parts for that have been ordered. This major breakdown has been very trying for both staff and patrons. Many of the library's most regular users have been denied the service they are accustomed to for the entire summer. Materials can be carried down the stairs to those who cannot enter the building, but many other benefits of the library such as using the computers and attending programs are inaccessible. The circulation staff has had to carry all the books and videos from the book drops up the stairs in canvas bags every day the lift has been out of order. Carrying so many heavy bags has caused physical problems for at least three employees.

**Reports on workshops/meetings/activities**

Coolidge Advisory Committee (Janet Moulding) - Notes from the September 10<sup>th</sup> meeting were distributed.

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

The Trustees requested to go into executive session to discuss ongoing negotiations with FLEA because negotiations in open session would have a detrimental effect on the library's bargaining position.

Mr. Gaffney left the meeting at 4:45 PM.

At 4:45 PM, Mr. Twarog moved that the Trustees go into executive session to discuss negotiations with FLEA. Mr. Rowe seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, 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, 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 5:00 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. Mr. Rowe seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Mr. Rowe, and Mr. Twarog all voting in favor.

**Forbes Library Employee Association (FLEA) Contract** (continued)

Mr. Twarog made a motion to approve the contract with FLEA calling for a 1.25% salary increase and one additional personal day. Ms. Burnham seconded the motion, which was passed unanimously. The Trustees signed the contract with FLEA.

**Other Business**

The Trustees expressed their remorse and condolences at the passing of Ms. Hess's daughter, Karen Kirchgasser.

Mr. Twarog made a motion to make a \$100 donation to the Sandstoner Foundation of Potsdam, NY, in memory of Karen Kirchgasser, to be paid from miscellaneous funds. Mr. Rowe seconded the motion, which was passed unanimously.

At 5:05 PM Mr. Twarog moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 5:05 PM.