

TRUSTEES OF FORBES LIBRARY
Meeting of October 22, 2012

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Scott Kennedy, observer for the Friends of Forbes Library; Molly Moss, representative of the Forbes Library Employee Association (FLEA); Jim Bridgman, Attorney Maureen Tobin. **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

Ms. Hess moved that the Secretary's Report of September 19, 2012 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Burnham moved that the Secretary's Report of the executive session of September 19, 2012 be accepted and placed on file with a minor correction. Ms. Hess seconded the motion, which was passed unanimously.

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

Ms. Burnham moved that the Secretary's Report of the executive session of June 20, 2012 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

The minutes from the executive sessions will be available to the public upon request.

Personnel Request

Mr. Jim Bridgman, who was employed at Forbes part time from June of 1975 to January of 1979, has asked that Forbes verify his employment at Forbes so it can be used to supplement his teacher's pension. Ms. Moulding said that according to the State Retirement Board, any one of the Trustees could sign the form. Ms. Moulding and Mr. Morin were not present during the time that Mr. Bridgman worked at the library, but Mr. Carrier was present for part of the time. Mr. Morin said that the library is only required to keep 8 years of payroll documentation according to Massachusetts state law, and that the library's CPA and the city's retirement coordinator recommended that he not sign the form since the library does not have the payroll records from that time. The City retains records longer since they are a municipality, not a 501C3. Mr. Bridgman's attorney, Maureen Tobin, said that although Forbes is permitted to destroy payroll records after 8 years, it does not absolve it of the responsibility to verify employment for state retirement purposes. Ms. Tobin said that the Trustees have three options: they could accept the original W2s provided as documentation by Mr. Bridgman and sign the Massachusetts Teachers' Retirement System Service Purchase Application form verifying Mr. Bridgman's employment at Forbes in 1975-1979; they could obtain the records from the IRS at a cost to the library of somewhere between \$300 and \$1,200 and then sign the form; or they could do nothing and face litigation. Mr. Twarog said that this was the first the Trustees had heard of

Personnel Request (continued)

this situation and no decision had yet been made. The Trustees, Ms. Moulding and Mr. Morin discussed the situation further and Attorney Tobin said that a decision was required by January 1st in order to avoid litigation. Mr. Carrier said that it would be foolish to pay the IRS to obtain copies of the records that Mr. Bridgman had already provided. The Trustees agreed that they had enough information to make a decision today.

Mr. Twarog made a motion to authorize Mr. Carrier to sign the Massachusetts Teachers' Retirement System Service Purchase Application form on behalf of Mr. Bridgman verifying his employment from June 1975 to January 1979. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Carrier signed the form, and Mr. Bridgman and Attorney Tobin left the meeting at 4:28 PM.

Treasurer's Report

Mr. Morin said that he was still setting up and learning QuickBooks and has not yet been able to produce an accurate Treasurer's Report. The auditor, Rob Morton, is coming in early November to help him and Jennie Pittsinger with outstanding issues. Mr. Morin will provide Treasurer's reports for August, September, and October at next month's meeting. Mr. Carrier said that he was concerned that it is taking so long to get the new system up and running and he is disappointed that there are no budget figures this far into the fiscal year.

Mr. Morin distributed copies of the Forbes FY2013 budget and September 2012 endowment report from Bartholomew, Inc. Mr. Carrier noted that the Doland Fund is back in positive figures again. Mr. Morin will email updated reports to the Trustees before the next meeting, and will invite the representatives from Bartholomew Inc. to the November Trustees' meeting.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that new railings were finally installed in the front entrance. They now meet ADA code and allow patrons to use the automatic door at the top of the lift if the main doors are too heavy.

Art work has been moved around in different places in the library. The Seth Thomas Clock in Reference has been moved to the north wall. People can now see it from the computer and microfilm areas as well as most seating areas in Reference. Its lack of visibility was a problem when it was on the west wall. The painting of Cook's Dam at Leeds has replaced the clock above the Reference desk, on the north side. The very popular Angel of Hadley has moved downstairs to the east wall of the Reading Room to be much more conspicuous than before. The portrait of Governor Caleb Strong has moved out of the Reference Room and now hangs in the reading room with other venerable governors and generals. The portrait of Roswell Hubbard has moved to the east most end of that wall of portraits in the Reading Room, on the other side of the large Kingsley landscape painting.

There is a new temporary exhibit in the Coolidge Museum. Volunteer Susan Well created a display about social activities at the White House which includes invitations, seating charts, photos, and newspaper articles about the events. The exhibit is in the glass case on the east wall and will remain up through the winter.

Administrative Report (continued)

The library will be cooperating in a new Halloween event which includes a parade through downtown geared towards adults. The parade will begin on the far end of Main Street and disperse on the west lawn of the library in a drumming session. Because Halloween falls on a Wednesday night this year the library will be open for parade participants to come in afterwards. The event is being organized by Richie Richardson, who is working with Forbes and the Center for the Arts.

The entire library was complimented by a patron who wrote: *The Staff are always so helpful & pleasant! The people here are s-o-o-o very helpful and courteous. They go the "extra mile" to find any answer to any question. Sometimes the world is hectic, but, all one has to do is: Go to the library and one is happy and calm again. Great people.*

Ms. Moulding reminded the Trustees to attend the Friends of Forbes Silent Auction Wednesday night at 7:00 PM with Mr. Carrier as emcee. Objects to be auctioned are currently on display in the library's lobby and on the website.

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. Burnham attended the October 3rd meeting of the Friends of Forbes and reported that year-to-date membership is \$12,300, and \$13,000 was budgeted for the year. A second membership mailing will go out after Thanksgiving. There are several new members taking on new jobs, and the Friends are very involved with planning for the auction. They voted on several budgetary expenses and will vote again in January on the wish list presented by Ms. Moulding. The Friends' incorporation is on track and they will discuss it further at their next meeting. They need to appoint board members and adapt their by-laws for everyday use. The old Friends of Forbes organization will be dissolved at the annual meeting in April. They need to renew their raffle permit, and will renew their membership in the Massachusetts Friends of Libraries (MFOL).

Next Meetings

The next regular meeting of the Trustees was scheduled for Monday, November 26, 2012 at 3:45 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM). Mr. Morin will invite the representatives from Bartholomew, Inc. to attend. The December meeting was scheduled for Monday, December 17, 2012 at 4:00 PM.

The next meeting of the Friends of Forbes Library will be held Wednesday, November 7 at 6:30 PM. Ms. Hess will attend on behalf of the Trustees. Mr. Carrier will attend the December meeting of the Friends of Forbes Library on December 5 at 6:30 PM.

The Coolidge Advisory Committee will be meeting next at 4:00 PM on Monday, December 3, 2012. Mr. Rowe will attend on behalf of the Trustees.

Communications

The Trustees received a letter from Ms. Hess thanking them for their donation to the Sandstener Foundation in memory of her daughter, Karen Kirchgasser. The funds will be used to help Potsdam, New York high school students attend college.

Finances: Status of ESCO

Last month 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 has been trying to arrange a meeting with the mayor to discuss the baseline utility usage. She has sent a letter to the mayor outlining the sequence of events thus far. Ms. Moulding has still received no response to her request for a meeting with the mayor to discuss the baseline utility usage.

Social Networking Policy

Ms. Downing presented a social networking policy for Forbes Library created by the library's social networking committee. The policy outlines what social media is, and the rights and responsibilities of patrons using social media affiliated with Forbes. In response to a question from Ms. Hess, Ms. Moss clarified that the policy states that Forbes has no liability for any event or interaction outside the Forbes Library pages.

Mr. Rowe made a motion to approve the Social Networking Policy as presented. Ms. Hess seconded the motion, which was passed unanimously.

Western Massachusetts Library Advocates (WMLA) Membership and Massachusetts Library Trustees Association (MLTA) Membership

Ms. Moulding distributed the renewal form for membership in the Western Massachusetts Library Advocates (WMLA). This group has proved to be very active and influential in their advocacy for issues important to western Mass libraries. Rob Maier, head of the MBLC, said that he thinks that the work of the WMLA is largely responsible for increases in the library appropriation from the state this year, for the inclusion of language in that budget which requires the Massachusetts Library System to maintain a physical presence in western Massachusetts, and for lobbying for the two new MBLC board members from the western part of the state. Ms. Moulding also distributed a mailing request for membership renewal from the Mass Library Trustees Association (MLTA).

Ms. Hess made a motion to renew group memberships in the WMLA and MLTA at \$100 each to be paid from miscellaneous funds. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$50 from Johanna Halbeisen, Northampton, in appreciation of the interlibrary loan delivery service, to be deposited in the Book and Media Fund; \$25 from Lucille Stone, Northampton, for Children's Services, to be deposited in the General Aid Fund; \$25 from Mary Harding, Northampton, in memory of Carl Russo, to be deposited in the Special Collections Fund to benefit the Hampshire Room.

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

Elevator Fundraising Committee

Ms. Downing reported that Ms. Sheirer has begun updating the donor database in QuickBooks. The Fundraising Committee is working with a designer on a

Elevator Fundraising Committee (continued)

theme, and will seek final approval next month. Work on the website will take place in December. Mr. Carrier said that he will address the Friends of Forbes at their December meeting and the Trustees will also be asked to make pledges in December.

Capital Expenditure Requests

Forbes Library made three requests to the city for capital improvements in FY13, a new handicap accessible elevator at the front entrance, replacement windows throughout the building, and a dedicated climate control system for the CCPLM rooms and the local history rooms. Jason Petcen, Ms. Moulding, and Ms. Hess attended a meeting of the Capital Improvement Committee on October 10. Members of the committee listened politely to their requests and asked some questions. They will make decisions about projects at a later date. Copies of the CIP forms given to the Capital Improvement Committee were distributed to the Trustees. Mr. Carrier suggested that Ms. Moulding resubmit the request for Community Preservation Act (CPA) funding for the window replacement project.

Report on Special Collections

Ms. Moulding distributed a report on the library's Special Collections. The report is the same as last month, but includes a section on Activities Based on Relevant 2011 Strategic Plan Goals and Objectives. Mr. Carrier asked if Special Collections needed any support from the Trustees to implement their plans. Ms. Moulding said that the main issue was staffing, and they would let the Trustees know if any support was needed. Mr. Carrier asked if reports were due from other areas in the library. Ms. Moulding said that Jude McGowan will prepare a year-end report on the Children's Department, and that the ARIS report presented last month gave an overall picture of activity at the library. Ms. Downing said that the Strategic Plan update and review will be in December.

Community Development Block Grant (CDBG)

Peg Keller, who administers the CDBG grants for the city, has questioned the library's most recent grant of \$9,500. Received in 2009, the grant was requested for and used for the design of the handicap accessible entrance. With the cost of the finished design so high, Forbes did not apply for CDBG grants for the construction of the entrance. CDBG grants have been cut so severely that the city now uses most of its CDBG funds to service the debt on the Senior Center, so there was no possibility of getting any significant part of the \$300,000 needed to install the new elevator in the front entrance. The problem is that projects that do not get completed are considered suspect and the money may need to be repaid. Ms. Moulding has answered all of Ms. Keller's questions and is waiting to hear the results.

Local History Scavenger Hunt

The Forbes Local History Scavenger Hunt team did well at this year's event finishing second overall just a few bonus points behind the Mike Ryan's powerhouse team of local history buffs and Florence experts. Ms. Moulding and the Trustees are very proud of team members Julie Nelson, Brian Tabor, Tex Teghtsoonian, and Steven Stover. Dollars for Scholars gave Ms. Nelson bags to give to the Trustees in appreciation of their sponsorship.

Handicap Lift

The handicap lift remains out of service at the time of this writing. The company that made the lift is based in Canada and no longer makes this model. They must order parts from their parent company in England. The part needed

Handicap Lift (continued)

now is no longer available, so someone in England is custom building it. Mr. Carrier said this situation should be used to illustrate why the library so badly needs a new elevator. Ms. Moulding is speaking directly to patrons who are upset about the situation and is saving email communication she receives to use in the fundraising campaign. The Trustees suggested that Ms. Moulding put up a sign by the lift saying that the Trustees are aware of the problem, the director is constantly working with the vendor to resolve it, and that it is the focus of the upcoming fundraising campaign. The Trustees also suggested putting a "Comments" box near the lift so that patrons could express their frustration.

Reports on workshops/meetings/activities

NELA Conference (Janet Moulding) - Ms. Moulding, Ms. Downing, Faith Kaufmann, and Molly Moss attended the recent three day New England Library Association Annual Conference in Sturbridge, MA.

At 5:25 PM Mr. Rowe moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:25 PM.