

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 17, 2013**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Ms. Susan Wright, Northampton Finance Manager; Scott Kennedy, observer for the Friends of Forbes Library; Ms. Julie Bartlett Nelson, representative of the Forbes Library Employee Association (FLEA). **Absent:** none.

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

**ESCO Payment**

Ms. Susan Wright, Northampton Finance Manager, attended the meeting to discuss the library's share of the ESCO re-payment. Forbes had originally agreed to re-pay the amount of actual energy savings based on the work done by ESCO in 2011, but there has been continued discrepancy between Forbes and the City on how that figure is determined and how it is accounted for in the Forbes Library budget.

Mr. Carrier introduced Ms. Wright and thanked her for attending the meeting to discuss the ESCO issue. Ms. Wright talked about the history of the ESCO project and how it was decided to be funded. Ms. Wright said that she and Mayor David Narkewicz were not involved in setting up the original agreement with ESCO and Forbes, but are now responsible for figuring out the re-payment plan. At the time, Chris Pile was the City Finance Manager, and Mary Clare Higgins was the Mayor. Ms. Wright was the finance manager for the School Department. Initially, Con Edison prepared an estimate on how much could be saved in each building. The total cost of the ESCO work was 6.5 million and it was decided to fund it through the projected energy savings. The City took out a bond for 15 years to pay for the work and each department agreed to pay back their share of the projected savings. In FY2012, this was estimated to be \$35,772 for Forbes Library. Ms. Wright said that she does not know how well this was explained and communicated to Forbes and other city departments. The bond was structured in such a way that the costs increase over time. Additionally the debt service on the bond is offset for the first few years by incentives and rebates. The City withheld the debt service costs from the School Department's appropriation, but did not withhold it from the Forbes or Lilly Library budgets in order to meet the Municipal Appropriation Requirement (MAR) to be eligible for Massachusetts state aid funding for libraries. Forbes and Lilly were exempted from making payments in FY12. When Ms. Moulding informed the City that Forbes was not achieving the projected energy savings, Ms. Wright and the Mayor said that they would structure repayment based on Forbes' share of the debt service. The work at Forbes represented 3.52% of the total cost of the project, and 3.52% of the debt service in 2013 amounts to \$15,051.21. In order to meet the MAR, the City must write a check to Forbes for the full amount of the library's appropriation and then require Forbes to write a check back to the City for the amount of the debt service.

In response to a question from Mr. Carrier, Ms. Wright said that the library can make the payment at the end of the fiscal year, before June 30, 2013. In response to a question from Ms. Downing, Ms. Wright said that the City is in negotiation with Con Edison over the lack of projected energy savings in some City buildings, but it is not a simple matter, and it will take quite a while to resolve. If a refund is eventually received on particular buildings, it would go toward the debt on those buildings. Ms. Wright could not predict when or if that would happen. Ms. Moulding said that she is concerned about turning over control of the building and the HVAC system to Con Edison or

**ESCO Payment** (continued)

Central Services, who do not understand the climate control requirements for special collections. Additionally, the Children's Room has been set to an uncomfortably low temperature level. Ms. Moulding said that the library would not have chosen to have some of the ESCO work done had they known they would need to borrow money to pay for it, as it was not a high priority. The library's budget is intended for salaries, materials and supplies, not building maintenance. Ms. Wright said that the City had absorbed an 8% increase in employee health insurance in FY13 and didn't cut budgets to pay for it. There are financial pressures everywhere and not enough money to go around. Mr. Carrier said that Forbes had entered into the agreement based on what they were told at the time, and never received copies of any of the signed documents.

Mr. Carrier asked Ms. Wright about the extraordinary maintenance bills that Forbes has had this fiscal year for the HVAC system, handicap lift, and emergency lighting totaling \$19,000. The will of Judge Forbes calls for the City to maintain the building, and in the past Ms. Moulding submitted extraordinary maintenance bills to the City to pay. Ms. Wright and Mayor Narkewicz were not aware of this practice and there is no memorandum of agreement. Mr. Carrier said that the Trustees would like to meet with Ms. Wright and Mayor Narkewicz to discuss formalizing the agreement. Mr. Carrier emphasized that this would only be in the case of significant extraordinary expenses, not routine maintenance.

The Trustees thanked Ms. Wright for attending the meeting, and said that the Trustees would contact her about setting up a meeting to discuss a formal agreement about major maintenance expenses.

Ms. Wright left the meeting at 4:45 PM.

**Treasurer's Report**

Mr. Morin reported that the Aid Fund closed December with a balance of \$44,000. The heating gas category will increase significantly during the winter months. The labor & repairs category is over-budget stemming from three invoices to Charland Refrigeration, Associated Elevator Companies, and Alarmworks. Worker's compensation was pre-paid for the year. The Book Fund has an \$11,800 surplus. Total income for the year is \$5,000 under-budget and total expenses are \$2,500 under-budget. The Second Century Fund has a balance of \$17,300. A State Aid payment of \$17,000 was received in January. A new fund will be created for a private grant the library received. January is a three-pay period month. At the Trustees' request, Mr. Morin made a \$24,300 transfer from the Doland Fund in the endowment to operating account, and a transfer of \$2,300 from the Lyman Special Collections fund in the endowment to the operating account.

Ms. Burnham made a motion to transfer the excess over one million dollars in the Doland Fund in the endowment to the operating account. Ms. Hess seconded the motion, which was passed unanimously.

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

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

Mr. Carrier asked Ms. Moulding to ask Mr. Morin to contact Bartholomew Inc. to make a correction on the name of the Richard Garvey Book & Media Fund in the endowment.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Burnham moved that the Secretary's Report of December 17, 2012 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

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

Ms. Downing reported that this month Forbes Library offered its fifth "Food for Fines" amnesty program. During this two week period overdue fines were forgiven in exchange for canned goods and other non-perishable food items. All food collected was donated to the Northampton Survival Center. This has amounted to about 800 pounds of food in the past and it is hoped it will total that again this year. Food for Fines has become an anticipated annual event for patrons and one that brings good will for the library. This year both WWLP and WGGB provided television coverage of the program.

Ms. Downing reported that Forbes was able to participate in First Night again this year through programming funding provided by the Friends of Forbes. The building was open from 3-5 PM on New Year's Eve to host Ellen Clegg and Found Sounds for two participatory drumming sessions in the Community Room. The all-ages program brought in 136 people including several of whom had never been into the library before. First Night is a popular Northampton event and the library's involvement is a great way to build ties with the community.

Ms. Downing reported that on the morning of this meeting, Forbes librarians returned the Smith librarians visit of December 27<sup>th</sup> and toured several of the Smith College libraries. Forbes librarians learned more about resources available at Smith and where to refer patrons. Smith librarians said they would let Forbes know of staff development opportunities.

Ms. Moulding reported that the Library Legislative Day this year will be Tuesday, March 26. WMLA will be sponsoring a bus to Boston.

Ms. Moulding reported that this month's Code Green Winner was Julie Bartlett Nelson, CCPLM Archivist. She was nominated because Ms. Moulding received an email from extremely pleased and impressed visitors to the Coolidge Museum. They loved the museum and called it and Julie "gems".

Ms. Moulding distributed the library's popular calendar strips for 2013 to the Trustees. Each year the library orders 250 of them and puts them out for patrons to take. They are generally gone in about a month. Since these calendars are designed to be put on computers where people will see them continually throughout the year, it seems a good form of library marketing.

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 January 9<sup>th</sup> meeting of the Friends of Forbes and reported that the Friends had budgeted \$33,517, but income for the year is \$29,810. They've given \$22,673 this year to the library. The Special Events committee is raffling two gift baskets on February 11, one with a Valentines' Day theme and one with a winter theme. The Friends funded a request from Jude McGowan for children's programming, and discussed a contribution to the "Forbes for All" elevator fundraising campaign.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Wednesday, February 20, 2013 at 4:00 PM in the Watson Room. Meetings were scheduled for Wednesdays, March 20 at 4:00 PM, April 17 at 4:00 PM, May 22 at 3:30 PM, June 19 at 3:30 PM, and July 31 at 4:00 PM.

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

The Coolidge Advisory Committee will be meeting in 2013 at 4:00 PM on Mondays, March 4, June 3, September 2, and December 2. Mr. Rowe will attend the March 4<sup>th</sup> meeting on behalf of the Trustees.

**Communications**

Ms. Moulding received an email on December 26, 2012 from Susan Wright, Northampton's Finance Manager, informing her of the rankings of the Forbes Capital Projects. The handicap ramp (\$300,000) was ranked Tier 1, window replacement (\$291,000) was ranked Tier 2, and climate control for Special Collections (\$60,000) was ranked Tier 2.

**Second Quarter Operating Budget Report**

Ms. Moulding distributed a spread sheet showing the Ordinary Maintenance FY13 budget and spending through the second quarter of the year. With only half of the year gone, it is difficult to predict with any accuracy what the final numbers will be. All line items are well within acceptable limits except for Labor & Repairs. That line item is \$19,000 over budget already due to expensive repairs to the HVAC system, the handicap lift, and the emergency lighting system. Mr. Twarog said that it is clear in Judge Forbes' will that the city is responsible for building maintenance. Mr. Carrier, Ms. Moulding, Ms. Downing, and Mr. Rowe will develop a memorandum of understanding, consulting with the Trustees as necessary, about how these extraordinary expenses should be handled and paid by the City, and then present it at a meeting with Susan Wright and Mayor Narkewicz.

**Salary Increases for Non-Organized Employees**

Ms. Moulding will send a letter to the City asking for the same 1% salary increase for Forbes' non-organized intermittent part-time (IPT) workers that was awarded to other non-organized city employees.

**ESCO Payment**

The Trustees discussed Ms. Wright's presentation. Mr. Carrier said that the ESCO agreement was not adequately or accurately presented to Forbes at the time the work was done, but at this point he believes Forbes should pay the debt service amount requested at the end of each fiscal year throughout the term of the bond ending in 2026. He said that there is nothing to be gained by refusing to pay and creating a rift with the Mayor's office. Mr. Rowe, Ms. Hess, and Ms. Burnham agreed, adding that the Trustees do not have much choice in the matter and that creating antagonism is not in the library's long-term best interest. Mr. Twarog opposed the decision saying that he feels the terms of payment keep changing and that Forbes never received any of the ESCO documentation when requested. Ms. Moulding said that she is concerned about having the library's building maintenance turned over to Central Services. Mr. Carrier said that building maintenance issues should be discussed by the Trustees in a meeting with the Mayor's office. The Trustees should come prepared with a memorandum of understanding as well as copies of the FY13 invoices for the handicap lift, emergency lighting, and HVAC system.

**ESCO Payment (continued)**

Ms. Burnham made a motion that Mr. Carrier, Mr. Rowe, Ms. Moulding, and Ms. Downing should schedule a meeting to talk to the Mayor about Forbes' building maintenance issues. Ms. Hess seconded the motion, which was passed unanimously.

**Election of Officers**

Ms. Hess made a motion to elect the following officers for 2013, Mr. Carrier as President, Mr. Rowe as Vice President, Mr. Morin as Treasurer, and Ms. Sheirer as Secretary. Ms. Burnham seconded the motion, which was passed unanimously.

**Trustees' and Director's Goals for 2012**

Ms. Moulding distributed draft goals for the Trustees and the Director for 2013. The Director's goals include short term (2013), fundraise for handicap accessible elevator, apply for CPA grant for window replacement, update Technology Plan, install cold drinks vending machine for patrons; medium term (within 2-3 years), act on goals and objectives established by the Strategic Plan, continue to inventory special collections, continue to digitize appropriate collections & build online presence, replace windows throughout building; and long term goals, increase library hours, increase endowments, make CCPLM self-supporting, initiate cost/benefit analysis of discontinuing use of Cutter Classification System, and install integrated security/circulation system for library materials.

The Trustees goals for 2013 include 1) Launch Second Century Fund campaign for handicap accessible elevator; and 2) Continue to advocate for Forbes Library with the public and with elected officials.

Ms. Hess made a motion to approve the Director's and Trustees' goals as presented. Mr. Rowe seconded the motion, which was passed unanimously.

**Trustees Award**

The Trustees discussed a possible recipient for the 2013 Trustees Award and decided to wait until after the capital campaign to make the next award.

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

The following *designated gift* was received since the last Trustees' meeting: \$1,200 from anonymous, to be used for preservation, to be deposited in the Special Collections Fund.

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

The following *undesigned gifts* were received since the last Trustees' meeting: \$36 from David Knee, Forest Hills, NY, in memory of Phil Chu, to be deposited in the Second Century Fund; \$25 from Edna Greene, Leeds, to be deposited in the Second Century Fund; \$100 from Margaret McClamroch, Granby, to be deposited in the Second Century Fund; \$25 from Nola Reinhardt, Florence, to be deposited in the Second Century Fund; \$50 from Diane Palladino, Northampton, to be deposited in the Second Century Fund; \$50 from Eric Sanders, Northampton, to be deposited in the Second Century Fund; \$400 from Jonathan Levin, Northampton, to be deposited in the Second Century Fund; \$50 from Rebecca Neimark, Northampton, to be deposited in the Second Century Fund; \$1,000 from Norbert Goldfield, Northampton, to be deposited in the Second Century Fund; \$40 from Michael Ling, Flushing, NY, in memory of Philip

**Gifts, Bequests, Sales, etc.** (continued)

Chu, to be deposited in the Second Century Fund; \$20 from Janet Woo, Ossining, NY, in memory of Philip Chu, to be deposited in the Second Century Fund; \$50 from Eleanor Shelburne, Northampton, to be deposited in the Second Century Fund; \$100 from Hedwig Rose, Northampton, to be deposited in the Second Century Fund; \$100 from Hedwig Rose, Northampton, for matching funds, 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.

**Elevator Fundraising Committee**

Ms. Downing said that currently there are \$46,000 in pledges and donations. There are about 1,500 names in the donor database, which continues to be tweaked. The committee is building lists of potential fundraising committee members and places to go for larger gifts. Kate Lemay Miller recently filmed a promotional fundraising video in the library and recorded Ms. Downing and architect Tom Douglas speaking about the project. A second day of filming is planned of patrons who will benefit from use of the elevator. The next big project is the fundraising website. Mr. Carrier added that the committee is very close to the goal of having \$50,000 in pledges, as well as 100% support from the Board of Trustees and officers and board of the Friends of Forbes before launching the campaign.

**CPA Application**

Ms. Moulding submitted an eligibility application for window replacement at the library to the Community Preservation Committee. The CPC met on January 16<sup>th</sup> and notified Ms. Moulding that the application was accepted; however it requires a letter from the Historic Commission stating that the project is "functional preservation." This may take up to 2-3 months, and the library may not meet the deadline to be eligible for this round of funding.

**Reports on workshops/meetings/activities**

Library Legislative Breakfast, Friday, January 11, Greenfield, Community College. Ms. Hess, Mr. Twarog, Ms. Moulding and Ms. Kaufmann attended on behalf of Forbes and Ms. Moulding submitted a brief report.

Ms. Downing reported that Congressman Jim McGovern's office contacted her to reserve the Community Room on Friday, January 25<sup>th</sup> to meet with constituents.

At 5:40 PM Ms. Hess moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 5:40 PM.