

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of February 20, 2013**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Ms. Martha McCormick, observer for the Friends of Forbes Library; Mr. Brian Tabor, representative of the Forbes Library Employee Association (FLEA); Mr. Wayne H. Coste. **Absent:** none.

The meeting was called to order at 4:05 PM in the Watson Room in Forbes Library.

**Public Comments**

Mr. Coste requested that Forbes accept the donation of the DVD "9/11: Explosive Evidence - Experts Speak Out" and the book "Extreme Prejudice: The Terrifying Story of the Patriot Act and the Cover Ups of 9/11 and Iraq" by Susan Lindauer both for the Non-Fiction Circulating Collection. Ms. Moulding had previously responded that without having seen or researched the materials, acquiring the items would probably not be a good use of Forbes' limited resources including shelf space, processing materials, and staff processing time. Mr. Coste said that both items should be accepted into the collection because of their high quality and importance. Ms. Moulding said that the items could be accepted under Forbes' collection donation policy, with the library reserving the right to retain or dispose of the material in the on-going book sale in accordance with Forbes' overall collection policy. Mr. Coste withdrew the donation unless Ms. Moulding would agree to add the items to the collection. Ms. Moulding said that since both items were available to Forbes' patrons through CWMars and Interlibrary Loan and were not in high demand, they did not fit within the library's collection goals for the use of the library's limited resources. Ms. Hess said that issues of material selection are made by the Library Director and Trustees should not intercede in those decisions. Mr. Coste thanked Ms. Moulding and the Trustees for their insight and said they would be hearing from him again in another venue.

Mr. Coste left the meeting at 4:15 PM.

**Secretary's Report**

Ms. Burnham moved that the Secretary's Report of January 17, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms. Burnham moved that the Treasurer's Report of January 31, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed January with a balance of \$14,250. The heating gas category will increase significantly during the winter months. The wages category is over-budget because January was a three pay-period month. The Book Fund has a \$12,700 surplus at the end of January. Total income for the year is \$7,000 under-budget and total expenses are \$6,000 under-budget. The Second Century fund has a balance of \$25,900 at the end January. Mr. Morin requested a transfer of \$30,000 from the Doland Fund and \$10,000 from the Halberstadt Fund to the operating account. A \$5,000 transfer was made from the Garvey Fund in the operating account to the endowment.

Mr. Morin will do a summary accounting of the Reference Room renovation project for the next meeting. Ms. Moulding said that there is still one more invoice to be received. Mr. Morin will request the additional funds from the Doland fund in

**Treasurer's Report** (continued)

the endowment to cover the cost of the renovation. In response to a question from Mr. Carrier, Mr. Morin said he would ask the City Treasurer about when the library could expect to receive the distribution from the Clark and Earle funds.

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

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

Information Services set up a 'blind date with a book' display near the kiosk at the front of the circulation desk. Books are wrapped so that the title is not immediately visible, and have decorated the cover with enticing descriptions and pretty heart stickers. Information Service's text reference system is now up and running. Patrons can text a librarian at 570-0444. When a patron sends a text the Information Services computer receives an email with the text and a chime plays once a minute until someone reads the text. When the librarian responds to the email it will send a text back to the patron with the reply.

On Friday, January 25, a panel discussion regarding Citizens United featuring Congressman Jim McGovern and Free Speech for People co-founder John Bonifaz was held in the Community Room. Presenters included Progressive Democrats of America's Tim Carpenter, League of Women Voters Chair Jackie Wolf, Amherst Representative Ellen Story, and other state elected officials. The event, sponsored by the League of Women Voters, announced two Constitutional amendments to overturn the Supreme Court's decision in the Citizens United case. With politicians, their aides, and the public the Community Room overflowed with the standing room only crowd. Congressman McGovern was very impressed with Forbes and said he hoped to hold other events here. In response to a question from Mr. Carrier, Ms. Moulding said the meeting was informational, was not a campaign event, and no money was collected.

Forbes received a \$1,000 grant from Mass Humanities for a writing and discussion series happening on Saturday mornings this month called "Time Enough". It is based on the book *World Enough and Time* by local author Christian McEwen and addresses the need to slow down our lives, not only for a healthier lifestyle, but also to be able to tap into the creative part of our selves. The workshop is full with a long wait list and has been of particular interest to writers and artists.

The Friends of Forbes are planning another wine tasting this year. They are still dealing with several issues, including insurance, but if all goes well, the event will happen on Saturday, September 28. This month the Friends held basket raffles with a Valentine's Day and a winter themed basket. They were very popular and raised about \$1,000. On Valentine's Day the board adorned the table in the staff room for the holiday and brought in a bounty of sweets and baked goods in appreciation of the staff. This was a delightful surprise for the staff.

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

**Friends of Forbes Meeting**

Mr. Twarog attended the February 6 meeting of the Friends of Forbes and reported that this year will be the 20<sup>th</sup> anniversary of the annual garden tour

**Friends of Forbes Meeting** (continued)

fundraiser, which is scheduled for Saturday, June 8. Tickets will be \$15 in advance and \$20 on the day of the tour. There will be a fundraising cocktail party on May 29 at a private residence. Two Saturday events are in the planning stages for May, a pruning demonstration at Smith College by Botanic Garden Director, Michael Marcotrigiano, and a gardening lecture. Raffles are also in discussion for the spring and early summer, one of which would include Red Sox tickets. The Friends' annual meeting is April 3, and Kristin DeBoer, Executive Director of the Kestrel Land Trust, will be the guest speaker. The Friends will be receiving a check from the Florence Savings Bank on March 6 for their share of the Customer Choice Community Grants awards. The Friends continue to work on their by-laws and have a new member, Sally Crowther. They currently have eight members and would like to add four more.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Wednesday, March 20, 2013 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, March 6 at 7:00 PM. Ms. Hess 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 meeting and Ms. Hess will attend the June 3 meeting.

**Communications**

Ms. Moulding received a letter from the WMLA dated January 17, 2013 thanking Forbes for renewing its membership.

Ms. Moulding received notice from the WMLA thanking all the donors to the Legislative Breakfast.

Ms. Moulding and the Trustees received a letter from Mr. Wayne H. Coste dated January 19, 2013 asking Ms. Moulding to reconsider the library's decision not to accept the donation of the items discussed at the beginning of this meeting.

Ms. Moulding received an email from the Massachusetts Board of Library Commissioners (MBLC) dated February 12, 2013 announcing that the first half of the state aid awards have been disbursed and the second half will be disbursed in April.

Mr. Twarog reported that he'd received a very positive comment from a patron who said that Forbes was a great library and we should be very proud of it.

**FY14 Budget**

Mayor Narkewicz has requested that budgets be submitted to City Hall by February 21. Ms. Moulding distributed a copy of the instruction letter from City Hall and the budget narrative she prepared per the city's instructions. The Mayor has requested that all departments submit level funded budgets, but has tentatively increased the library's budget by \$17,003 to meet the Municipal Appropriation Requirement (MAR) for State Aid to Libraries. However, should the state aid be lower than the Governor's budget, or if health insurance costs increase, the library's appropriation may change. Ms. Moulding will submit a budget based on these directives which will include

**FY14 Budget (continued)**

the \$15,051 ESCO payment that Forbes is required to make to the City. Ms. Moulding and the several of the Trustees will meet with the Mayor next week.

**Maintenance Costs**

Ms. Moulding distributed a proposed memorandum of understanding which requests that the city pay all building maintenance costs in excess of \$1,000 annually. No response or acknowledgement has yet been received for a December 19, 2012 letter sent to Susan Wright detailing prior instances of the city reimbursing Forbes Library for extraordinary building maintenance costs. As of this month, the library has had major building maintenance expenses in excess of \$19,000. Mr. Carrier suggested that the agreement be structured so that invoices are submitted to the City for payment as they occur.

**Request for Salary Increases for IPT Employees**

On January 23, a letter was sent to Mayor Narkewicz requesting an increase of \$540 in the library's FY13 appropriation to cover the cost of a 1% increase in the salaries of non-bargaining unit employees at Forbes Library. This would match the 1% increase given to other city employees. No response to the letter has been received. The Trustees asked Ms. Moulding to resubmit her request.

**Citywide Forum**

Ms. Hess announced an upcoming citywide forum with local legislators on tax reform and revenue generation, tentatively scheduled for March 18, 19 or 20 at JFK Middle School. The forum is co-sponsored by YES Northampton and the Northampton Democratic Committee. The purpose is to present possibilities for raising state revenue. The Governor's revenue proposal includes cutting the state sales tax from 6.25% to 4.5% and increasing the state income tax from 5.25% to 6.25%, but doubling the personal exemptions. The revenue generated by these proposals would be targeted for education, schools, transportation and infrastructure. Ms. Hess said that "An Act to Invest in Our Communities" was reintroduced and calls for restoring the state income tax to 5.95%, raising the personal exemption amount, and raising tax rates on the wealthy. Senator Stanley Rosenberg and Representative Peter Kocot have been invited to the forum, and Ms. Hess invited the Trustees to attend. Ms. Hess and Mr. Rowe are assigned with the roles of keeping the Trustees apprised of legislative issues affecting Forbes, and to advocate on behalf of the library with public officials.

**Request from Forbes Library Employee Association (FLEA)**

Ms. Moulding received a request from FLEA to begin contract negotiations. Mr. Carrier and Mr. Twarog will schedule a meeting with FLEA representatives after the meeting next week with the Mayor about the FY2014 budget.

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

There were no *designated gifts* or *receipt from sales rents* this month. The following *undesigned gift* was received since the last Trustees' meeting: \$25 from Elizabeth Boyle, Jamaica Plain, MA, in memory of Philip Chu, to be deposited in the Second Century Fund.

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

**Elevator Fundraising Committee**

Ms. Downing reported that a \$25,000 pledge was received from the Friends of Forbes. The donor database is in good shape with approximately 1,900 names. All of the printed materials are ready to go out with the mailing. They are now working on the website with Sandy Duclos who designed the printed materials. The website will include photos and testimonials from people who will benefit from the elevator. Mr. Carrier said that the committee is close to finding a chair and co-chair, and will soon set a date to ask people to come together to divide up names for solicitation. A list of "Frequently Asked Questions" is also being prepared.

**CPA Application**

An application was submitted to the Community Preservation Committee for funding to replace windows in the library. The project will cost \$301,821. The CPC will meet on March 6 to ask questions of applicants. The library will be given a specific time and the interview will last about twenty minutes. The Trustees are asked to attend to show support for the library. Supporters are allowed to speak to the committee. In response to a question from Mr. Twarog, Ms. Moulding said that the project was originally estimated at \$250,000 several years ago, but the cost continues to go up every year. Future library building projects include temperature control in Special Collections and the CCPLM, and renovation of the Circulation desk which was built before the boon in Interlibrary Loan, and which now suffers from workflow issues.

**Reports on workshops/meetings/activities**

None this month

**Miscellaneous**

Mr. Carrier suggested that Richard Szlosek, retired attorney and Northampton resident, who wrote a February 15 editorial for the Daily Hampshire Gazette, entitled "We've been silent too long on Cal", be invited to join the CCPLM Advisory Committee. Amity Shlaes who wrote the new book on Calvin Coolidge will speak in the CCPLM and discuss her book in the near future.

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