

TRUSTEES OF FORBES LIBRARY
Meeting of May 22, 2013

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Ms. Michelle Newcomb and Mr. Joshua Paul of Bartholomew Inc.; Jo Ellen Mackenzie, observer for the Friends of Forbes Library; and Ben Kalish, representative of the Forbes Library Employee Association (FLEA). **Absent:** Ms. Hess.

The meeting was called to order at 3:50 PM in the Watson Room in Forbes Library.

Bartholomew, Inc. Report

Ms. Newcomb introduced herself as the newest member of the Bartholomew Inc. team, and said that Bartholomew Inc. had crossed the billion dollar mark in assets managed, of which more than \$5 million is municipal funds. The company has also received several recent industry awards.

Mr. Paul then presented the Investment Strategy Review for Forbes Library with the quarterly report ending March 31, 2013. He said that the first quarter of 2013 has been one of the best in the past 20 years for stocks. Interest rates are low, growth is turning around, company profits are up, and the United States is doing well especially compared to the rest of world. Forbes' portfolio showed net growth of \$245,000 with deposits of \$10,000 and withdrawals of \$125,000. Overall the rate of return on the account since Bartholomew took it over in January 2009 is 10.9%. The current composition of the account is approximately one third bonds, one third stocks, and one third in fixed income and cash. The bond market is not showing much growth due to the low 10-year Treasury rate. Forbes' bond holdings include both long and short term bonds, with some generating income, and have performed better than the 10-year Treasury rate. The Forbes' equity funds include large, mid, and small cap funds of domestic, international, and alternative investments. The alternative investments are designed to reduce the volatility in the portfolio as they do not behave in the same way as stocks or bonds. Overall the portfolio is up 7.83% since January 1, 2013. The market value of the account as of May 21, 2013 was \$4,676,000. Mr. Paul asked the Trustees to review the Forbes Library Trust Funds Investment Policy and to decide if it should be revised.

Mr. Carrier thanked Mr. Paul and Ms. Newcomb for the report and also for Bartholomew Inc.'s contribution to the "Forbes For All" capital campaign. Mr. Paul said that Bartholomew Inc. can receive donations of stock as part of the capital campaign, sell them, and then send the cash to Forbes.

In response to questions from the Trustees, Mr. Paul said that the current balance in the Garvey Book & Media Fund, comprised of monies collected from the parking meters, is \$171,000 including \$7,000 in unrealized gains. Since the fund continues to be added to at a rate of approximately \$20,000 per year, he said that withdrawals in the 5-7% range would be fairly safe, and could be adjusted to reflect market conditions. He said that a withdrawal of \$10,000 (5.8%) in FY14 was reasonable.

Public Comments

There were no public comments.

Secretary's Report

Ms. Burnham moved that the Secretary's Report of April 25, 2013 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Rowe moved that the Treasurer's Report of April 30, 2013 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed April with a balance of \$17,900. The last State Aid payment was received in April. Employee wages is \$9,000 over-budget which should decrease significantly by fiscal year end. Mr. Morin transferred \$20,000 to the Contingency Fund. The Book Fund has a \$10,000 surplus at the end of April, about half of what it was in March. About \$12,000 was paid in subscriptions and memberships this month. There is about \$7,000 more in income than expenses for the year-to-date. A deposit of \$3,500 labeled as "breast cancer check" was entered into the Lyman Special Collections Fund, taking the fund out of a deficit. Mr. Morin deposited \$50,000 in a CD earning 1% interest at Florence Savings Bank per the instructions of the Trustees.

Administrative Report (Ms. Moulding & Ms. Downing)

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

Ms. Moulding reported that the Hackberry trees, about which she expressed concern at the last meeting, have leafed out perfectly well. Apparently they are late bloomers and seem quite healthy. The Board of Public Works finished pruning all the trees on the property. They were very thorough and conscientious about cleaning up the lawn when finished. The Trustees were very appreciative of the City's response.

Forbes Library participated in Northampton's Pride Parade on Saturday, May 4th. The Forbes contingent included staff, trustees, volunteers and library patrons. They carried the library's banner proudly and were very well received by the crowd. This year bookmarks with LGBT reading suggestions from the library's collection were passed out. Ms. Moulding and Ms. Downing would like to thank everyone who attended for their enthusiastic participation.

The Hosmer Gallery hosted an Arts Night Out reception for the Northampton High School student exhibition on Friday, May 10, after the library was closed for the evening. About 150 students, teachers, parents and guests attended and there were lively discussions. The quality of the students' art work is outstanding and several people commented it was more impressive than college exhibitions they have seen. Attendees also expressed appreciation for providing the space to show their work to the wider community.

Forbes Library won two awards in the biennial publicity awards given by the Massachusetts Library Association. One was for the Pleasant Street Video collaboration and fundraising endeavor and the other for the Valley Gives video. Faith Kaufmann produced the video and it featured the talents of Steven Stover, Elise Feeley, and Jason Mazzotta.

The 20th annual Friends of Forbes Garden Tour will be Saturday, June 8, from 10:00 to 3:00. The weather looks to be sunny for a change. In honor of the 20th anniversary, the Friends are hosting a cocktail reception Wednesday, May 29, from 5:30 to 7:30. There is also a garden themed raffle for prizes which are on display in the library lobby. Winning tickets will be drawn at the Garden Tour.

Friends of Forbes Meeting

Ms. Moulding attended the May 1st meeting of the Friends of Forbes and reported that they discussed the garden tour, the raffle baskets, and the June membership mailing.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, June 19, 2013 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, June 5 at 6:30 PM. Mr. Rowe will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2013 at 4:00 PM on Mondays, June 17, September 2, and December 2. Ms. Burnham will attend the June 17 meeting.

Communications

Ms. Moulding received an email dated May 15, 2013 from the Massachusetts Board of Library Commissioners (MBLC) announcing the most recent Senate Ways and Means Budget proposal. State Aid to Public Libraries is level-funded with no change from FY13. Ms. Moulding reported that Senator Eldridge submitted a budget amendment increasing State Aid to Public Libraries by \$1 million. She encouraged everyone to write to their state representatives to support this amendment.

Ms. Downing reported that Ms. Hess had been in contact with Congressman Jim McGovern about LSTA funding which is administered through the MBLC, and that she'd received a note from him expressing his support and recognition of the importance of libraries.

FY14 Budget

Ms. Moulding reported that the City FY14 budget presented at the May 16th City Council Meeting appropriates \$1,114,225 to Forbes Library. That is an increase of \$17,003 over FY13 which is the amount required to maintain library certification. The City Council needs to meet twice to approve the budget. They cannot increase line items and can only take things out of the budget.

Maintenance Costs

Ms. Moulding reported that since the last Trustees' meeting, Forbes Library has heard nothing from the Mayor's Office about the library's request that the city refund the library for \$19,000 in extraordinary maintenance costs incurred for repairs to the HVAC system, the lift, and electrical system. As requested, Ms. Moulding sent documentation of the expenses to City Finance Director, Susan Wright.

Garvey Book & Media Fund

The Trustees discussed the recommendations of the Bartholomew Inc. representatives about withdrawals from the Garvey Book & Media Fund in the endowment. Ms. Moulding said that the funds could be used, among other things, to increase spending on e-books, which have seen circulation rise 357% in the last year. In response to a question from Mr. Twarog, Ms. Moulding said that the total Book Fund budget is approximately \$145,000.

Mr. Twarog made a motion to transfer \$10,000 from the Garvey Book & Media Fund in the endowment to the Book & Media fund operating account for FY14. Mr. Rowe seconded the motion, which was passed unanimously.

Capital Improvements Committee

As part of the Mayor's FY14 budget, the Capital Improvements Committee has allocated \$100,000 to the Forbes Library handicap elevator project with the expectation that the library would raise the remaining \$200,000. The Trustees

Capital Improvements Committee (continued)

were very pleased and appreciative of this allocation. The Trustees also expressed appreciation for Mayor Narkewicz's personal contributions to the capital campaign.

PayPal

Mr. Morin reported that the IRS has created a new rule that when organizations sign up for a credit card portal such as PayPal, an individual is required to register with their personal information and identification number so that the IRS will be able to hold someone accountable and to contact them directly if necessary. Mr. Morin volunteered to do so on behalf of Forbes Library.

Ms. Burnham moved that Mr. Morin be authorized to submit his personal information to PayPal in order to comply with the IRS ruling and to set up a PayPal account to accept online credit card payments. Mr. Rowe seconded the motion, which was passed unanimously.

CWMars Contract

The trustees approved and signed CWMars FY14 contract which Ms. Moulding brought to the meeting.

Pleasant Street Video Account

The Pleasant Street Video Fund has a deficit of \$7,600.49 due to the processing costs associated with the collection. Since there is no more income being added to the fund, the Trustees are requested to transfer \$7,600.49 from the Book & Media Fund to the PSV Fund which will then close out that fund. Processing costs for books and other materials are generally charged to the Book & Media Fund, so this is an appropriate use of the fund. In response to a question from Ms. Burnham, Ms. Moulding said that there is very little processing left to be done.

Mr. Rowe made a motion to transfer \$7,600.49 from the Book & Media Fund to the Pleasant Street Video fund to cover the deficit and close the account. Mr. Twarog seconded the motion, which was passed unanimously.

Stipend for Writer in Residence

Susan Stinson has completed a third year as Writer in Residence. During this time she curated the Local History/Local Novelists lecture series which continues to be extremely popular and well-received. She also keeps the Writing Room open every Wednesday and Saturday morning as a place for writers to come together for companionable writing time. She facilitated two Writer's Life roundtable discussions last summer to discuss issues of interest and concern to writers. She was a panelist at the library's "State of the Book in the Digital Age" program that former Friends of Forbes board member Dee Michel moderated. The program idea was picked up on by the Western MA Library Advocates and they worked with the MA Library Association to co-sponsor a repeat of the program during the annual library association conference. Ms. Stinson acted as a judge in Forbes' first Library Book Spine poetry contest held during National Poetry Month. Ms. Stinson adds greatly to the library's programming. She also continues to strengthen the relationship of the library to the writing community and between readers and writers of all kinds. Forbes is very fortunate and grateful for her continued efforts on behalf of the library. The programming committee approved an honorarium of \$750 from the funds received from the Friends of Forbes Library. Ms. Downing requested that the library contribute an additional \$1,250 to be able to provide Ms. Stinson with a \$2,000 honorarium as was done last year.

Stipend for Writer in Residence (continued)

The Trustees agreed with the request, while Mr. Morin expressed caution that repeated honorariums may cause the IRS to question whether the person receiving them should in fact be hired as an employee. In response to a question from Mr. Rowe, Ms. Downing said that programming costs are covered by the Friends of Forbes. The budget started a few years ago at \$1,000 and has now grown to \$2,500 with which the library is able to provide an extraordinary amount of programming for both children and adults. There is a programming committee that decides on events and administers the budget. The Trustees are invited to attend those meetings. Ms. Moulding added that programming is very important as it sends the message that libraries are not just about books.

Mr. Twarog made a motion to contribute \$1,250 from the Bak Fund to combine with the \$750 from the programming funds from the Friends of Forbes in order to give a \$2,000 honorarium to Susan Stinson. Mr. Rowe seconded the motion, which was approved unanimously.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: \$20 from Arlene Carmichael, Pelham, in memory of her mother, to be deposited in the Book & Media Fund and used to purchase large print books and an attached list of donations to the Second Century Fund.

The following *undesignated gifts* were received since the last Trustees' meeting: list included with the Second Century donation list.

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

Second Century Fundraising Committee

Ms. Downing reported that pledges so far total about \$107,000.

New Copiers

Ms. Moulding reported that the library's copier lease expires this year, so she has been negotiating with the Canon salesman for the new lease. With the new lease, the library will now have color copiers on both the main floor and on the second floor, but no public copier in the children's room. There will be a smaller black & white copier for staff in the children's room office. The aging printer in the reference room will be replaced with a leased machine that uses less expensive toner. The three ink jet printers and table top copier in the business office will be replaced with one networked printer/copier which will save money on toner. A third coin operated machine to be used with the main floor copier will be purchased. Jason Petcen installed a software fix for the two older coin machines so that they can accept the newer \$5.00 bills. The monthly lease and maintenance fees for all these new machines will be less than the previous lease and maintenance in part because of not having the third machine in the children's room. In response to questions from the Trustees, Ms. Moulding said that the cost for copies is \$.20 for black and white and \$.50 for color for standard size paper, and \$.25 for black and white and \$.75 for color for the larger size paper. Mr. Morin added that the Watson Copier Fund comprised of monies collected from copying and used to pay the copier expenses has been self-supporting.

Reports on workshops/meetings/activities

Massachusetts Library Association Meeting (Lisa Downing) - The Massachusetts Library Association conference was held in Cambridge during late April and Ms. Downing attended for part of it along with Molly Moss and Faith Kaufmann. Ben Kalish received a scholarship to cover most of his expenses from the Western MA Library Advocates and he attended the entire conference. The offerings were wide ranging and Ms. Downing attended workshops on advocacy, statewide resource sharing, customer service, and the Common Core curriculum standards. There was a tour of Boston Public Library and of the statehouse that Ben went on. Forbes submitted two entries in the biennial publicity awards given by the association and won third place for the Pleasant Street Video collaboration and fundraising endeavor and third place for the Valley Gives video that Ms. Kaufmann produced. The awards are on display in the display case in the lobby.

Other Business

Mr. Morin reported that the library's tax Form 990 was filed on May 15th, and the Form PC should be filed in a few weeks with a \$200 filing fee.

Ben Kalish reported that Mayor Narkewicz hand delivered to the reference desk a printed copy of his proposed budget, and while here asked some reference questions and visited the Hampshire Room.

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