

TRUSTEES OF FORBES LIBRARY
Meeting of July 31, 2013

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Mr. Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Mark Toczydlowski, Forbes Library custodian. **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

Mr. Rowe moved that the Secretary's Report of June 19, 2013 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented a draft of the FY13 fiscal year-end Treasurer's Report dated June 30, 2013 and noted the transactions in the report are not yet finalized. The Aid Fund closed June with a balance of \$14,700. Employee wages are under budget by \$5,000. Work Study for FY13 was paid in June. Labor and repairs is over-budget as expected. Electricity is \$13,500 under-budget. The Book Fund closed with a deficit of \$11,600 for FY13. A transfer of \$7,600 was completed in May to fund the PSV account per the Trustees' vote. The Copier Fund ended the year with a surplus of \$3,800. \$3,100 was paid to Canon this month. The Coolidge Room Grants fund was closed out as of FY13. The original grant funding was given to Forbes sometime in the 1980s or 1990s according to the previous treasurer. This fund will not be on the treasurer reports going forward. The Garvey Book Fund has \$2,000 at the end of the fiscal year. A \$5,000 transfer was sent to the endowment at Bartholomew Inc. The "On The Same Page" Fund was transferred to the Emily Williston Memorial Library in Easthampton this year and will not appear on FY14 reports. All funds with an average balance over \$10,000 this fiscal year will receive NOW interest income. Mr. Morin will go over the figures and present a finalized report at the next Trustees' meeting.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that Forbes began closing Saturdays the weekend after July 4th. As usual, there were several complaints, but more sad resignation from patrons. The library will open again on Saturdays after Labor Day.

The library's summer reading program, "Groundbreaking Reads" will continue through August 31. For every three books read, the participant will get a raffle ticket for weekly prizes and grand prizes including a Kindle. The Friends of Forbes have donated a pair of tickets for the September Wine Tasting to the winners from both the public and the staff. Ms. Moulding distributed a reading program log and a promotional button. The buttons were designed by Jason Mazzotta and Anne Reagan, members of the Information Services staff.

On Wednesday, July 17th C-Span was at Forbes filming for their Grace Coolidge episode in their ongoing First Ladies series. The episode is scheduled to air on October 7. More information can be found at: <http://firstladies.c-span.org/FirstLady/32/Grace-Coolidge.aspx>. Archivist Julie Bartlett Nelson took the C-Span producer on tours of the Clarke School, the Massasoit Street house, and then the Beeches and Road Forks houses as well as in the Coolidge

Administrative Report (continued)

Museum. Both the *Gazette* and *Republican* covered the filming. Ms. Nelson is planning a showing of the program after it is released.

From mid-July to mid-August a table in the lobby will feature a display on "Staycation" ideas as part of the Pioneer Valley History Network summer theme. This display has been very popular the last 3 summers and patrons have been asking for it already. The Forbes display will feature books from the library's collection on hiking, biking, travel, etc. all over New England and highlight museum passes for loan. There is also plenty of space for brochures and flyers for other area museums to display on the Forbes table.

A bus tour of docents from the Ronald Reagan Library will visit the Calvin Coolidge Presidential Library and Museum on October 16. They are traveling from the FDR museum in Hyde Park, NY, to Boston to visit presidential libraries there. They will spend the night in Northampton.

Forbes will be participating in the first "All Hamptons Read" community reading program that will also include Easthampton, Westhampton and Southampton. The events will begin in late September and run through early November. Copies of the book *Outcasts United* by Warren St. John, on which the program is based, are available to borrow at the front desk at Forbes. The program will include book discussions, films, a panel discussion, and a soccer event all of which relate to the themes of the book. The "All Hamptons Read" committee is hoping for widespread participation and meaningful discussions. Forbes is hosting the program's website, www.forbeslibrary.org/hamptons where one can read more about the book, the events and program sponsors.

Administrative Assistant, Jennie Pittsinger, was married on July 19, 2013. She will now be known as Jennie Lamour.

Ms. Moulding noted that the press clippings distributed to the Trustees this month are in color. The new color copiers have been installed and are being used. There are a few bugs yet to be worked out, but all will be solved soon.

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

David Brewster Donation

David Brewster, an artist whose studio is in Florence has offered Forbes two paintings from his collection of works. Faith Kaufmann, Martha McCormick, and Ms. Moulding went to his studio on June 8th to choose them. Ms. Kaufmann presented the two paintings to the Trustees. She recommended hanging one in Arts & Music, and the other one in the Reference area.

Mr. Twarog made a motion to accept the two paintings from David Brewster. Ms. Burnham seconded the motion, which was passed unanimously. Ms. Kaufmann will thank Mr. Brewster for his generous donation.

Friends of Forbes Meeting

The Friends of Forbes did not meet in July or August.

Next Meetings

The next regular meeting of the Trustees was scheduled for Monday, September 23, 2013 at 4:00 PM in the Watson Room.

Next Meetings (continued)

The next meeting of the Friends of Forbes Library will be held Wednesday, September 4 at 6:30 PM. Ms. Burnham will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2013 at 4:00 PM on Mondays, September 9 and December 2. Ms. Hess will attend the September 9 meeting. Mr. Rowe will attend the December 2 meeting.

Communications

Ms. Downing received a letter from Writer-in-Residence Susan Stinson thanking her, Ms. Moulding, and the Trustees for the honorarium for her work as writer-in-residence. In response to a question from Mr. Rowe, Ms. Downing said that originally Ms. Stinson had agreed to two years, but is now entering her third year as writer-in-residence. Ms. Moulding said that it is unusual for a library of Forbes' size to have one and it sets Forbes apart.

City Appropriation

Representatives of Forbes Library are attempting to schedule a meeting with Mayor David Narkewicz and Finance Manager Susan Wright to discuss ESCO charges and extraordinary maintenance expenses. It has been difficult to schedule because of vacation schedules.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: 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.

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$52.50 from NEBA to be deposited in the Second Century Fund

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

Second Century Fundraising Committee

Ms. Downing reported that approximately \$135,000 has been pledged so far. The campaign is reaching its final phase and it is hoped to wrap up in December with Valley Gives Day. There will also be an appeal to businesses and a second mailing to individuals who haven't made pledges yet.

Edible Landscaping at Forbes

Mr. Twarog, Ms. Burnham, Ms. Moulding, Jason Petcen, and Jason Myers met with Jessica Tanner of "Help Yourself" Northampton to discuss options for perennial edible plantings on the Forbes property. Ms. Moulding received an email today from Ms. Tanner with a tentative proposal. Ms. Moulding will respond and suggest starting with something small and manageable.

South Hadley Libraries

Ms. Moulding distributed copies of an article from the July 23, 2013 edition of the Daily Hampshire Gazette covering plans in South Hadley to investigate the possibility of merging the two independent libraries in town. Ms. Moulding talked to the directors of both libraries and was told the idea originated with them. They then approached their respective boards and with their approval moved on to apply for a MBLC Planning Grant to study the best way to achieve this merger. Since the South Hadley situation is analogous to

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the two libraries in Northampton, Ms. Moulding intends to watch and learn from this merger attempt.

Reports on workshops/meetings/activities

None this month.

FLEA Contract

Mr. Carrier asked that the FLEA contract be put on the agenda and discussed in executive session at the September Trustees' meeting.

At 5:45 PM, Mr. Twarog moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 4:45 PM.