

TRUSTEES OF FORBES LIBRARY
Meeting of October 24, 2013

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Mr. Joshua Paul of Bartholomew Inc.; Serena Smith, observer for the Friends of Forbes Library; Ms. Jennie Pittsinger, representative of the Forbes Library Employee Association (FLEA). **Absent:** None.

The meeting was called to order at 3:50 PM in the Calvin Coolidge Presidential Library and Museum in Forbes Library.

Bartholomew, Inc. Report

Mr. Paul presented the Annual Review of the Forbes Library portfolio through June 30 2013, including an insert with updated numbers reflecting figures at the close of business yesterday. Mr. Paul said that while the stock and bond market has performed well recently, the economy is still struggling due to unemployment. The recent government shutdown and debate over the debt ceiling slowed down the economy, which is likely to happen again in January or February with the new budget deadlines set by Congress. The figures updated yesterday show that the Forbes portfolio is valued at approximately \$4.6 million and is up about 8.5% year to date, and about 10% since Bartholomew started managing it in January 2009. The asset allocation is roughly one third bonds, one third stocks, and one third alternatives and cash. Alternatives include investments such as private equity, hedge funds, and commodities, which don't behave like stocks or bonds, and help to diversify the portfolio and mitigate risk.

In response to a question from Ms. Hess about socially responsive investing, Mr. Paul suggested that the investment strategy limit direct investments in particular sectors or companies, but not try to cover every position that might be held in a mutual fund since those holdings change frequently and are difficult to track. In response to a question from Mr. Twarog, Mr. Paul said that the rate of return on an investment for a particular time period is dependent upon the market value and timing of the period in question and is not linear in nature.

Mr. Carrier and the Trustees thanked Mr. Paul for his presentation. Mr. Paul left the meeting at 4:18 PM.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of September 23, 2013 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

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

Mr. Morin said that next month, after the FY14 budget has been finalized, he will present revised July, August, September, and October reports. He will also present a finalized June, year-ending FY13, report.

Treasurer's Report (continued)

Mr. Morin said that the preliminary Treasurer's Report shows that the Aid Fund has a surplus of \$2,200 at the end of September. July was a three pay period month accounting for the deficit last month. Income in September was \$5,600 above expenditures. The Book & Media Fund has a surplus of \$600 in September. Mr. Morin transferred \$10,000 from the Garvey Book & Media Fund in the endowment to the Book & Media Fund in the operating account for FY14. Mr. Morin transferred \$5,000 collected from the parking meters into the Garvey Book & Media fund in the endowment in October.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that Susan Stinson's book launch for her novel about Jonathan Edwards, *Spider in the Tree*, was held October 2 in the First Churches. It was a lovely event, attended by more than 150 people. Susan read from her book and signed copies afterwards. The beautiful old church which is located on the site of the church where Jonathan Edwards' church stood and Susan reading from the pulpit gave the whole evening deeper resonance.

On the stairs leading to the second floor it is hard to miss the new 8 foot long poster made by the Arts Council for the current Hosmer Gallery show. The small Elbridge Kingsley landscape that usually hangs in that position is stored in the Hampshire Room for Special Collections through the end of October. The Arts Night Out opening hosted more than 200 people. There have been many positive comments about the sculpture on the lawn which is part of the Arts Council juried exhibit.

Ms. Moulding toured the Holyoke Public Library on Wednesday, October 16, after a Western Mass Library Advocates meeting. Their new addition blends the very modern with the older classical building. The result is quite stunning and dramatic with the new part having floors between the older floors joined by a glass and metal staircase. The library now has six staggered floors which overlook each other, much like the Forbes mezzanine only next to each other rather than within each other. The addition is all glass on the front and the whole building sits in a park.

There is a new exhibit in the Coolidge Museum in the front case until next summer. It is titled "Elephants and the GOP" and features some of CCPLM's elephant memorabilia, political cartoons and information on party symbols. The exhibit was designed in part to welcome the 46 docents from the Ronald Reagan Presidential Library and Museum who visited on Wednesday, October 16. Unfortunately for them, their tour of New England presidential libraries coincided with the government shutdown so they were unable to get into the Kennedy and Adams libraries. They were very pleased with the CCPLM and not just because it was open! Julie gave them a warm welcome including the New England treats of apple cider and cider donuts. She also gave an interesting and informative overview of Coolidge's career and life and then answered many questions about Coolidge and about how the CCPLM operated. The docents stayed for over two hours talking to Julie, volunteer Susan Well, and Ms. Moulding. They were impressed that the CCPLM was housed in a public library and how much was accomplished with so few resources. Luckily for the Reagan docents, the government shutdown ended the night of their visit to Northampton so they were able to tour the FDR library complex the next day.

The 2014 Library Legislative Day will be Monday March 31, 2014. That is the day that library advocates go to the State House in Boston to meet with their representatives and urge them to support libraries across the state.

Administrative Report (continued)

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

Friends of Forbes Meeting

Serena Smith reported that the Friends of Forbes have a new board member, Lyn Heady, who has been active in the annual garden tour, bringing the total number of board members to eleven. They also discussed the wine tasting in detail and how it can be improved in the future. The Trustees agreed that it was a very successful event with great food.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, November 26, 2013 at 4:00 PM in the Watson Room.

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

The Coolidge Advisory Committee will be meeting in 2013 at 4:00 PM on Monday, December 2. Mr. Rowe will attend on behalf of the Trustees.

Communications

Ms. Moulding received an email on October 18 from Jessica Tanner of Help Yourself Gardeners about the Forbes Library Garden Project. Ms. Tanner wrote that the Help Yourself gardeners will spend the winter months designing some options for the proposed Forbes Library Garden, and submit options to Forbes by the end of January 2014.

Mr. Carrier received a letter from Mayor Narkewicz summarizing the October 8th meeting with Forbes Library representatives and outlining steps to move forward.

Meeting with the Mayor

Ms. Moulding reported that on Tuesday, October 8, she, Mr. Rowe, Mr. Twarog, and Ms. Downing met with Mayor David Narkewicz and Finance Manager Susan Wright to discuss budget and building maintenance issues concerning the library. It was a productive meeting with both parties agreeing to seek out ways for the library to function more efficiently and in better communication with the city. Specifically the Mayor agreed to not expect the libraries to participate in the ESCO payback plan for FY13 and FY14. It was agreed to use \$4,000 of the \$14,901 budgeted for an ESCO payment in FY14 to increase the Labor & Repairs line item from \$1,000 to \$5,000. The remaining amount would be used to give raises to employees. The City will not pay the \$19,000 in extraordinary building maintenance expenses in FY13 as requested by Forbes. By FY15 a realistic Labor & Repairs line will be established and the Mayor offered to find money to cover that amount for the library. The city will create a written proposal about how to deal with extraordinary building maintenance expenses. The city and the library are also going to attempt to combine service contracts and supply purchases where beneficial. The idea of the city processing library payroll checks instead of the commercial service ADP will also be investigated.

Transfer of Funds to Special Collections

Ms. Moulding reported that the Lyman Special Collections Fund is \$3,694 overspent as of the August 31 Treasurer's Report. The fund has been used for digitizing images in the Hampshire and Coolidge Rooms and making them available online, and for conferences and workshops for staff.

Transfer of Funds to Special Collections (continued)

Ms. Burnham made a motion to transfer \$5,000 from the endowment to the Lyman Special Collection Fund in the operating account. Ms. Hess seconded the motion, which was passed unanimously.

FY14 Budget Changes

Ms. Moulding said that since the Mayor's decision to not charge the library for the \$15,000 in ESCO costs, the FY14 Ordinary Maintenance Budget has been adjusted to zero out the ESCO line and change the Labor & Repairs line from \$1,000 to \$5,000, and to add \$10,000 to the personnel budget. A copy of the adjusted FY14 Ordinary Maintenance Budget was distributed.

Mr. Rowe made a motion to approve the revised Ordinary Maintenance Budget as proposed by Ms. Moulding. Mr. Twarog seconded the motion which was passed unanimously.

WMLA Membership

The Western Mass Library Advocates are a powerful and persistent voice for Western Mass Libraries with state government and with the MBLC and MLS. Librarians in the region recognize the importance of advocating for an area that is too often overlooked by state wide organizations located in and focused on the eastern part of the state.

Mr. Twarog made a motion to renew the Forbes Library Institutional membership in the Western Mass Library Advocates for \$100 to be paid from the miscellaneous line of the operating budget. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: attached list of donations to the Second Century Fund; \$2,000 from the Friends of Forbes for staff development, to be deposited in the Staff Development Fund; \$5,000 from the Friends of Forbes for collection development, to be deposited in the Books & Media Fund; and \$1,200 from the Friends of Forbes to support the Outreach car, to be deposited in the Outreach Fund.

Ms. Hess made a motion to approve the donations to the Second Century Fund as proposed by Ms. Moulding. Mr. Twarog seconded the motion, which passed unanimously.

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

The following *undesignated gifts* were received since the last Trustees' meeting: attached list of donations to the Second Century Fund; \$90 from the 9:30 & 10:30 exercise classes at the Northampton Senior Center, in memory of Joan Gross, to be deposited in the Second Century Fund.

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

Mr. Morin reported that a check for \$500 was received from the estate of John E. Emerson. Ms. Hess made a motion to deposit the check in the Second Century Fund. Mr. Twarog seconded the motion, which was passed unanimously.

There were no *receipts from sales/rents* this month.

Second Century Fundraising Committee

Ms. Downing reported that there is now \$25,000 left to be raised in order to reach the goal of the "Forbes for All" campaign. There will be another mailing next week to people who have not yet responded, as well as targeted larger donors. Forbes will participate in Valley Gives Day in December and is forming a committee to organize the event. Ms. Hess reported that William Baczek of The William Baczek Art Gallery is donating a Scott Prior print for the library to use for fundraising purposes. Mr. Carrier said that Ms. Downing has been doing an extraordinary job with the fundraising committee and on behalf of the Trustees he thanked her for her efforts

Handicap Accessible Elevator Project

Ms. Moulding, Ms. Downing, and Mr. Petcen met with Tom Douglas, the architect for the handicap accessible elevator project on Friday, September 27. Priorities for the project were discussed and it was agreed upon that the reliability of the new elevator be paramount. It was also stressed that the construction should impact library patrons and staff as little as possible. The RFP for contractors will go out in January 2014, with the expectation that actual construction would start a few months after that. Contractors will be asked to provide a schedule of the work in their bids. Mr. Rowe is the Trustees' representative on the committee.

Local History Scavenger Hunt

Forbes Library was represented by the team of Lilly Sundell-Thomas, Ben Kalish, Jason Mazzotta, and Tex Teghtsoonian at the Dollars for Scholars Local History Scavenger Hunt on Saturday, October 5. The team came in third just a few points behind the winners. The Forbes team got the award for best "Team Spirit" and they had a great time and learned some interesting pieces of information.

Reports on workshops/meetings/activities

Reports on the following workshops, meetings, and activities were distributed to the Trustees: Western Mass Library Advocates, October 16, Holyoke Public Library (Janet Moulding); Serving Homeless Patron Workshop (Lisa Downing); Public Accommodations for People with Disabilities sponsored by the City of Northampton, Commission on Disability (Lisa Downing & Brian Tabor).

Capital Improvements Program Committee Meeting

Mr. Petcen and Ms. Moulding attended the CIP committee meeting to request funding for replacing the damaged and leaky windows at Forbes. The CIP is working on a new five year plan and expressed interest in the project. Ms. Moulding suggested that the project could be phased, with the top floor being done first. The committee asked Forbes to get updated cost figures. When Forbes approached the Community Preservation Committee (CPC) about the project, the CPC asked for a detailed inventory and description of each window which would be expensive to obtain. Mr. Carrier asked Ms. Moulding to summarize the situation and speak to the Mayor about the best way to proceed.

Forbes Library Employee Association (FLEA) Negotiations

At 5:05 PM, Mr. Rowe moved that the Trustees go into executive session to discuss the contract negotiations with FLEA because negotiations in open session would be detrimental to the library's bargaining position. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding, Mr. Morin, and Ms. Sheirer to remain as guests at the executive session. Ms. Smith and Ms. Pittsinger left the meeting at 5:05 PM. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr.

Forbes Library Employee Association (FLEA) Negotiations (continued)

Morin, Ms. Moulding, Mr. Rowe, Ms. Sheirer, and Mr. Twarog were present during the executive session. The Trustees discussed the negotiations with FLEA. No votes were taken during the executive session.

At 5:18 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor.

Ms. Burnham made a motion that the Trustees negotiating sub-committee, Ms. Moulding, and Ms. Downing meet with FLEA representatives to update them on the current status of the negotiations. Ms. Hess seconded the motion, which was passed unanimously.

At 5:20 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:20 PM.