

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 16, 2014**

**Present:** Ms. Burnham, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Steven Stover, representative of the Forbes Library Employee Association (FLEA). **Absent:** Mr. Carrier and Mr. Rowe.

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**

Ms. Hess moved that the Secretary's Report of December 19, 2013 be accepted and placed on file with a minor correction. Mr. Twarog seconded the motion, which was passed unanimously.

**Treasurer's Report**

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

Mr. Morin reported that the Aid Fund closed December with a deficit of \$32,000 due to January being a 3 pay period month. The heating gas budget will be over-spent by the end of the winter season, especially after the recent cold spell, but it should align back on budget in late spring. A check for \$15,399 was received from the city to cover the additional personnel appropriation. Mr. Morin deposited it into "miscellaneous" until he can re-adjust the AID Fund budget to reflect the changes, and it will appear on the January Treasurer's Report. The Book Fund has a surplus of \$4,500 at the end of December. Subscriptions and memberships is over-budget as subscriptions come due at different times throughout the year rather than equally each month. Total income is higher than budgeted due to the gift from the Friends of Forbes and Garvey Book & Media Fund transfer. Mr. Morin will transfer \$5,000 from the monies collected from the parking meters to the Garvey Book & Media Fund in the endowment.

Mr. Morin said that he will reclassify some expenses recorded in the Labor & Repairs category which will appear on next month's report. Ms. Moulding said that heating and electricity usage has been about the same as last year. Mr. Morin said the endowment is now at approximately \$4.6 million. Mr. Morin will present an updated and corrected December Treasurer' Report next month.

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

Ms. Moulding reported that the library hosted two afternoon sessions with storyteller Tom Porcino during First Night. The building was opened with programming funds from the Friends of Forbes Library. Both sessions were at maximum capacity with 145 people coming through during the course of the afternoon. It is always nice to have these people, quite a few who are not familiar with the library, visit the building for First Night. It is positive publicity for Forbes.

There are two interns working in Information Services this month. One student attends Reed College in Portland, Oregon which is Molly Moss's alma mater and the other grew up in Northampton and attends Endicott College in Beverly, MA.

**Administrative Report** (continued)

The students have been assisting with a variety of projects including special collections, grant writing, and programming.

The library is raffling off a Scott Prior print entitled "Window in June" as a fundraiser for the elevator project. The framed print is valued at \$775 and was donated by William Baczek Fine Arts gallery. Tickets are \$10 each or 3 for \$25 and the drawing will be held on Wednesday, February 19. The print is on view in the library lobby.

The annual Food for Fines program ran from January 4-15. During this time patrons paid overdue charges with the donation of non-perishable food. Each item donated was worth \$2 in fines. The food collected was donated to the Northampton Survival Center. By January 7, 175 pounds of food was collected.

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

**Friends of Forbes Meeting**

Ms. Moulding attended the January 8<sup>th</sup> meeting of the Friends of Forbes and reported that the Friends hired Sandy Duclos to do their newsletter, the next one to come out in May. They approved funding for the Book Page newsletter, \$2,500 for funding for adult programming, and \$2,500 for funding for staff development. The annual garden tour will be on June 14. Ms. McCormick said that the Friends are considering a museum bus trip as a fundraiser. They are also doing two gift baskets to raffle, one for Valentines' Day, and the other a winter themed basket which will include a Kindle.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Monday, February 24, 2014 at 4:00 PM in the Watson Room. The Trustees will schedule meetings through the summer at the February meeting.

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

The Coolidge Advisory Committee will be meeting in 2014 at 4:00 PM on Mondays, April 7, June 2, September 8, and December 1. Mr. Rowe will attend the April 7 meeting.

**Communications**

Mr. Carrier received a letter dated January 13, 2014 from Jason Petcen, President of the Forbes Library Employee Association (FLEA), requesting negotiations to begin on their contract to expire on July 1, 2014. Mr. Carrier and Mr. Twarog will represent the Trustees in negotiations.

**FY15 Budget**

Ms. Moulding reported that the FY15 budget process is beginning. The Mayor informed city department heads that this year they will be instructed to produce level services budgets which will include step raises and COLA for existing employees, but no new positions or hours are to be added. Meetings with the Mayor to discuss each department's budget will be scheduled. Ms. Moulding said that the level services budget request is good news in that it is the first time in years the City has not asked for budget cuts. The Mayor attributes this to the proposition 2½ override voted on last fall. Ms. Moulding said that she, Mr. Petcen, and Jenny Pittsinger are working on coming up with a realistic line item amount for Labor & Repairs for FY15 as

**FY15 Budget** (continued)

agreed upon by the Mayor. The Mayor is holding a meeting on January 30<sup>th</sup> at 7 PM at JFK Middle School to outline the budget and review the financial condition of the City.

**Election of Officers & Meeting Rules**

Mr. Twarog made a motion to table the elections of officers until next month when all the Trustees will be present. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Hess made a motion to approve the use of Roberts Rules of Order for meeting conduct. Mr. Twarog seconded the motion, which was passed unanimously.

**Trustees' and Director's Goals for 2014**

Ms. Moulding distributed draft goals for the Trustees and the Director for 2014. The Trustees goals for 2014 will support the following goals from the FY15 Strategic Plan:

**Strategic Plan Goal Number 3:** The library will establish sufficient and stable funding to maintain services and achieve goals while providing the staff with adequate compensation.

**Objective A:** The Trustees of Forbes Library will support legislation to raise revenue for the library.

**Activity 1:** The Trustees will continue to indicate their position on pertinent legislation publicly and/or directly to legislators. (Ongoing)

**Objective B:** The Trustees of Forbes Library will develop a funding plan for a new circulation desk and staff area.

**Activity 1:** The Trustees will convene a fundraising committee. (Spring 2015)

Ms. Hess made a motion to approve the Trustees' goals for 2014 as outlined above. Mr. Twarog seconded the motion, which was passed unanimously.

The Director's goals include short term (2014): install new handicap elevator; add additional outdoor seating areas for warm weather months; seek to reinstate Saturday hours in the summer; form committee to begin planning for circulation desk renovation; medium term (within 2-3 years): act on goals and objectives established by the Strategic Plan; remodel and update circulation desk area; continue to inventory special collections; continue to digitize appropriate collections & build online presence; stabilize funding for special collections; replace windows throughout building; and long term: increase library hours; increase endowments; make CCPLM self-supporting; initiate cost/benefit analysis of discontinuing use of Cutter Classification System; install integrated security/circulation system for library materials.

The Trustees discussed the circulation desk renovation. Ms. Moulding said that it is an important project with a lot of components to consider. The circulation desk is very prominent and should be warm and welcoming as well as functional. She would like it to include some form of self-checkout and would like a committee to be formed to explore options, do site visits, and develop a list of requirements for an architect to consider when designing the desk.

Mr. Twarog made a motion to approve the Director's goals for 2014 as presented by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

**Trustees Award**

Ms. Moulding and Ms. Downing highly recommended Judy and Mike Ryan for their stellar work on the highly successful Forbes For All elevator fundraising campaign. Ms. Moulding will contact them and set a date for the awards ceremony.

**Saturday Hours**

Because of funding issues, Forbes Library has closed on Saturdays from Memorial Day until Labor Day each summer since 2009. The Trustees discussed various options for the library to remain open on Saturdays next summer, which will cost about \$10,000. In order for this to be possible, \$10,000 must be cut from somewhere else in the budget. One possibility is to eliminate the Outreach program which serves about 90 people in nursing homes at a cost of over \$100 per person. Cutting library hours during the week to make up for opening on Saturdays was also discussed. No decisions were made.

Ms. Hess made a motion for the Trustees to continue the discussion at the next Trustees' meeting in February. Mr. Twarog seconded the motion, which was passed unanimously.

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

The following *designated gifts* were received since the last Trustees' meeting: \$250 from Alexandra Lynch, Hatfield, to be deposited in the Book & Media Fund; donations to the Second Century Fund (list attached).

The following *undesignated gifts* were received since the last Trustees' meeting: donations to the Second Century Fund (list attached).

The following *receipt from sales/rents* was received since the last Trustees' meeting: none this month.

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

**Second Century Fundraising Committee**

Ms. Downing reported that the campaign is still on-going and money has continued to come in. A gift of \$3,500 was received from the Daily Hampshire Gazette. The current total is about \$308,000. There will be a wrap-up meeting in February after the Scott Prior print raffle.

**Handicap Accessible Elevator Project**

Ms. Moulding reported that Architect Tom Douglas is still waiting on the elevator consultants (Janet Moore and the Syska Hennessy Group) to give him information on the elevators. They had long discussions about the constraints of the existing space in the lobby. It presents a number of unique spacial and code issues that cannot be met by all elevator companies. The consultants are in discussions with Gillespie Elevator who helped with the original design. After they get the information required, they will determine which other elevator companies can offer an equivalent product. They will then give Mr. Douglas specifications for bidding and at that point he can finish the drawings and specs.

**Window Replacement Project**

Ms. Moulding reported that estimates for phasing the window replacement project at Forbes Library are now with the City Capital Improvement Committee. The total cost for the entire building is \$400,000-\$500,000, so

**Window Replacement Project (continued)**

phasing is necessary. The estimates and proposals were prepared by Thomas Douglas Architects. The Capital Improvement Committee will make their recommendations in March.

**Programming Report**

Ms. Downing distributed a statistical overview of programs held at Forbes in 2013, and reported that adult programming was attended by 7,456 patrons at over 600 events. Each of these programs was made possible through a magic formula of dedicated staff and volunteers, engaged community members and generous support by the Friends of Forbes Library. Ms. Moulding and Ms. Downing are very pleased with the strength of the library's ongoing programs including six book groups each month, the Writing Room twice each week, yoga twice a week, and now two career programs each week. There is also a strong Local History/Local Novelists series thanks to Susan Stinson, Forbes' wonderful Writer in Residence, monthly acoustic concerts in the Community Room, the large lawn concert in June, as well as many new standalone presentations on self-improvement, literature, nature and science. The programming committee was very pleased to welcome Serena Smith to its committee meetings. She has been a thoughtful contributor to the discussion. The next meeting is scheduled for February 6 and will map out the first half of the New Year. Among others, there are plans to offer a program in conjunction with the Pioneer Valley History Network's 2014 theme of "Made in the Valley", increased technology training sessions by information services staff, a continuation of the film and concert series and more. Ms. Moulding, Ms. Downing, and the Trustees are grateful to the Friends for their continued support of adult programming. Once again in 2014 they will donate \$2,500 to adult programming at Forbes. A statistical overview of programs held in 2013 was distributed.

**Meeting about Progressive Taxation**

Ms. Hess attended a meeting sponsored by Yes Northampton about progressive taxation. Senator Rosenberg and Representative Kocot were present. The Massachusetts constitution does not permit a progressive tax system, so a constitutional amendment is required. Being an election year, this is not very likely. There is a bill that has been around a long time, Act to Support our Communities, and the Governor had a proposal last year that was also voted down. There will be a meeting on January 29 at 7 PM, where the five Democratic candidates for Governor will answer questions. It is an opportunity to ask them questions about progressive taxation. Ms. Hess plans to attend.

Ms. Moulding reminded the Trustees that the Library Legislative Breakfast is Friday, February 7<sup>th</sup> at 7:30 AM at the Jones Library in Amherst.

**Reports on workshops/meetings/activities**

None this month.

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