

TRUSTEES OF FORBES LIBRARY
Meeting of March 24, 2014

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; Lilly Sundell-Thomas, representative of the Forbes Library Employee Association (FLEA). **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

Ms. Hess moved that the Secretary's Report of February 24, 2014 be accepted and placed on file with a minor correction. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Rowe moved that the Treasurer's Report of February 28, 2014 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed February with a surplus of \$316. The worker's compensation category has a negative \$116 spent this month due to a refund from last year's audit by the insurance company. Payroll services is over-budget this month from the printing of the employee W-2 forms. The Book Fund has a \$5,700 surplus for the month of February. This is a \$5,000 decrease from January due to the February expenses being \$5,000 over the income. The subscriptions and membership category is over-budget as subscriptions come due at different times throughout the year rather than equally each month. Another transfer to the endowment of \$5,000 should occur within the next two months as the balance is close to \$5,000. The balance in the endowment as of February 28, 2014 is \$4,694,869.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that the Florence Savings Bank Customers' Choice Awards ceremony was held March 5 and Mickey Michon, Mary Fagin, Mr. Morin, and Ms. Moulding represented Forbes Library and the Friends of Forbes. The Friends were the seventh out of over 400 vote recipients and were given \$3,859, the largest amount they have yet received. The bank also gave a special award of \$2,500 to Forbes Library in memory of former Forbes Treasurer and FSB President, Ed Morin. John Heaps, current FSB President, and Scott Morin, current Forbes Treasurer, spoke movingly about Ed Morin.

Ms. Moulding attended the Smith College Community Breakfast which was held Monday, March 3, 2014 in the college's campus center. Political, business, and non-profit leaders attended to meet the new college president, Kathleen McCartney, and receive an update on college plans and initiatives from Ruth Constantine, Vice President for Finance and Administration. The college is proceeding with new buildings for health services and student housing on Paradise Road and beginning the process of selling off much of their property on Fort Hill Road. Plans have begun for a major renovation of Neilson Library which they expect will take about ten years.

The annual Edible Book event will be held Sunday, April 6, at the Florence Civic Center. The Friends of Lilly Library this year declined to co-sponsor so the Friends of Forbes will pay all of the operating expenses and keep all of the

Administrative Report (continued)

proceeds this year. Dee Michel is the driving force behind the event with much help from Bonnie Burnham. As always, it promises to be entertaining, eye-opening, and stomach filling.

Ms. Downing reported that Forbes has been invited to participate in a 48 hour photography project being organized by the Northampton Camera Club and Historic Northampton. The project will take place the first weekend in May and will invite the public to submit digital photographs documenting Northampton. Forbes will host the project's website and offer space for camera club members to assist people with uploading their images. More details will be forthcoming.

Ms. Downing reported that the library is in the process of applying for a LSTA grant called "Serving Patrons with Disabilities." The two year grant will provide up to \$15,000 for adaptive equipment, staff training and public outreach. One of the areas Forbes has identified for focus is enhancing the experience for patrons with hearing impairments at service desks and at library programs. The grant may not be used for capital improvements.

Upcoming dates to remember are the Friends annual meeting on Wednesday, April 2, and the Trustees Award on Saturday, April 12.

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

Ms. Hess attended the March 5th meeting of the Friends of Forbes and reported that they received \$3,859 from the Florence Savings Bank Customer's Choice Community Grants awards. They made \$1,017 on the two raffle baskets in February, which is about the same as last year. From now on, the Friends will send out membership letters in November, and the membership year will run January to December. Elise Feeley will speak on Caleb Strong at the Friends' annual meeting on April 2. The slate of board members will remain the same as last year. The Edible Books event is April 6 at the Florence Civic Center. The Garden Tour will be June 14. There are 7 gardens, and the Friends have received \$1,550 from sponsors, which is double that of last year. The Wine Tasting event is scheduled for Friday, September 26, and the wine tasting committee is meeting April 16. Their newsletter is planned for May 15 and they need story submissions by April 15.

Next Meetings

The next regular meeting of the Trustees is scheduled for Monday, April 14, 2014 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, April 2 at 6:00 PM, followed by their annual meeting at 6:30 PM, and a program at 7:00 PM featuring a talk by Elise Feeley on local history. Ms. Burnham 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 7th meeting on behalf of the Trustees.

Communications

Ms. Moulding received a letter dated February 21, 2014 from the Northampton Survival Center thanking the library for its generous donation of 681 lbs. of food obtained through the Food for Fines program.

Communications (continued)

Ms. Moulding received a letter dated March 7, 2014 from the Western Massachusetts Library Association (WMLA) thanking her for Forbes' donation of \$50 towards the library legislative breakfast.

FY15 Budget

Ms. Moulding reported that the library's budget submission deadline was extended to February 13 because the city requested that the library prepare a 2% increase budget instead of a level services budget as originally instructed. She sent in a level services budget and indicated what services would be cut to meet the 2% increase number. A level services budget would be a 4.6% increase or \$56,780 instead of the 2% increase of \$22,592.

Ms. Hess, Mr. Twarog, Ms. Downing, and Ms. Moulding met with Mayor Narkewicz and Finance Manager Wright on Friday, February 28. At that time they were told that nothing will be settled until the city gets final health insurance numbers from GIC. Mr. Twarog reported that those numbers have come in and reflect a 1% increase, which is less than expected. The mayor encouraged Forbes to agree to a multi-year contract with FLEA so that budget increases could be more predictable. Mr. Carrier asked Ms. Moulding to ask the mayor's office for guidelines and parameters for multi-year contracts. Once more information is known, the Trustees will decide on how to proceed.

Morin Fund

The Trustees discussed establishing a new fund with the \$2,500 donation from the Florence Savings Bank. This fund, which could be called the Edward Morin Fund, would be used to finance the remodeling of the circulation desk.

Mr. Twarog made a motion to create the Edward Morin Fund for the remodeling of the circulation desk, with the \$2,500 donation from the Florence Savings Bank. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Twarog made a motion that the Trustees donate \$1,000 from the O'Connor fund to the Edward Morin Fund. Ms. Burnham seconded the motion, which was passed unanimously.

Pride March

The Northampton Pride March will take place on Saturday, May 3, this year. Ms. Hess said that Forbes' participation has been well-received and should be continued.

Ms. Hess made a motion that Forbes participate again this year in the Pride March. Mr. Twarog seconded the motion, which was passed unanimously.

Ms. Downing will register Forbes with the parade.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: \$410 in donations to the Second Century Fund.

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

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$325 From NEBA for sale of books to be deposited in the Special Collections Fund.

Gifts, Bequests, Sales, etc. (continued)

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

Second Century Fundraising Committee

Ms. Downing reported that the committee held a wrap-up meeting to tie up loose ends. The fundraising goal has been met and over \$325,000 in pledges and donations were made. Reminders will go out to people with outstanding pledges in April.

Handicap Accessible Elevator Project

Ms. Moulding, Ms. Downing, and Mr. Petcen met with Architect Tom Douglas several times in the last month to finalize plans for the handicap lift. Unfortunately the bidding process will be delayed until the end of April or early May because of a problem with the elevator code. The ceiling of the entrance lobby is curved and the lowest part of the ceiling is not high enough to satisfy the code requirement for height above the elevator. There is supposed to be enough room for someone to escape out the top. The elevator engineers, one of whom sits on the elevator code review board, are confident that the Forbes project will receive a variance, but it will take about six weeks.

Trustees Award

The 2014 Trustees Award will be presented Saturday, April 12, at 2:00 in the Coolidge Museum. Music will be provided by performers from the Northampton Community Music Center. Award recipient, Mike Ryan will speak about his research on the life of Sylvester Graham. Mr. Ryan did much of his research here at Forbes Library.

Children's Programming

A report prepared by Jude McGowan about children's programming in 2013 was distributed to the Trustees. As always, it is an impressive list of accomplishments.

Reports on workshops/meetings/activities

None this month.

Other Business

Ms. Downing reported that the library is beginning a new "Tech Training" series on Mondays at 5:30-6:30 PM. It is meant for beginners and will cover topics such as email, Twitter, ebooks, and preserving family treasures, etc. It will be publicized with a press release and article.

Ms. Moulding reported that Archivist Julie Bartlett Nelson returns today from maternity leave.

At 4:38 PM Mr. Twarog moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 4:38 PM.