

TRUSTEES OF FORBES LIBRARY
Thursday, October 19, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Serena Smith, observer for the Friends of Forbes Library; Kat Janeczek, representative of the Forbes Library Employee Association (FLEA); Dylan Gaffney; Susan Enz.
Absent: None.

The meeting was called to order at 4:05 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

Public Comments

Ms. Enz thanked the Trustees for their handling of the tree removal.

Secretary's Report

Ms. Hess moved that the Secretary's Report of September 21 be accepted and placed on file with a minor correction. Ms. Reall seconded the motion, which was passed unanimously.

Community Webs Grant

Ms. Downing reported that Dylan Gaffney was awarded a grant for Community Webs, a two year IMLS funded program to develop a web archive documenting the digital record of our community. This was an extremely competitive grant with 111 libraries applying for just 10 open spots, including public libraries from 35 states and almost all the major metropolitan systems.

Forbes Library will receive the equivalent of \$25,000 in web archiving services to build a local history web archive collection. This includes access to and training on the Archive-It web application for five years. Forbes will also receive \$3,250 per year for Dylan Gaffney to attend cohort meetings, training, conferences and professional development, including travel to an initial training session and meetup in San Francisco on November 2-3, 2017, and another cohort meeting in fall 2018.

Ms. Downing said this is a particularly good grant for the library and will facilitate the library's community-building efforts. The Trustees congratulated Mr. Gaffney on receiving the grant.

Grand Army of the Republic Medal

Mr. Gaffney reported that the library recently acquired a one-of-a-kind Grand Army of the Republic medal, formerly belonging to William C. Pomeroy, a civil war veteran and former head of Northampton's chapter of the G.A.R. Pomeroy, a descendant of one of Northampton's historic families, is featured prominently in a number of documents in the Civil War Collection in the Hampshire Room and is among the civil war veterans whose cabinet card photographs are included in the G.A.R. photograph collection at Forbes. The G.A.R. collection once included many objects, including medals, swords and flags that were deaccessioned, loaned to other institutions and not returned, or lost over the decades. In response to questions from the Trustees, Mr. Gaffney said he believes some of the items are housed at Historic Northampton.

Mr. Gaffney left the meeting at 4:10 PM.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of September 30, 2017. The General Aid Fund ended the month with a balance of \$39,526. The Book & Media

Treasurer's Report (continued)

Fund ended with a balance of \$1,121. The Auxiliary Services Fund ended with a deficit of \$480. The Civil War Grant Fund ended with a balance of \$639. The Community Engagement Fund ended with a balance of \$859. The Doland Reference Fund ended with a balance of \$1,158. The Externally Financed Transaction (E.F.T) Fund ended with a deficit of \$1,232. The Garvey Book & Media Fund ended with a balance of \$5,296. A transfer of \$5,000 to the endowment will occur in October. The Halberstadt Fund ended with a deficit of \$2,424. The Lyman Special Collections Fund ended with a balance of \$6,245. The Macomber Fund ended with a balance of \$8,645. A bequest of \$61,895 net of taxes was received from Marjorie Magner and deposited in the Morin Fund. \$8,075 in withheld taxes should be received when the tax return for FY18 is filed. The fund now has a balance of \$100,329. The Outreach Fund has a balance of \$1,292. The RCCR Centennial Fund has a balance of \$392. The endowment distribution of \$2,000 approved by the Trustees at the September meeting will occur in October.

The Trustees discussed the timing of the annual transfers of funds from the endowment to the operating account and asked Ms. Buckhout to make them at the beginning of the fiscal year. This includes the annual transfers to the Halberstadt Fund of \$10,000 and replenishment of the Doland Fund to \$10,000 at the beginning of the fiscal year. Ms. Buckhout will notify the Trustees when the transfers have been made.

Mr. Carrier said that he, Ms. Downing, Ms. Moss, and Ms. Buckhout will meet with Bartholomew Inc. to clear up some questions about the funds in the endowment, including restrictions on each fund, and will give a full report at the next Trustees' meeting.

The following undesignated gifts were received since the last Trustees' meeting: \$2,000 from Roy Faudree, Florence, MA to the Book & Media Fund; \$25 from George Alexander, Amherst, MA to the Special Collections Fund.

The following designated gifts were received since the last Trustees' meeting: \$500 from John and Gail Gaustad, Northampton, MA to the MacFarlane Fund.

The following receipt from sales/rents was received since the last Trustees' meeting: \$334.50 from the sale of a Japanese print, handled by Eldridge Auctioneers to the Special Collections Fund.

Ms. Hess made a motion to approve the designated and undesignated gifts and receipt from sales/rents as proposed by Ms. Downing. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Buckhout presented a new format for reporting on the General Aid Fund and Book Fund. The changes she proposed will increase accuracy and greatly reduce the amount of time required to produce the reports since the numbers will be drawn right from QuickBooks and eliminates the need for manual keying.

Mr. Twarog moved that the Treasurer's Report of September 30, 2017 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

FY18 First Quarter Report

Ms. Downing distributed copies of the first quarter reports for the Ordinary Maintenance and Book & Media funds. The report was prepared using accounting reports that feed the numbers directly from QuickBooks, which will save Ms. Downing time and eliminate the potential for data entry errors. It is early in the year but in general spending seems on course for both budgets. Income

FY18 First Quarter Report (continued)

for the Book & Media fund is already falling behind in several categories. The Friends committed to an additional \$5,000 gift, which has not yet been received.

Ms. Downing will provide the quarterly reports to City Finance Manager Susan Wright on a quarterly basis. Ms. Buckhout will make a few changes to the report before it is sent to the city, including changing the column headings to say surplus and deficit instead of over and under, and adding a disclosure statement.

Annual Report Information Survey (ARIS)

Ms. Moss provided a summary of the ARIS report. Library staffing and hours remain level, while collection size has decreased by 3.8% over the last year. Materials are continuing to be purchased at the same rate, but the collection is being managed, and unused and unattractive items are being withdrawn. CWMars charges based on holdings, so this will result in some savings. About 62,000 searches were performed in online databases, mostly from Ancestry, Newsbank, Mango Languages, and Tumble Books. There was a large increase in downloadable video with the purchase of the Kanopy database in the spring. Children book circulation increased by 2.5% and adult books increased by 3.5%. E-book circulation increased by 10% this year to 12,662. CDs and audiobooks decreased by 6%, which reflects people's listening habits. Downloadable audio increased by 14% to 9,185. DVD circulation decreased by 4% to 95,786, but there were 2,705 views on Kanopy in just April-June. Interlibrary loan decreased slightly this year after an increase last year, due in part to changes in age holds protections to increase the availability of new materials to Forbes patrons. New books at Forbes cannot be requested by other libraries until they have been at Forbes for a set amount of time. On-site loans to people from other communities increased .8% to 100,510, representing 27% of total circulation. Attendance in the library was down 5% to 223,948 or 100 people for every open hour. Meeting rooms were used 1,841 times last year by various groups, an increase of 8.5%. Reference transactions increased slightly by 1.3%. Adult programming attendance was down 13.6% to 9,754, due in part to the transition in adult programming responsibilities. Registered borrowers were up 5% to 17,160 due to the new procedures regarding replacement library cards. Wireless sessions were nearly the same as last year with 8 sessions each open hour and 525 people using library computers each week.

In response to a question from Mr. Twarog, Ms. Moss said that the meeting rooms are used for library programs, book discussion groups, yoga classes, tutoring, vocational instruction, non-profit board meetings, and the writer-in-residence program. In response to a question from Ms. Reall, Ms. Moss said that the library has a meeting room policy that gives preference to library programs. Requests can be made online, and are mediated by Ms. Moss.

Administrative Report

Ms. Downing reported that an officer from the Northampton Police Department will tour the library in November to discuss safety. This information will help inform an Emergency Response plan that Forbes is developing based on a template by the Massachusetts Library System. The plan will be ready to present to the staff next spring. The goal is to create a comprehensive plan that provides clear guidelines and training for staff for a variety of emergencies including medical emergencies as well as the safety of the staff and collections.

The library has received a couple of lovely donations this past month. Leonard Jekanowski from Williamsburg, donated a 9x12 Oriental rug that was recently cleaned by Candle in the Night who also coordinated this donation.

Administrative Report (continued)

It has found a home in the front of the Hosmer Gallery. The library also received an oak desk and credenza from Northampton Cooperative Bank who were renovating and getting new furniture. It is being used by Julie Nelson in the Archivist's Office on the second floor.

This month Forbes is hosting the Northampton Arts Council show in the Hosmer Gallery and a sculpture on the front lawn. This juried biennial show features the best work created in the past two years by a wonderful array of artists and writers who live and work in Western Massachusetts.

The oil painting, "Summer Evening-Hadley Street" by Elbridge Kingsley is back in the Reading Room from being cleaned and the frame repaired by Williamstown Art Conservation Center. In response to a question from Ms. Buckhout, Ms. Downing said that the usual practice is to provide the donor with a description of the donation, but without a valuation. In this case, a donated Kingsley painting is being appraised, along with another Kingsley painting owned by the library. Ms. Downing said that these gifts are being entered into the donor database.

Jennie Lamour had a baby girl on Monday, October 2. She and the baby are both doing well. During her 3-month maternity leave, Jo Ann Petcen is filling in 16 hours a week to take care of the monthly warrant and several other important duties. Staff will be handling the rest of her duties including payroll which Ms. Moss has taken over.

Children's book author/illustrator, Mo Willems came in to sign more of the posters that were part of the 2010 fundraising campaign. He tweeted about it and as a result the library had over 250 sales from all over the United States and a few international sales. The posters sell for \$25 each and the proceeds will benefit the Children's Department.

Ms. Buckhout left the meeting at 4:53 PM.

Wasps have been bothering patrons and staff on the second floor in and around the Special Collections. Staff has tried several times to eradicate them and Mr. Petcen determined that the hole they were coming in from the outside needs to be closed in order to get rid of them. The DPW used the truck they had on site to get close enough to spray again and seal the hole.

The search for an assistant librarian in Information Services to fill the position vacated when Alene Moroni was promoted is underway. The coordinators conducted four interviews, each of which included a book talk open to all staff. The search process should be concluded in the next week or two.

The new Strategic Plan has been receiving a wonderful response and was accepted by the Massachusetts Board of Library Commissioners (MBLC). The next step is to complete an Action Plan for FY19 to be eligible for grants in the coming year. The public presentation about the plan is scheduled for Monday, November 13 from 5:30-6:30 in the Coolidge Museum. Ms. Downing distributed an abridged 4-page version of the report, which will be presented to the City Council at a date yet to be determined.

The library is hosting a special event on Saturday, October 21 at noon called Home Movie Day. It is an opportunity to watch home movies together and learn how to best preserve your film treasures.

Administrative Report (continued)

Ms. Hess moved that the Administrative Report be accepted and placed on file.
Ms. Wight seconded the motion, which passed unanimously.

Friends of Forbes Meeting

Mr. Carrier attended the October 4 meeting of the Friends of Forbes and reported that they agreed to fund \$18,260 in requests for the Children's Department including new carpeting, study tables, and computers. The Friends have a significant amount in their endowment due to a recent bequest, and are looking into the best way to manage it. The wine tasting was a great success and grossed about \$10,000 with expenses of about \$2,600, which is similar to last year.

The Trustees expressed thanks to Ms. Smith and the Friends for the wine tasting and all that the Friends do for the library.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, November 21, 2017 at 3:45 PM in the CCPLM.

The next meeting of the Friends of Forbes Library will be held Wednesday, November 1 at 6:30 PM. Ms. Wight will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be meeting in 2017 at 4:00 PM on Monday, December 4. Ms. Hess will attend on behalf of the Trustees.

Ms. Janeczek left the meeting at 5:01 PM.

Communications

The Trustees received an invitation to a Massachusetts Library Trustees Association (MLTA) Fall Focus event on Saturday, November 18, 10:30-12, in Sudbury, MA. The topic is "Be Legal and in the Money: Experts answer your questions about Open Meeting Laws, Conflicts of Interest, Campaign/Fundraising Do's and Don'ts, and more!"

Smith College Collaborations

Mr. Carrier, Ms. Downing, and Ms. Moss have developed a letter to Smith College about the historic relationship with suggestions for new ways to collaborate. A copy of the letter was distributed to the Trustees. The Trustees discussed the letter and agreed that it was a good idea. Ms. Hess said it was unclear what Forbes was offering to Smith, what they were asking of Smith, and what they were suggesting for collaboration. Ms. Downing said she has spoken to other public libraries in college towns and one thing they have in common is a point person or liaison at the higher education institution. Ms. Downing and Mr. Carrier will continue working on the letter and bring it back to the Trustees at the next meeting. If the letter is well received, a next step might be to form a working group with representatives from both institutions.

Windows/HVAC Project Update

Ms. Downing reported that the HVAC project for the special collections spaces has been restructured to include the electrical work in the project instead of as a filed sub-bid. The walk-through was held on October 12 and 3 contractors attended. The bid opening will be on October 31. The Capital Improvement Project funds for this project and the window project have already been allocated. Once there is a firm amount on this project, a decision can be made about how to proceed on the window project.

Tree Work Update

Ms. Downing reported that the five oak trees edging the property deemed hazardous by the tree warden were removed over the course of the first two weeks in October. The two on the west lawn were near power lines and removal was done in coordination with National Grid. The remaining three trees were removed by the DPW. The stumps show that the trees were rotting from the inside and one of them had a vertical split. The community will be invited to the help replant eight scarlet oak trees on Saturday, November 18.

A contract was signed with Lashko Tree Service for the removal, pruning, and cabling on the trees on the library property and the work will begin very soon. Funding for this project was approved by the city council and is being handled by the city's Central Services. The work may not be finished in time to replant this fall, in which case the new trees will be planted in the spring.

Ms. Moss left the meeting at 5:15 PM.

Circulation Desk/Lobby Renovations

Ms. Downing said there will be a more detailed report next month, but for now, she would like to get a new kiosk screen to place over the lobby table to display the day's events and promote programs and services. The current kiosk furniture that blocks the sight lines from the circulation desk to the front lobby, and hides the circulation staff from patrons entering the library, would then be removed. The current kiosk monitor can be utilized behind the Children's circulation desk to specifically promote their programs and services.

The Trustees discussed automated self-check-out and expressed concern that it may not be popular and that people enjoy interacting with staff. Ms. Downing said she was planning a site visit to Sudbury, MA where they are 80% automated. One of the barriers at Forbes is how to handle the media, CDs and DVDs in cases. Typically, holds are placed on a shelf, patrons retrieve them and then check them out. She said that currently staff must interact with patrons quickly to avoid wait times. Self-check-out would appeal to patrons who want to leave quickly, while allowing staff more time with patrons who want personal interaction. Reallocation of staff time would allow the library to be open more hours. The Trustees agreed that it is important to publicize the benefits of the self-check-out, and emphasize that it will not mean the elimination of any staff positions.

Community Engagement

Ms. Moss reported that the library will be participating in a Trick or Treating event coordinated by the Downtown Northampton Association on Halloween. Last month Forbes launched a new library card for Northampton educators that provides longer loan times and fine forgiveness. Children's & Young Adult Department staff had the opportunity to let teachers at Jackson Street Elementary School know about it at a staff meeting and received applause.

Reports on workshops/meetings/activities

Landscape subcommittee report, September 21, 2017 - Ms. Downing reported that the tree hearing process was completed. Richard Parasiliti worked with National Grid, who hired Northern Tree Service to do their portion of the work. Removal, stump grinding, and loam seeding were done in early October. Eight scarlet oaks will be replanted to replace the trees that were removed on November 18, and DPW will water and mulch. Mr. Parasiliti said that running

Reports on workshops/meetings/activities (continued)

the irrigation system for the first year with the new trees would be beneficial. He said the west lawn needs attention in particular to deal with the compaction. He recommends aeration, overseeding, irrigation, and organic fertilizer. The Landscape sub-committee will develop a proposal for 2018 and come back to the Trustees with cost figures and recommendations. Logistics for saving some of the wood was discussed and the focus will be on the wood from the tallest tree removed. Three quotes for the non-public shade trees will be in soon and it looks like this work might happen this year, which is recommended since some of the trees are dangerous. David Pomerantz will coordinate this project. Mr. Parsiliti will consult with Mr. Pomerantz and Mr. Petcen to review the quotes and make recommendations for replanting.

Ms. Downing said the city is paying for the stump grinding, loaming, and planting, but that the library would need to pay for the water for the irrigation system if it was decided to be used. Mr. Carrier said the Trustees would need to see the cost figures before making a decision.

Ms. Smith left the meeting at 5:30 PM.

Coolidge Advisory Board

Bill Scher, a local political writer, is a new member of the CCPLM Advisory Board and has come forward with some new ideas about how to move the mission of the CCPLM forward. The board is discussing their future role and goals of the strategic plan, and would like to formalize some next steps. Mr. Scher met with Mr. Carrier, Ms. Wight, Ms. Downing, and Ms. Moss, and another meeting will be scheduled that will also include Ms. Nelson.

Capital Improvements Projects

Ms. Downing submitted two requests this year for Capital Improvements Project funds. The first is for a new tractor for mowing, leaf removal, and snow removal. The current tractor is 15 years old. The cost of a new tractor is about \$15,000, and the old tractor is worth about \$4,000 on trade-in. The second request is to replace all the pendant light fixtures with LED units. The actual cost is \$38,806, with \$6,000 in energy rebates, bringing the net cost to \$32,806. The cost of running the LED lights will be one quarter of the current cost, and the payback time is estimated to be 2.84 years. Ms. Downing has been working with Chris Mason on the plan.

The Trustees briefly discussed the Forbes parking meters, which still collect coins. They are not aware of any plans to update them to the new pay-by-plate system.

Mr. Carrier said that he and Ms. Downing met with Mayor Narkewicz to discuss the library's strategic plan. Mayoral candidate John Riley also came to the library to meet with him and Ms. Downing, and was very positive about his support for the library.

At 5:45 PM, Ms. Hess moved to adjourn the meeting. Ms. Reall seconded the motion, which was passed unanimously. The meeting was adjourned at 5:45 PM.