

TRUSTEES OF FORBES LIBRARY
Wednesday, May 16, 2018

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** JoEllen MacKenzie, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Dylan Gaffney. **Absent:** None.

The meeting was called to order at 4:00 PM in the Watson Room.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of April 24, 2018 be accepted and placed on file with a few minor corrections. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of April 30, 2018. The General Aid Fund has a balance of \$68,774. The Book & Media Fund has a balance of \$30,983. The Externally Financed Transactions Fund has a deficit of \$3,176. This fund is being worked on to resolve the negative balance. The Garvey Book Fund has a balance of \$5,899. The Lyman Special Collections Fund has a balance of \$4,606. The interest income from operating accounts at Florence Bank are deposited into the Morin Fund which has a balance of \$78,856. The Staff Development Fund has a balance of \$1,705. As of April 30, the endowment was valued at \$5,020,515. Ms. Buckhout said there will be a lot of fiscal year end expenses that will reduce the balances in the Book & Media and General Aid funds.

Ms. Hess moved that the Treasurer's Report of April 30, 2018 be accepted and placed on file. Mr. Twarog seconded the motion which was passed unanimously.

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Nicole Sibley, Amherst, MA to be deposited in the Book & Media Fund; \$100 from S. Wylie Smith, Northampton, MA to be deposited in the Book & Media Fund.

The following designated gifts were received since the last Trustees' meeting: \$50 from Claudia Spaulding, Northampton, MA to be deposited in the Book & Media Fund; Valley Gives Donations from 159 donors totaling \$9,192 designated to be split between the Children's & Young Adult and Adult Programming Funds net of expenses.

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

There were no receipts from sales/rents this month.

Administrative Report

Ms. Downing reported that visitors to the Coolidge Presidential Library and Museum (CCPLM) will now be offered a circular stamp. This is something that the federally funded presidential libraries all offer along with a passport to record which museums have been visited.

Administrative Report (continued)

Several items from the CCPLM collection have gone on loan to the Calvin Coolidge State Historic Site in Plymouth Notch, VT through the end of the year including a Sioux headdress gifted to Calvin Coolidge in 1927. In exchange, the state site will be loaning Forbes an item to display over the summer.

The 25th Northampton Garden Tour will take place on June 9. The route this year is about 10 miles and as always will include a diverse variety of amazing gardens. Tickets are on sale now at the library.

Ms. Buckhout left the meeting at 4:10 PM.

Ms. Downing attended a two-day seminar called the "Research Institute for Public Libraries" in Devens, MA. The purpose of the two-day, hands-on, intensive workshop was to learn how to design outcome-based evaluations, develop community assessments, use public library data to plan, manage, and advocate, and also learn how to document the impact of the library.

Ms. Moss reported that CW MARS is doing a major upgrade to the Evergreen software over the Memorial Day weekend to a web based version. The upgrade includes several enhancements and will make it much easier to register patrons at community events.

Naila Moreira has finished her third and final year as Writer in Residence with Forbes this month. She has had a very successful tenure bringing many wonderful programs to the library including curating the "Modern Real & Surreal" literary series, participating in National Novel Writing Month and facilitating the weekly Monday evening poetry discussions. Ms. Downing and Ms. Moss presented her with a print of a framed photograph of a native plant taken by Walter Corbin of a hand colored lanternslide in the library's Special Collections.

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

Friends of Forbes Meeting

Ms. Hess attended the May 2 meeting of the Friends of Forbes and reported that the Friends' newsletter will come out before the garden tour on June 9. Ms. Downing reviewed and prioritized her wish list for the Friends. The request for wireless upgrade was reduced to \$2,500 and withdrew the request for funds to replace the screen in the community room. They tabled outdoor seating and plants and are planning to submit an application for funds from the CPA. Mass MOCA museum passes have increased significantly in price, and a pass to the Mark Twain House was added. The request for outreach funding was reduced from \$5,000 to \$2,500 since half of the funding has been included in the library's budget. The Friends approved funding of \$200 for the MassMoca passes and \$2,000 for the writer in residence. Tickets for the garden tour are on sale, and the Trustees were encouraged to bring something for the bake sale. The Friends are seeking new potential sponsors for the wine tasting, and the wine tasting committee will meet on May 23.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, June 19, 2018 at 4:00 PM in the Watson Room.

Next Meetings (continued)

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

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee is meeting at 4:00 PM on Monday June 4. Ms. Wight and Mr. Carrier will attend.

Communications

There were no communications this month.

Financial Report

There was no financial report this month

Greg Stone Sculpture

Ms. Downing reported that the late prolific and well-known local painter and sculptor Greg Stone, who passed away in September 2016, created a maquette bronze sculpture of Sojourner Truth, originally for the Sojourner Truth statue design contest. It was discovered after his passing that the original bronze sculpture's arms were broken off and missing. When asked about its condition and availability, the Stone family said that they have the original rubber mold from which it was cast and that they would be happy to approach one of Greg's fellow sculptors to ask if a new casting could be made from the mold. They offered 2 options, a bonded bronze casting for \$3,000 or a plaster painted in a faux bronze for \$2,000. After consulting with the Smith College Museum of Art, Mr. Gaffney said a third option is to create a true brass recast of the original which would cost in the range of \$5,000 to \$7,500. The statue measures 24 x 15 x 10 inches. Mr. Gaffney provided more background information on the statue and said the family is enthusiastic about it becoming part of Forbes' collection. Ms. Reall said the true bronze casting will better hold its value over time. Mr. Carrier said adding to the library's art collection is one of the goals of the library's strategic plan and this piece will fit in well and improve the diversity of the collection. Mr. Gaffney said that a display case or stand will also be necessary and the Trustees agreed that it must be secure, but not behind glass.

Mr. Twarog made a motion to authorize a bronze casting of the Sojourner Truth maquette sculpture by Gregory Stone for the library's permanent art collection, for a cost of up to \$7,500 to be funded by a combination of Book & Media and Special Collection funds. Ms. Wight seconded the motion, which was passed unanimously.

Mr. Carrier thanked Mr. Gaffney for making contact with the family and for his work on this project.

125th Anniversary

Ms. Wight reported that planning for the 125th anniversary of the library is underway. Minutes from the last meeting were distributed to the Trustees. The committee is seeking to highlight Forbes' history through exhibits and programs and also use the anniversary to celebrate the library's important role in the community. The committee would like to have design work done that could be used to tie together the programs, exhibits and marketing done throughout the year. The suggested tagline is "Working for the common good." Ms. Downing will reach out and get estimates from 3 designers for the project. The Trustees also suggested reaching out to area businesses to get the community involved and sponsor the celebration.

Mr. Gaffney left the meeting at 4:30 PM.

HVAC Project Update Coolidge Museum and Hampshire Room

Ms. Downing reported that the condenser units on the roof are now up and running allowing the new HVAC system to run separately from the main HVAC system. The change order that allows the boiler to be shut off at nights and weekends while still allowing the new Special Collections HVAC system to run still needs to be completed, along with a few other minor punch list items. In response to questions from the Trustees, Mr. Petcen and Ms. Downing will let David Pomerantz know what work remains to be done before the city signs off on the project.

Windows Project Update

Ms. Downing reported that the project is now out to bid, and there was a walk-through this morning. There was quite a bit of interest and bids are due at the beginning of June. It is hoped that the architect's change in plans to reuse the existing glass will result in bids that are in line with funding for the project.

Air Movement & Quality Concerns Update

Ms. Downing reported that the air quality testing in the Technical Services staff area of the basement is underway. Those results should be back within a couple of weeks. She will work with David Pomerantz in Central Services to develop a plan to remediate any areas of concern along with the recommendation to add an air intake duct to the back of the department to increase air flow.

Valley Gives Day

Ms. Moss reported that the library had its most successful Valley Gives Day campaign ever in terms of number of donors and dollars raised. Forbes raised \$15,757 (including a \$6,500 Friends of Forbes match) from 159 donors and exceeded the library's \$14,000 goal. These funds will be used to provide more than a year's worth of free programming for the community.

Forbes Library Employee Association (FLEA) Contract Negotiation

Mr. Carrier, Ms. Downing, and Ms. Moss met with the officers of FLEA on May 11 to begin negotiations for the FY19 contract. The meeting was very productive and a response should come soon.

Community Engagement

Ms. Moss reported that Forbes Library had a 20-member contingent in the Northampton Pride Parade on May 5. It was a gorgeous day and the reception from the crowd was as warm as always. She also reported that the library had a table at the annual Health & Safety Fair held at the senior center. This has been an outreach event that the library has participated in for several years and allows the library to connect with existing and potential patrons and promote library services as well as connect with the other exhibitors. This proved particularly useful for Maria Sperduti who made many connections around the Outreach Delivery Service. Ms. Moss distributed a list of recent and upcoming communication outreach events.

Reports on workshops/meetings/activities

125th Anniversary Committee - Ms. Downing distributed the minutes from the first committee meeting.

Landscaping & Grounds Committee - Ms. Downing reported that the committee is working with Northampton's Tree Warden Rich Parasiliti. There is 1,000 feet

Reports on workshops/meetings/activities (continued)

of lumber resulting from the trees that were removed. There are many suggestions on how the lumber can be used including outdoor furniture. The wood can last 20 years if it is kept off the ground. Soil samples were analyzed by UMass and the soil is poor and acidic. The recommendation is to apply lime regularly at a cost of \$2,000 per year for 3 years, after which it can be applied less frequently. Landscape architect, Martha Lyon has been invited to speak to the committee. She is experienced at doing work at historic locations. The edible garden group is now working with the pollinator garden group and would also like to talk about ideas for improving the edible garden area. Ms. Reall emphasized that an overall master plan is needed. Mr. Carrier added that the plan needs to be low maintenance.

Fundraising Committee - Ms. Downing distributed minutes from the last committee meeting. A peer fundraising model was used during Valley Gives Day, which can be used in upcoming campaigns. The next annual fund will be in conjunction with the library's 125th anniversary, and the purpose will be for the Children's Room renovation.

Other Business

Mr. Carrier said that he, Ms. Wight, Ms. Moss and Ms. Downing met with Attorneys Eric and Sandra Lucentini to review the proposed mission statement and bylaws for the Coolidge Advisory Committee. While the Lucentini's approved of the content, they have suggestions about the structure and wording which will be reported at the June Trustees' meeting. After this project is completed, they can work on the Trustee's by-laws.

Ms. Moss distributed copies of the 2017 Annual report for Forbes library.

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