

TRUSTEES OF FORBES LIBRARY
Tuesday, June 19, 2018

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Serena Smith, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Peggy MacLeod of Western Mass Pollinators Network. **Absent:** Elaine Reall.

The meeting was called to order at 4:05 PM in the Watson Room.

Western Mass Pollinator Networks

Peggy MacLeod of the Western Mass Pollinators Network spoke with the Trustees about adding more pollinator friendly plantings to the library grounds. The edible garden was put in by Jessica Tanner a few years ago and the pollinator friendly plantings would complement it. She said they would replace the sign and have the soil tested and amended as needed. They would then decide what could be planted this year for fall blooming, with another planting next spring. They would also take on the responsibility for weeding and maintenance. They see this as an educational tool and could do a public presentation in the spring for people who are interested in learning about the plants. Mr. Carrier asked her to come back with a more detailed plan including how the garden will be maintained and on what schedule. Ms. MacLeod said she will put down on paper what they are able to do, and that it will involve no cost to the library.

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

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of May 16, 2018 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of May 31, 2018. The General Aid Fund has a balance of \$65,700. The Book & Media Fund has a balance of \$25,297. The Externally Financed Transactions Fund has a balance of \$868. The old mower was sold and the proceeds will go towards the purchase of a new one. The Garvey Book & Media Fund has a balance of \$3,318. A transfer of \$5,000 was made to the Garvey Book & Media Fund in the endowment. The Hosmer Art Gallery Fund has a balance of \$141. The Lyman Special Collections Fund has a balance of \$5,044. The Macomber Fund has a balance of \$8,335. The Programming Fund - Adult has a balance of \$8,157. The Programming Fund - Children has a balance of \$7,454. The interest income from operating accounts at Florence Bank are deposited into the Morin Fund which has a balance of \$78,865. The Staff Development Fund has a balance of \$1,283. As of May 31, the endowment was valued at \$5,027,950.

Ms. Buckhout distributed copies of the library's 2016 tax return covering July 1, 2016 to June 30, 2017. She said the tax returns are public knowledge and available on the Massachusetts Secretary of State website. She said there was some clean-up of the form and more detail than previous returns. Ms. Buckhout suggested waiting until the fall to look into hiring a new auditor.

Treasurer's Report (continued)

Ms. Hess moved that the Treasurer's Report of May 31, 2018 be accepted and placed on file. Mr. Twarog seconded the motion which was passed unanimously.

Gifts, Donations and Bequests

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; \$25 from Alexander George, Amherst, MA to be deposited in the Lyman Special Collections Fund.

The following designated gifts were received since the last Trustees' meeting: \$100 from Mary & Alfred Siano, Greenfield, MA, in memory of Kathleen Coughlin for items about Italy to the Book & Media Fund; \$500 from Northampton Lions Club, Northampton, MA towards renovations in the Children's & Young Adult Department.

The following donations were accepted since the last Trustees' meeting: A framed watercolor painting of the Pleasant Street Video store by John Gnatek was donated by Barton Byg, Northampton, MA. Laurel Rogers of Northampton donated a framed poster of the 1920 Massachusetts House of Representatives featuring Governor Coolidge. It was in her family and her grandfather was a Representative featured on it. Eleven scrapbooks and ephemera of Wallace Puchalski and his time as City Councillor and Mayor of Northampton were added to a previous donation of Puchalski memorabilia. They were donated by his widow Shirley Miller of Fort Myers, FL and niece Mary Anne Harris of Hatfield. The scrapbooks were compiled by Mary Anne's mother Sophie Phelps, sister to Wally.

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

There were no receipts from sales/rents this month.

Administrative Report

Ms. Downing reported that Alene Moroni's podcast, Bellwether Friends, was featured in the May 15 issue of Library Journal, described as a "Readers' advisory that goes beyond books."

Forbes is in the process of signing a five-year lease contract with Canon for new copiers and public printers. The new copiers will have a feature to allow scanning and printing to cloud drives, like Google, and public faxing will be offered from the first floor machine.

The library's summer reading program is underway and the theme for this year is "Libraries Rock". The kick-off party was held on Saturday, June 2 in conjunction with the book sale. Ninety-six children and teens signed up at the party compared with 57 last summer. This is an increase in 68%. The staff have been conducting a tremendous amount of community outreach and it is paying off. They are excited to see how many of the community's youth will participate this year.

Relatedly, Forbes started offering cards to educators working in Northampton at the beginning of the school year that provides extended loan periods and fine free borrowing. Since the program was launched 38 teachers have signed up for cards and have borrowed 683 items.

Administrative Report (continued)

The lawn was home to the first community sing of the season on Friday, June 8 in conjunction with Arts Night Out. It was organized by Roy Faudree as a precursor to the major community event and 125th Anniversary Year kick-off on Sunday, September 23 at 5 PM. Dozens came by to sing along with musicians Alex Johnson and Jodi Nicholas and expenses were underwritten by the Northampton Senior Center who is a collaborating partner on this project.

Forbes received an update on the Valley BikeShare station and it looks like the project is on schedule to go live on June 28.

The Friends fall fundraiser wine tasting will take place at 6 PM on Friday, September 28 and the planning is already underway.

Forbes Library and the Calvin Coolidge Presidential Library and Museum (CCPLM) were the subject of a Jeopardy question on June 13. The answer was, "The Forbes Library in Northampton, Massachusetts houses his presidential library -- shh, no talking!" and the contestant answered correctly. Immediately there was discussion about this on social media (350 likes on Instagram, in less than 24 hours).

Ms. Downing reported on a new monthly feature, the reference question of the month. This month the question was asked in the children's department, "My daughter doesn't understand why it's still light out when we put her to bed now. Can you PLEASE recommend a picture book that will explain to her that it doesn't have to be dark when you go to bed?" The response was the poem "Bed in Summer" by Robert Louise Stevenson.

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. Twarog attended the June 6 meeting of the Friends of Forbes and reported that the Friends are investing their endowment funds with Bartholomew Inc. The membership committee talked about how to expand their base at outreach events such as the garden tour. They discussed plans for the garden tour and issues with bulk mailings. The Friends discussed the approval process for library requests and would like a more prioritized list. They will organize a volunteer recognition barbecue in September. Mr. Carrier said the garden tour was particularly good this year. In response to comments by Mr. Carrier, Ms. Smith said the Friends do not want to use the principal of the bequest they received. It will take a year to see how much income it can generate, and they are looking for more ways to raise money. In response to a question from Mr. Carrier, Ms. Smith said there were no restrictions on the bequest.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, July 31, 2018 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 5 at 6:30 PM. Ms. Hess offered to attend the on behalf of the Trustees if no one else is able to.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee is meeting at 4:00 PM on Monday September 10. Ms. Wight and Mr. Carrier will attend on behalf of the Trustees.

Communications

Forbes received a Facebook comment on June 6 from Shoshana Marchand recognizing the importance of the library in the community and praising the kind and welcoming staff and the services they provide.

Financial Report

There was no financial report this month

FY19 Book & Media Budget

Ms. Moss distributed the proposed FY19 Book & Media Budget Income and Expenditures budget. She reported that the state mandated Materials Expenditure Requirement for FY19 is a number equivalent to 13% of the operating budget or \$173,080. This is the amount Forbes must spend on library materials in order to be eligible for State Aid to Libraries. It is an increase of \$8,000 over last year and the amount of the increase will continue to go up by more each year. Mr. Carrier and the Trustees expressed concern for the sustainability of the Book & Media fund over time with these increases.

Ms. Downing said that on the income side, the amount taken from the endowment this year is just over 3%, which is on the conservative side. She said that revenue from library fines is going down mainly due to improved familiarity with technological systems, mobile notifications, and increasing usage of digital media which do not generate fines. Fines for overdue videos could be raised to \$1, however that would target a population who most likely do not have access to streaming video services. Income from fees and replacement library cards is also down. Ms. Downing said the Friends have increased their contribution from \$5,000 to \$8,000 and undesignated gifts are directed to the Book & Media Fund. The "Books Paid For" line item is fairly steady, but income from "Books Sold" is down this year. A 3% distribution from the Doland Fund can be used to purchase reference materials. A recent change is that 10% of the Book & Media budget can be spent on eligible technical expenses. This year new computers for the Children's Room were purchased and next year the public computers will be replaced. Mr. Carrier said it was important to understand the reasons why raising revenue for the Book & Media Fund is not feasible when making the case to the mayor that additional funding from the city is needed. Ms. Downing and Ms. Moss are working on a letter to the city explaining the history of the fund and projections for the future. Ms. Moss discussed the Book & Media expenditures side of the budget. She said there is increased funding for graphic novels and a new streaming media line item for Kanopy. The budget for e-books has also been increased.

Ms. Hess made a motion to approve the proposed FY19 Book & Media budget. Ms. Wight seconded the motion, which was passed unanimously.

FY19 Facilities Projects

Ms. Downing reported that the facilities committee consisting of Mr. Carrier, Mr. Twarog, Ms. Downing, Ms. Moss and Jason Petcen compiled a proposal for projects for the next year, and she distributed an overview along with detailed information and proposed funding sources. Projects include repairing the slate roof (\$2,500, Labor & Repairs, Aid Fund), cleaning the air handling units (\$4,400, Labor & Repairs, Aid Fund), repairing the door to the Children's Room (\$400, Labor & Repairs, Aid Fund), purchasing equipment to improve security (\$2,250, MacFarlane Fund), new modular drawers for technical services staff (\$1,000, MacFarlane Fund), new desk and conference table for the director's office (\$7,290, MacFarlane Fund), office chairs (\$1,600 to \$3,200, MacFarlane Fund), new blinds for the director's office (\$500,

FY19 Facilities Projects (continued)

MacFarlane Fund), replacing the water fountain on the first floor (\$2,000, Morin Fund), adding new lighting and replacing the flooring in the Craft Room and the Wizard of Oz room (\$2,450, Morin Fund), adding a display case to the wall mounted display case by the Reference Desk (\$1,650, Lyman Special Collections Fund), rearranging the counter and work space for the archivist to improve security (\$3,500, Lyman Special Collections Fund), and repurposing the main desk kiosk for use in the Coolidge Museum (\$400, RCCR Fund).

In addition, the committee would like to submit an application to the city's Capital Improvements Projects Fund to re-insulate the attic and add walks so that staff and workers can get to what they need more easily and without damaging the insulation. This need was heightened after the new HVAC system was installed on the roof. Mr. Petcen plans to coordinate with David Pomerantz from the city's Central Services along with Chris Mason who is the energy officer for the city. The application period will open in the early fall.

Mr. Twarog made a motion to approve the facilities projects and funding as proposed by the Facilities subcommittee. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Downing is working with David Pomerantz to see if there is supplemental funding for Labor & Repairs. The Trustees asked Ms. Downing to move forward with the repair to the Children's Room door.

Ms. Buckhout left the meeting at 5:05 PM.

Special Collections Fee Schedule

Julie Bartlett Nelson and Faith Kaufmann have reviewed the current fee schedule for use and reproduction of items from the library's special collections. The image reproduction fees and image use fees were first approved by the Trustees in 2007. The fees have not increased in 11 years. After a review of fees by other public, academic and special libraries, museums and historical societies, a modest increase in fees is proposed, keeping Forbes Library on the low to mid-range of prices reviewed. In practice and procedures, staff will continue to waive fees for students, teachers, classroom projects, local community groups and projects that fall under community engagement or public relations such as local newspaper and local TV.

The proposed fee increases are as follows: Exhibition-commercial: from \$25 to \$100; Book publication-inside use, over 5000 copies: from \$50 to \$75; Television broadcast-commercial use: from \$75 to \$100. A new line/category under Commercial Display in Public Spaces: (Offices, Stores, Restaurants, Lobbies, Hotels) "Spaces located in Northampton" was added to the schedule and has no fee. It has been the practice to waive fees for local businesses and encourage use of special collections in the community. Reproduction fees would still apply if we were printing images and incurring costs. Scan fees would be waived on a case by case basis depending on the quantity of images and staff time required. Also proposed is an increase in the photo research fee for over 30 minutes of staff time from \$20 per hour to \$30 per hour. The research fee increase will also apply to Coolidge research, genealogy & local history research. Obituary and microfilm article requests will remain at \$10 each. Forbes will also continue to have a "researcher for hire" list and refer patrons to that for large, in depth projects.

Special Collections Fee Schedule (continued)

The Trustees discussed the photo research fee. Ms. Hess was surprised to learn that the library charged for this service. Ms. Moss said that researchers are offered the option of doing the searching themselves, which can be quite time consuming. If they are not able to come into the library themselves, this is an option for them. Ms. Moss said the fee usually comes into play with distance researchers not local residents. Ms. Hess did not think the library should be charging for this service. Mr. Carrier said that being pragmatic, the library needs to raise revenue to support the work it does, and questioned why Forbes' fees are on the low end of the range. The Trustees discussed the balance between providing free services and raising revenue to support the library's budget.

Mr. Twarog made a motion to approve the Special Collections fee increases as proposed. Ms. Wight seconded the motion, which was passed with Mr. Carrier, Mr. Twarog, and Ms. Wight voting in favor, and Ms. Hess opposed.

"Angel of Hadley" Painting

One of the most asked about paintings in the library's collection is the "Angel of Hadley," also known as "The Perils of our Forefathers," which hangs in the reading room of Forbes Library. It is painted in bituminous oil paint on wax lined linen and measures 18" x 26". It was painted by Frederick A. Chapman sometime around the year 1850. Faith Kaufmann identified it as the next priority for cleaning by Williamstown Art Conservation Center. Ms. Downing recommended a conservation study be done first to get an estimate on how much the cleaning will cost. The study should take one to two hours and cost \$125-\$250 to be paid from the Lyman Special Collections Fund. Staff time and mileage will be required to transport the painting to Williamstown.

Mr. Twarog made a motion to approve a conservation study of the "Angel of Hadley" painting to be funded from the Lyman Special Collections Fund. Ms. Hess seconded the motion, which was passed unanimously.

HVAC Project Update

Ms. Downing reported that the new HVAC system has not been maintaining the 68 degree set point desired and this is due to some outstanding programming issues. She has been told that this should be resolved by June 22, after which the project should be very close to being closed out.

Windows Project Update

Ms. Downing reported that there was only one bidder for the window project during the third cycle. Kronenberger & Sons came in at \$685,000 which is more than the approved Capital Improvement Project funds. In FY17 \$725,000 was approved, \$600,000 for replacement windows and \$125,000 for Climate Control for Special Collections Rooms. Because the HVAC project ended up costing about \$150,000 more than anticipated there is about \$450,000 in approved funds but not enough for the current bid price of the windows. David Pomerantz will discuss options with Susan Wright and be back in touch with Ms. Downing about next steps, including possibly doing the project in phases.

Air Movement & Quality Concerns Update

Ms. Downing reported that in response to staff concerns, Central Services hired Green Environmental Consulting to conduct an Indoor Air Quality study at the library in May. The consultant's conclusions/recommendations were:

Carbon dioxide levels were below the most stringent guideline, established by the MDPH, of 800 parts per million (ppm), indicating

Air Movement & Quality Concerns Update (continued)

adequate ventilation. Consideration should be given to adding dedicated supply and return ventilation to the Tech Services office area. In addition, the interior of the air handling unit that serves the basement offices should be cleaned and fitted with pleated filters with a minimum filtration efficiency rating of MERV 8. Temperatures were low. Relative humidity levels generally satisfied thermal comfort guidelines. Carbon monoxide levels registered None Detect (ND) for the entire sampling period. Measurements of airborne fine particulate were below the 24-hour EPA standard of 35 ug/m3 for particles with a diameter of 2.5 microns (PM 2.5) for the entire sampling period. Radon concentrations were below the EPA action level of 4.0 pCi/L at both sampling locations. The results of the total airborne fungal sampling performed as well as GEC's visual observations did not indicate that fungal amplification (growth) sites are currently present in the building.

Ms. Downing, Ms. Moss, Mr. Petcen, Mr. Carrier and several staff members discussed the results and agree that seeking an exhaust to the ventilation is important in addition to upgrading the type of filters used and the frequency with which they are changed. The library presented an estimate of \$5,852 from Kleeburg to add a return duct to the Technical Services area which was shared with Central Services. David Pomerantz is hoping to conduct the work as part of the closeout of the HVAC project.

New MBLC Study

Ms. Downing reported that the MBLC recently completed an innovative study, Public Libraries in Massachusetts: An Evolving Ecosystem, which will help shape the future of libraries in the Commonwealth. They have developed an interactive website: <https://mblc.state.ma.us/ecosystem> to explore the findings and data. In the study, Forbes Library was identified as a "Magnet Library" for surrounding communities. There will be an information session about the new study and its potential ramifications on Monday, June 25 from 11-2 at the South Hadley Public Library and the Trustees are invited to attend along with the director. Ms. Hess will attend with Ms. Downing.

Paralibrarian of the Year Award

Ms. Moss reported that Dylan Gaffney was awarded the 2018 Paralibrarian of the Year award by the Massachusetts Library Association. This competitive annual award is given to one library support staffer who has gone above and beyond. Mr. Gaffney impressed the nominating committee with his work at both the local and statewide levels, and received a complimentary 1-year membership to the American Library Association. Mr. Carrier asked Ms. Moss to convey the Trustees' appreciation and congratulations to him.

New Forbes Library Writer in Residence

Ms. Moss reported that Forbes Library has selected Art Middleton as its new Writer in Residence. Mr. Middleton will begin a two-year term in July succeeding Naila Moreira who has held the post for three years. Details for the new series will be available in early September, with the first event on October 17, 2018.

Art Middleton is a writer, educator, and parent interested in exploring the experience of work, time, care, and community, themes that have shown up in his zines, fiction, prose, performance, and curation. His work has been published and performed in many independent presses and spaces, most recently a collaboration with poet Nicole Trigg in the zine Macaroni Necklace out of

New Forbes Library Writer in Residence (continued)

Oakland, CA. In 2011, he organized the Magic Child Repository, a gallery exhibit celebrating small press and handmade book culture in Providence, RI. Informed by his experience as a nursing/personal assistant, adjunct professor, and food service employee (a wide but not entirely tangential resume), his fiction draws from the mundane and the everyday to ask questions about how individuals orient themselves in history and place. He currently works as a writing instructor and English lecturer with a focus on utopian longing in politics and literature.

Community Engagement

Ms. Moss distributed a list of recent and upcoming community outreach events. There has been great engagement with the local schools at the end of the school year for local history and summer reading. Ms. Downing is going to a meeting on Thursday of the Downtown Northampton Business Association in response to the forthcoming MGM casino in Springfield. The city has received a \$100,000 grant to study and remediate the impact of the new casino and what it will mean for the economy and quality of life in Northampton.

Reports on workshops/meetings/activities

Coolidge Advisory Committee - Ms. Downing distributed minutes from the last committee meeting. They discussed the new mission statement and by-laws. Their feedback was given to Attorney Lucentini for review. It is recommended that a governance structure be established so that the Coolidge Museum board is a subset of the library as a whole. They also discussed the upcoming centennial of Coolidge's election as governor and how it will be celebrated.

Disability Advisory Committee - Ms. Downing distributed minutes from the last committee meeting. The committee was originally formed as part of the LSTA grant on serving patrons with disabilities, and will now begin to meet regularly. Ben Kalish facilitated the meeting and is a driving force in this initiative. They reviewed some issues with the grounds and library technology, and noted that the cross walk on West Street does not have an auditory signal. Mr. Kalish is bringing this issue to the city's disability commission. Marie Westberg, the new senior center director, also attended the meeting.

125th Anniversary Committee - Ms. Downing reported that the subcommittees are at work. They put out a call for submissions for logo designs which is set to close later this month. One of the ideas out of the History subcommittee is seeing if the rights can be obtained to digitize one or more of the books about the history of Forbes Library.

Ms. Moss left the meeting at 5:38 PM.

Landscaping & Grounds Committee - Ms. Downing distributed minutes from the last subcommittee meeting. The subcommittee consists of Ms. Downing, Mr. Twarog, Ms. Reall, and Rich Parasiliti of the Northampton DPW. They discussed hiring someone to create a master plan for the grounds, including accessibility concerns, as opposed to making changes piecemeal. Martha Lyon also attended the meeting and spoke about the work she did for the Bridge Street Cemetery including research, brainstorming ideas, and prioritizing needs. Once a master plan is formed, the library can apply to the Community Preservation Commission for funding in the fall. Ms. Downing will speak with Susan Wright, City Finance Manager, about the process of bidding the consultation work.

Reports on workshops/meetings/activities (continued)

Book Expo - Ms. Moss and Alene Moroni attended Library Journal Day of Dialog and BookExpo in New York City at the end of May. During Day of Dialog, they had a full day of panels that included 30 authors and editors speaking on upcoming books, both fiction and nonfiction. The highlights included Walter Mosley and M.C. Beaton. That evening, they heard authors at the Yale Club, including Barbara Kingsolver, telling heartfelt stories about the differences that libraries had made in their lives. At BookExpo, they attended publisher Book Buzz events to learn about hot upcoming summer and fall titles, and made great contacts with publishers, authors, and librarians from across the country.

Forbes Library Employee Association (FLEA) Negotiation Executive Session

At 5:45 PM, Mr. Twarog moved that the Trustees go into executive session to discuss contract negotiations with FLEA because negotiation in open session would be detrimental to the library's bargaining position. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor. The Trustees invited Ms. Downing and Ms. Sheirer to remain as guests at the executive session. Ms. Smith and Mr. Petcen left the meeting at 5:45 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:55 PM, Ms. Wight moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor.

The Trustees agreed by consensus to continue negotiations with FLEA.

At 5:55 PM Mr. Twarog moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:55 PM.