

TRUSTEES OF FORBES LIBRARY
Wednesday, January 16, 2019

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Mr. Twarog, Ms. Reall, Ms. Sheirer, Ms. Wight. **Also Present:** Mr. Brian Jamros and Ms. Kathleen J. Glowacki, representatives of Bartholomew Inc.; Bill Breitbart, observer for the Friends of Forbes Library; Steven Stover, representative of the Forbes Library Employee Association (FLEA). **Absent:** Ms. Buckhout.

The meeting was called to order at 3:45 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

Public Comments

There were no public comments.

Endowment Report

Mr. Jamros of Bartholomew Inc. introduced himself and Ms. Glowacki, who has been working on the Forbes account for about two years. Mr. Jamros distributed copies of various distribution amounts based on the last 20 trailing quarters. He said the purpose of using the last 20 trailing quarters is to even out distributions so that individual quarters, good and bad, will not overly influence the distribution amount. He also distributed copies of the Forbes Portfolio Review as of December 31, 2018 and an updated Performance Summary dated January 15, 2019. The value of the portfolio as of December 31 was \$4,637,310.14 and \$4,752,019.02 as of January 15.

Ms. Glowacki said that the market was very stable throughout 2017 and early 2018, but that the 2018 gains had been lost in the last three months of 2018. The bond market also didn't perform well due to the federal reserve raising interest rates. Tariffs and the potential for trade wars also contributed to the volatility. She emphasized that the endowment investments are intended for the long term and looking forward the underlying economic data is strong. Consumer and business confidence is still good although not as good as it was, unemployment is still low, and GDP growth is expected to be about 2.5%. In response to questions from the Trustees, Mr. Jamros said that historically government shutdowns have not impacted the stock market on a major level. He said that the Forbes portfolio can withstand the market fluctuations. Ms. Glowacki said that none of the main positions have changed and they continue to monitor the portfolio for adherence to the ESG criteria and avoidance of fossil fuel investments. She said they received Forbes updated investment policy statement approved by the Trustees at their last meeting. On behalf of the Trustees, Mr. Carrier thanked Ms. Glowacki for her and Mr. Paul's assistance with the language and revising the policy. He said the Trustees also appreciate the work they are doing with the Friends of Forbes.

Mr. Jamros and Ms. Glowacki left the meeting at 4:00 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Report of December 18, 2018 be accepted and placed on file with a minor change. Ms. Reall seconded the motion, which was passed unanimously.

Treasurer's Report

The Trustees reviewed the Treasurer's Report of December 31, 2018 which was prepared and submitted by Ms. Buckhout. The General Aid Fund had positive net activity for the month of \$4,136 and a cumulative balance of \$48,668. The Book & Media Fund closed with negative net activity of \$563, with a

Treasurer's Report (continued)

cumulative balance of \$13,753. The Externally Financed Transaction Fund has a cumulative deficit of \$1,040 as a result of a \$2,000 payment for the Sojourner Truth sculpture and the remaining balance of \$931 of the Baystate Music History Project grant. The Civil Hub grant had negative net activity of \$189 for printing and supplies and a balance of \$7,118. The Lyman Special Collections Fund had negative net activity of \$9,390 of which \$9,100 was for furniture by John Carlo Woodworking and now has a deficit of \$2,662. The MacFarlane Fund had positive net activity of \$1,964 and now has a deficit of \$627. The Macomber Fund had positive net activity of \$856 transferred from the Morin Fund to zero out the account. The Morin Fund had positive net activity of \$19,920. The income was made up of interest and \$22,463 in annual fund donations. The Watson Copier Fund had negative net activity of \$1,388 due to \$2,012 in supplies and has a balance of \$413.

Ms. Wight moved that the Treasurer's Report of December 31, 2018 be accepted and placed on file. Ms. Reall seconded the motion which was passed unanimously.

Ms. Downing reported that the letters soliciting a new auditor have gone out and there have been several responses. One firm recommended by Jones Library is coming tomorrow to ask questions in preparation for submitting their bid. The deadline for bids is later this month. Ms. Downing said that several fund transfers were needed.

Ms. Reall moved that \$5,000 be transferred from the Morin Fund to the Lyman Special Collections fund to cover the cost of new furniture in the Hampshire Room, and that \$627 be transferred from the Morin Fund to the MacFarlane Fund to zero out the account so it can be closed at the end of the fiscal year. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Donations, and Bequests, etc.

Ms. Downing distributed a list of recent undesignated donations to the library's annual fundraising campaign letter totaling \$8,975 and designated gifts totaling \$3,442.86. Ms. Downing said that the annual fund has brought in about \$22,000 so far and that the library received a transfer of stock valued at about \$3,000 for the outreach delivery service.

There were no receipts from sales/rents since the last Trustees' meeting.

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

Ms. Nelson joined the meeting at 4:10 PM.

Coolidge Museum and Special Collections Annual Report

Ms. Nelson presented the CCPLM Annual Report covering activities of the Coolidge Advisory Committee. A committee was formed to review the Coolidge committee, Coolidge Museum mission, and create bylaws. The new Coolidge Standing Committee is under article 6 of the Forbes Library Board of Trustees bylaws approved July 2018. Three subcommittees were formed, nominating, programming, and marketing/communications. A development subcommittee will be created in 2019. Several objects were loaned to the President Coolidge State Historic Site in Plymouth Notch, Vermont.

Ms. Nelson also reported on activities of the Hampshire Room for Local History. Elise Bernier-Feeley celebrated 50 years of service, with 32 years

Coolidge Museum and Special Collections Annual Report (continued)

at Forbes Library. The Local History position was reorganized and Dylan Gaffney has moved into a new position - Information Services Associate for Local History and Special Collections. The new HVAC was installed in early 2018, requiring shifting of collections and work spaces. New larger patron tables were added and a plaque will be added for them in memory of Dr. George Snook. Lights library wide were changed to LED by the city and there have been complaints in the Hampshire Room and Coolidge Museum of the noise of the fans associated with them. Ms. Nelson serves on the 125th anniversary committee and the Cookies with a Curator series has a 125th anniversary theme this year. The Hosmer Gallery has one panel devoted to selections from the archives. Dylan Gaffney is working on two grant projects, including the Community Webs project collecting and documenting websites of Northampton news, arts, culture, and activism using the Internet Archives. Heather Diaz and Steven Stover are assisting with the project. Mr. Gaffney is also working on a grant project to document the history of the Northampton music scene at the Baystate Hotel and Jill Emmons and Callie Sieh are assisting with the project. Ms. Nelson, along with several other staff, held a church records workshop for Northampton churches in Fall 2018 and will do another one in early 2019. Forbes is working with church historians to inventory and document their collections.

Ms. Nelson requested the purchase of two new task chairs for staff in the Hampshire Room, one for the Coolidge office, and new seating for the patron tables in the Hampshire Room. Mr. Petcen is looking at patching or replacing carpeting in the Hampshire Room. The Forbes Library history virtual exhibit timeline will be launched in 2019 and continue to expand with information and photographs. The Coolidge Standing Committee nominating committee is actively recruiting new members and subcommittees are working on projects. They are working on signage and brochures placed inside and outside the library in 2019. Exhibits, programs, and awareness related to Coolidge's 100th anniversary as Governor and the Boston Police Strike are being planned. A Coolidge introductory video is being developed that can be shown in the CCPLM and online. They are discussing how to repurpose the former lobby kiosk to display the video, with a slideshow or interactive touchscreen.

Mr. Carrier asked Ms. Nelson to give the cost figures for the new seating to Ms. Downing when she receives them. Ms. Nelson said there may be expenses associated with repairing or replacing the carpet as well. Ms. Reall said she has a first edition of Coolidge's autobiography that she would like to donate.

The Trustees thanked Ms. Nelson and she left the meeting at 4:20 PM.

Financial Report - Second Quarter Report

Ms. Downing distributed copies of the Forbes Library quarterly report showing budgeted amounts versus actual expenses. Since the new networked copier lease began just before the beginning of this fiscal year, staff have been asked to stop printing to desktop printers and print to the copiers instead. The cost per page is significantly less. It is anticipated there will be a cost shift from supplies to the Watson Fund that will be adjusted for in future budget years. Electricity is right on budget but is not reflecting the anticipated energy savings of the LED light conversion project or the new HVAC system for special collections. Ms. Downing is following up with the city to investigate. The large labor and repairs overage was anticipated and is being funded through the FY18 surplus as approved by the board and the city for expenses related to air quality improvements. Personnel is under budget for the first half year and this was planned as there will be an increase in the

Financial Report - Second Quarter Report (continued)

minimal wage to \$12 per hour as of January 1 along with changes to two positions at the library to higher grades in the second half of the budget year. Service contracts are under budget due to timing as are water & sewer. The Book & Media Fund is on track for both income and expenses with the exception of the Friends of Forbes gift which will be requested in February.

Friends of Forbes

Ms. Reall attended the January 2 meeting of the Friends of Forbes and reported that Chris Hannon gave them a detailed report of the December Trustees' meeting. The Friends are talking with Bartholomew Inc. about how to invest their endowment funds. They have been working on creating a budget based on anticipated net income and requests over the last few years. They are planning to piggy back on some of the financial practices of the Trustees in terms of investments and distributions. They also discussed 125th anniversary events including children's drawings, t-shirts, stickers and other events.

Administrative Report

Ms. Downing reported that Dylan Gaffney has been promoted to Information Services Associate for Local History and Special Collections. He will staff the Hampshire Room on Thursdays and Fridays from 1-5 PM. Elise Bernier-Feeley will continue to staff the room Saturdays 1-5 PM.

Ms. Downing reported that there is a water issue near the Reference Desk that is dampening the children's room ceiling below. It appears to be a slow leak and she is working with Central Services to identify the cause. In response to questions from the Trustees, Ms. Downing said there is uncertainty about the cause and that she is following up on it with Mr. Petcen and Central Services.

CW MARS reported that Forbes' network loaned 1 million OverDrive ebooks and eaudiobooks. This number has steadily increased from 108,645 in 2011 and an increase of 20% over last year.

The monthly Hosmer gallery exhibits in conjunction with the 125th Anniversary has begun with an exhibit about Coolidge and his relationship to Forbes Library. This will also be the subject of a talk on Thursday January 17 at 3 PM in the museum. Also for the 125th Anniversary, a new program will offer a free book from the book sale on your birthday (celebrate your birthday on our birthday). There will also be a bimonthly topical tea with the director beginning on February 6 at 10 AM. The first will be a roundtable discussion of recently read and enjoyed books with Forbes Library Director Lisa Downing.

The current lobby table display, "Read Like a Big Wig," has reading suggestions from local leaders, including the mayor, city councilors, state senator and representative, and library trustees.

The membership of the library's leadership team has been expanded to include Borrower Services and Facilities. Now every area of the library will have direct representation at the monthly meetings where among other things policies and budgets are discussed.

The first floor copier is now available to the public for faxing at \$1 per job.

The winner of the naming contest for the new giant gourami has been chosen. Moondust, Dusty for short, is the name that has been selected and reported on in the Daily Hampshire Gazette.

Administrative Report (continued)

The first in a series of "World Cafe" type discussions were held as part of the Civic Hub Community Conversations grant on January 9. There were 14 people who attended and there were very candid and open discussions around the topic of racial justice. Participants commented about how important it was for the library to be a safe neutral space in the community where these difficult issues could be discussed with strangers. There will be 3 more of these discussions on different topics. The next event in the grant series will be The Living Book on Saturday, February 23, 2019.

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

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, February 21 at 4:00 PM. The Trustees scheduled the following meetings for 2019: Tuesday, March 26; Thursday, April 25; Thursday, May 23; Thursday, June 20; Thursday, July 25; Thursday, September 19; Thursday, October 24; Tuesday, November 19; Thursday, December 19. The meetings will be at 4:00 PM unless the representatives of Bartholomew are invited, in which case the meeting will begin at 3:45 PM.

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

The Calvin Coolidge Presidential Library and Museum (CCPLM) Standing Committee is meeting at 4:00 PM on March 4, 2019. Mr. Carrier and Ms. Wight will attend on behalf of the Trustees.

Communications

There were no communications this month.

Election of Officers

Ms. Wight made a motion to elect Mr. Carrier as President and Ms. Hess as Vice President. Ms. Reall seconded the motion, which was passed unanimously.

Appointment of Secretary and Treasurer

Ms. Wight made a motion to appoint Ms. Sheirer as Secretary and Ms. Buckhout as Treasurer. Ms. Hess seconded the motion, which was passed unanimously.

Trustees Award

Ms. Downing recommended two people to receive the 2019 Gertrude P. Smith Trustees Award, Dr. George Snook and Daria D'Arienzo. Dr. Snook passed away shortly after stepping down from the CCPLM Advisory Committee and will receive the award posthumously. He chaired the CCPLM Advisory Committee for many years and was very involved in local history in several capacities. Ms. D'Arienzo is an emeritus member of the CCPLM Advisory committee and the former Archivist at Amherst College. She was integral to Forbes receiving the Breast Form Fund collection, has often assisted with training staff in archival procedures, and she helped staff clean up after the arsonist fire several years ago.

Ms. Wight moved to nominate Dr. George Snook and Daria D'Arienzo to receive the Gertrude P. Smith Trustees Award. Ms. Reall seconded the motion, which was passed unanimously.

Trustees Award (continued)

Ms. Downing is working on scheduling the awards ceremony and has received approval from the Friends to hold it on the same evening as their annual meeting the first Wednesday in April. The Friends' meeting would be at 6:45 and the Trustees' award ceremony at 7:00 PM. If that date does not work for the families involved, it could be held in October at the annual meeting of the CCPLM Standing Committee. Ms. Downing will report back at the next Trustees' meeting.

Trustees and Administration Goals

Ms. Downing presented drafts of goals for the Trustees and library administration. The 2019 Administration Goals include short term goals including advocacy, fundraising, community engagement, and programmatic goals; medium term goals (within 2-3 years); and long-term goals. Ms. Downing said all of the goals are important and that the strategic plan has been guiding the process. She highlighted a few goals including expanding hours on Tuesdays and Thursdays, coordinating policies with Lilly Library, renovating the young adult space, and partnering with Smith College to include Forbes in tourism publicity during the opening of the New Neilson Library. Mr. Carrier thanked Ms. Downing for going through the budget, looking at job descriptions, and finding ways to budget for more open hours.

The Trustees reviewed their goals many of which are on-going and in process. The Trustees goals include completing the HVAC and window replacement projects; assisting library administration on developing facility, grounds and technology plans; advocating for the library's needs locally and on the state level; completing evaluation of the director; working on setting and achieving fundraising goals with the Development Committee; continuing to participate on the library's 125th year anniversary committee; serving on the CCPLM Standing Committee and participating on the subcommittees; working with the city on stabilizing funding for the FY19 Book & Media Budget; and conducting a contract review with Forbes Library Employee Association (FLEA).

Ms. Hess made a motion to approve the administration and Trustees goals as presented by Ms. Downing. Ms. Wight seconded the motion, which was passed unanimously. Mr. Twarog left the meeting at 5:00 PM.

Director's Evaluation

Ms. Downing would like to provide staff an opportunity to confidentially and anonymously provide the board feedback about her performance and identified a potential form that could be used to gather this information. The Trustees discussed this additional component to the evaluation process, and asked Mr. Stover's opinion on the value of the feedback form. Mr. Stover said the form does not substitute for a dynamic relationship throughout the year with ongoing feedback, but agreed that it would be useful for the Trustees to have the information and for Ms. Downing to also receive the feedback. Mr. Carrier said the process isn't perfect, but could help identify areas needing work. Ms. Reall said that she very much wants to hear from staff.

Ms. Moss said she could put the survey into an electronic format and distribute it to staff by January 23. Staff will have until February 15 to complete it. The survey results can be generated into a report that will be distributed to the Trustees and Ms. Downing. The Trustees will use it to inform their individual evaluations of Ms. Downing. Ms. Hess will compile the Trustees' individual evaluations into a report to be distributed at the February Trustees' meeting.

Director's Evaluation (continued)

Ms. Reall made a motion to delay the evaluation process until February 15 allowing time for the anonymous staff survey to be completed, the results of which will be shared with the Trustees and Ms. Downing, and considered as part of the Trustees' evaluation of Ms. Downing. Ms. Wight seconded the motion, which was passed unanimously.

Revised Behavior Policy

Ms. Downing distributed a revised version of the Behavior Policy based on the decisions at the last Trustees' meeting. It specifies that animals other than service animals are not permitted in the library nor tethered and unattended on library premises. No other substantive changes were made since the board discussed this policy last month. The Trustees asked Ms. Downing to change the wording to "Only service animals are permitted inside the library. No animals may be left tethered or unattended."

Ms. Reall made a motion to approve the revised Behavior Policy as amended. Ms. Hess seconded the motion, which was passed unanimously.

Letter to Charter Review Committee

Ms. Downing distributed a draft of a letter to the city's Charter Review Committee with language provided by Attorney Lucentini requesting an amendment to the city charter on how interim vacancies on the library's board are filled. Ms. Downing said that Dylan Gaffney has been asked to be on the Charter Review Committee. Mr. Carrier said that a few changes had been made to the letter to soften the language. Ms. Reall said she was concerned that the letter did not include a more direct request. The Trustees agreed by consensus to send the letter after Ms. Reall has had a chance to review it and work with Ms. Downing on preparing a final paragraph respectfully asking for the Charter Review Committee to revise the charter to reflect the Trustees' process as an independent entity and the provisions in the will of Judge Forbes.

Kingsley Painting

Ms. Downing reported that Faith Kaufmann recommended that the next painting to be sent for cleaning is an Elbridge Kingsley landscape painting called "Hadley Elms" that was recently donated to the library and is hanging in the reading room. The Trustees are asked to approve this recommendation.

Ms. Wight made a motion to send "Hadley Elms" by Elbridge Kingsley for cleaning. Ms. Reall seconded the motion, which was passed unanimously.

Window Restoration Update

Ms. Downing reported that project architect Margo Jones of Jones Whitsett Architects along with David Pomerantz from Central Services have agreed to proceed with getting the bidding documents ready for February. It will be structured to allow Forbes to have as many sides of the building done as can be afforded starting with windows adjacent to special collections.

Special Collections HVAC Update

Ms. Downing reported that the project architect convened a meeting to try and address the outstanding concerns which center around a lack of temperature control of all of the spaces for both heating and cooling as well as the inability to fully realize energy savings which were the primary goals of the project. Possible solutions are being identified which may result in additional project expense including replacing the pump, which is 15 years old. Ms. Downing said that the contract will not be closed out until the issues are addressed, and David Pomerantz will inform the mayor that additional funding

Special Collections HVAC Update (continued)

may be required. In response to a question from Ms. Reall, Ms. Downing said she does not know why the pump was not addressed earlier in the process.

Strategic Plan Quarterly Update

Ms. Moss reported on the accomplishments from the last quarter of the strategic plan including the acquisition and unveiling of the Greg Stone Sojourner Truth statue, combined Forbes and Lilly Library hours bookmarks, staff technology training and beginning discussion of staff core competencies, an agreement with the Center for New Americans that includes money for collection development, and updated children's and teen sections of the website.

Community Engagement

Ms. Moss distributed a list of recent and upcoming community engagement events including First Night activities and two museum tours and talks. Ms. Downing went to a Rotary Club meeting with Dylan Gaffney and gave a power point presentation. She said it was great to connect with them and there are opportunities for follow up.

Reports on subcommittee meetings/activities

Development Committee (Carrier) Peter Rowe and Nancy Cheevers have agreed to join the development committee. They are looking for one more member and will then have a consultant come in with some ideas for development.

Coolidge Standing Committee (Carrier) The committee recommended the Trustee chair to appoint Jim Bridgman to the committee. He is a recently retired Northampton High School Latin teacher who has a longstanding column in the Gazette highlighting the anniversary of stories covered by the paper.

125th Anniversary Committee (Wight) The official anniversary year has begun and the calendar of events is almost complete. Ms. Wight reported that the digital time line is almost done and the Young Adult department will create a time capsule to be opened in 25 years during the 150th anniversary year celebration. They are working on a list of all of the accomplishments of Forbes over the years. They are purchasing merchandise including pencils and t-shirts, creating an outreach packet for local businesses, and working on publicity for the planned events. Ms. Wight asked for the Trustees help in promoting the events to get as many people in attendance as possible.

Other Business

Ms. Downing met with FLEA officers to talk about the process for updating their contract. The contract review is to include cleaning up typos, grammatical errors, and outdated language, but nothing of substance, which would be handled during contract negotiations with the Trustees. It will be brought to the Trustees for their review and comments. If the language is unclear as to the intended policy, that will be handled during the contract negotiations with the Trustees.

In response to a question from Ms. Hess, Ms. Downing said that she has not been able to reschedule the visit from Jo Comerford. It is likely she will attend the Library Legislative Breakfast and will also be at Forbes on April 10 for a listening tour. Mr. Carrier suggested Ms. Downing find out when there will be a recess and invite Senator Comerford then.

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