

TRUSTEES OF FORBES LIBRARY
Thursday, July 25, 2019

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Emily Prabhaker, candidate for election to the Board of Trustees; Julie Bartlett Nelson, Archivist; Faith Kaufmann, Arts & Music Librarian. **Absent:** Ms. Reall.

The meeting was called to order at 4:00 PM in the Library Director's office.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of June 20, 2019 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of June 30, 2019. The General Aid Fund had negative net activity for the month of \$39,088 and ended the month with a deficit of \$900, due to overspending in electricity of \$8,470 and Labor & Repairs of \$21,776. The Book & Media Fund closed with a balance of \$9,530. The Auxiliary Services Fund had positive net activity of \$1,957 due to the correct account of items on hand for sale. Until the items are sold there is no expense. The counting of inventory will occur once a year, at the end of the fiscal year to verify the quantities on hand. The Doland Fund had negative net activity of \$2,276 for reclassified expenses and has a balance of \$8,784. The Garvey Book & Media Fund had negative net activity of \$4,260 due to a \$5,000 transfer to the endowment and has a balance of \$911. The Halberstadt Technology Fund had negative net activity of \$240 and has a deficit balance of \$733. The Lyman Special Collections Fund had negative net activity of \$1,735 and has a balance of \$1,862. The MacFarlane Fund had negative activity of \$813 in order to close out the fund. The Macomber Fund had negative activity of \$1,773 to close out the fund. The Morin Fund had positive net activity of \$10,582 due to \$10,747 in donations and the \$2,586 funding from the MacFarlane and Macomber funds, and has a balance of \$107,008. The Programming Fund-Children had expenses of \$577 and has a balance of \$7,866. The Staff Development fund had negative net activity of \$678 and a balance of \$284.

Ms. Wight made a motion to transfer the remaining \$9,530.40 in the Book and Media Fund to the Garvey Book and Media Fund in the endowment. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Twarog made a motion to approve the Treasurer's Report of June 30, 2019 and place it on file. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Donations, and Bequests, etc.

The following undesignated gifts were received since the last Trustees' meeting: \$500 from the Kevin and Sallie Deans Lake Charitable Fund given in support of the Forbes Library Annual Fund to the Morin Fund; \$200 from Dr. Edward J. Welch, Jr. to the Book & Media Fund; \$150 from Garret & Carolyn Hack, Thetford Center, VT in honor of Susan Enz to the Book & Media Fund; \$25 from Nicole Sibley, Amherst, MA to the Book & Media Fund; \$20 from Jackson Morgan, Logan, Utah to the Book & Media Fund.

Gifts, Donations, and Bequests, etc. (continued)

The following donations were received since the last Trustees' meeting: Nona Hatay photographs and ephemera collection featuring local portraits from the 1970s and 80s given by the artist; 2019 Musante Beach permit donated by Andrew Smith, Northampton, MA.

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

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

FY 19 Final Report

The year closed out with income and total expenses nearly balanced despite some large over and under spending in the operating budget. Personnel was under spent mainly due to a staff member on a reduced work schedule. Service contracts were under spent due to the city unexpectedly absorbing the elevator service contracts. Water and sewer came in lower than expected.

There was significant overspending in labor & repairs due in part to work that was approved to be done for air quality improvements and HVAC service from a portion of the \$15,000 in unspent FY18 funds. These repairs ended up costing more than anticipated depleting all of the FY18 surplus. Part of those unspent funds were also expected to be applied towards the roof repair but that work did not take place this fiscal year and now those funds have been spent on other repairs including a \$4,000 floor repair in the Reference Room. Additionally, repairs and upgrades to the wireless system were made that totaled over \$4,000. Ms. Downing said that when she submits the final FY19 report to the city, she will include a letter explaining that she anticipates using all of the labor & repairs funds early in the fiscal year to alert them to the situation.

FY19 City Indirects

At Ms. Buckhout's request, the Mayor's Office has supplied Forbes with a summary of support for items that were paid outside of the library's FY2019 budget. A summary of these "indirect" contributions were distributed to the Trustees. They include health insurance for both active and retired staff of \$223,409.32, retirement payments of \$223,722.05, and capital project appropriations including the HVAC (\$45,000) and window replacement (\$20,804.39) projects.

Administrative Report

Ms. Downing reported that Ms. Reall has announced that she will not seek re-election to the board. She came onto the board at a very critical point and has served faithfully. She will be greatly missed. Nomination papers have been submitted by 5 candidates including Ms. Wight and Mr. Twarog along with Emily Prabhaker, Leslie Skantz-Hodgson and Maxine Schmidt. The election will take place on November 5.

Forbes' collections were utilized extensively by Easthampton High School students in AP history and a packet of 22 handwritten thank you notes for help with their research was received. All 27 students used something from Forbes Library: Hampshire Room, Coolidge or microfilm collections, staff expertise, and staff interviews.

The "Making it on Main Street" exhibit at Historic Northampton is excellent,

Administrative Report (continued)

and not just because they have a wooden block model of Forbes Library, as well as representations of Calvin and Grace Coolidge and Jonathan Edwards. Several staff attended the opening, and a staff trip is planned to get a special guided tour. The remodel of their space for this exhibit was designed by a professional and does a masterful job of providing attractive, well-lit and engaging display space.

The library received a \$4,048 bill for floor repairs that took place near the Reference Desk after a condensate leak this spring. Unfortunately, there has been another leak related to the HVAC system that this time has caused damage to the ceiling in the Bak Study Room. Fairly extensive repair work is needed to the library's chillers as well as roof repair work scheduled for September. It is anticipated that all of the FY20 Labor & Repairs budget will be exceeded early in the fiscal year.

The library's four new Adirondack chairs were stolen overnight earlier this month and the library received media attention. The chairs have not been recovered at this point.

The library had to close on Monday, July 15 due to repair work to a water main by the Northampton DPW, and was able to open as usual the following day.

The library has been listed as a cooling center again this year along with Lilly Library, the Senior Center and the Northampton Police Station as a place for community members to seek refuge from oppressive heat.

The Friends of Forbes annual wine tasting will take place on Friday, September 27 at 6:00 PM and board members are invited to assist.

The introduction from a new book, *Public Libraries in Western Massachusetts: A Photographic Essay* by Carlos & Katharine Heiligmann, was distributed to the Trustees. This book will soon be available to borrow from the library.

The library grounds were utilized by the Amherst Plein Air Society for a morning of painting on July 19. Artist Maddie Hodges painted the library building.

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

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, September 19 at 4:00 PM. The following meetings for the rest of the year were previously scheduled: Thursday, October 24; Tuesday, November 19; and Thursday, December 19.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 4 at 6:30 PM. Mr. Twarog will attend on behalf of the Trustees.

Communications

Ms. Downing received a letter from Susan Enz praising the library's decision to do away with overdue fines for children.

Ms. Downing received a letter dated June 27, 2019 from CWMARS with a statement of value of services for FY2019. The largest item on the list is

Communications (continued)

\$4,368,204 for titles borrowed through interlibrary loan from other libraries. The total value of the membership is \$4,885,909.

Ms. Downing, received a letter notifying Forbes that it has received a new Institute of Museum and Library Services (IMLS) Accelerating Promising Practices for Small Libraries Program award in the amount of \$45,411 for the project "Moving Memories Lab." Forbes was one of 30 libraries awarded out of 114 submissions. The grant is to take place from September 1, 2019 through August 31, 2021. The project, with its focus on building and preserving community memory, draws on the library's ongoing multimedia work in collecting local history and extends institutional expertise into the community, providing patrons with the access and knowledge to preserve their own materials.

Special Collections Development Policy

Ms. Downing reported that Julie Bartlett Nelson, Faith Kaufmann and other members of Information Services have drafted an updated policy which defines special collections and outlines parameters for adding and removing items.

Ms. Nelson said the current policy dates back to 1996 and is in need of revision. She said they looked at other institution's policies as well as recommendations of various archival associations. She said the policy was also reviewed by Coolidge Committee, Historic Northampton and other local history organizations. The policy is intended to define for the future what the library will collect, including physical as well as both born digital and digitized materials, and web archiving. Ms. Kaufmann said they also added the intention to collect materials by and about community members who were previously under represented.

The Trustees discussed the policy and Ms. Hess had questions about the organizational structure of the policy and where it fit in with the library's overall collection policy. She felt clarification was needed for what constitutes Special Collections at Forbes, and what policies relate to individual collections within Special Collections and which relate to all special collections. Specific recommendations for reorganizing the policy were made including moving the Coolidge information into an appendix, listing the overall mission and vision first, followed by policies related to individual collections. It was agreed that one comprehensive policy for all of Special Collections is better than separate policies for individual collections. Ms. Downing thanked the Trustees for the feedback and said they will revisit the policy and bring it back to the Trustees at a future meeting.

Ms. Kaufmann left the meeting at 4:27 PM.

Whistleblower Policy

Ms. Downing reported that it is a best practice to have a whistleblower policy to set forth guidelines and protections if fraud is suspected. Ms. Buckhout said that such policies are required by the IRS. Attorney Lucentini has crafted a policy based on a policy from the Employee Association of New England. Ms. Downing said it has been reviewed by the library's leadership team and it will be shared with library staff, who may have feedback.

Mr. Twarog made a motion to conditionally approve the Whistleblower Policy pursuant to feedback from the library staff. Ms. Hess seconded the motion, which was passed unanimously. Ms. Downing will let the Trustees know if there is feedback from staff.

Coolidge Standing Committee Recommendations

Ms. Downing reported that the Marketing and Communication subcommittee has two recommendations that have been endorsed by the Standing Committee for consideration by the board.

1. The committee recommends printing 1,000 double sided "rack" cards to promote the museum at the Chamber and other tourist destinations. The draft design was distributed to the Trustees. A budget of up to \$125 for printing was requested from the RCCR Fund.
2. The committee requests a budget of up to \$600 from the RCCR Fund to pay for up to \$100 in Facebook promotion and up to \$500 for newspaper advertising to promote the fall CCPLM events including a panel about the Boston police strike and the first annual meeting of the new Standing Committee that will include a special program and be open to the public.

Ms. Hess made a motion to approve \$725 from the RCCR Fund for promotional "rack" cards; and Facebook and newspaper promotions. Mr. Twarog seconded the motion, which was passed unanimously.

Pollinator Plantings

Ms. Downing reported that Heather Cupo has developed a proposal to improve the soil and plant the 4 pollinator friendly species in the island bed near the Children's & Young Adult entrance based on what was approved at the last Trustees' meeting. She is donating her time to design and oversee planting the garden. An itemized list with associated costs was distributed.

Ms. Wight made a motion to approve funding up to \$600 from the Morin Fund for the pollinator garden. Ms. Hess seconded the motion, which was passed unanimously.

Window Restoration Update

Ms. Downing reported that Window Masters has begun reinstalling some of the second floor windows on the west Side. They have been met with approval and are attractive with quality workmanship. The project is moving along on time without any unexpected difficulties. Ms. Downing said that some change orders have been signed resulting in costs savings. The exterior storm windows will not be used, and there will be extra coating on the glass to make them air tight and UV protective.

Special Collections HVAC Update

Ms. Downing reported that new pumps to support the special collections HVAC system were installed. Programming and balancing are now awaited to complete the project. She said the system performance has been fine with good temperatures and humidity, and is hopeful this last change will result in less electricity usage.

FY 19 Strategic Action Plan

Ms. Downing reported that the first year of the library's strategic plan has come to an end and the vast majority of the action steps have been accomplished. Major accomplishments include increasing hours and circulation, offering a community read and activities under the federal grant, celebrating the library's 125th anniversary, and engaging in meaningful ways with local schools and students. A full summary was distributed to the Trustees.

Ms. Downing said the strategic plan is very useful in goal setting with staff. The next step will be to present an FY2021 action plan to the Trustees later this fall.

Community Engagement

Ms. Moss reported that Forbes Library was a collaborating partner on the first annual reading of Frederick Douglass's 1852 speech, "What to the Slave is the Fourth of July?" Part of a series of statewide events supported by Mass Humanities, the speech challenges us to consider whether the American past, and the American present, live up to our founding principles. Ms. Moss distributed a list of recent and upcoming community engagement events.

Reports on subcommittee meetings/activities

Development Committee - Ms. Downing reported that the committee is planning a fall annual fund appeal and continuing to work on developing a legacy society for people with bequest intentions for the library.

Children's & Young Adult Expansion Planning Committee - Ms. Downing reported that the first planning meeting was Tuesday, July 23. They discussed the MBLC site visit and expansion into the middle basement. The HVAC system in the basement is old and will need to be upgraded to handle additional programming space designed to hold groups of people in enclosed spaces. She will introduce the project idea to the city for capital improvement funding, which may delay the project by some amount of time.

Other Business

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.