

TRUSTEES OF FORBES LIBRARY
Meeting of May 20, 2014

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Mr. Joshua Paul and Ms. Michelle Newcomb, representatives of Bartholomew Inc.; Serena Smith, observer for the Friends of Forbes Library; Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA). **Absent:** Peter Rowe.

Ms. Burnham called the meeting to order at 3:57 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM) in Forbes Library.

Bartholomew, Inc. Report

Ms. Newcomb introduced herself and gave background information on Bartholomew Inc. Mr. Paul presented the May 20, 2014 endowment report. The endowment grew from approximately \$4.4 million to \$4.7 million in 2013, representing a 9.85% return. Mr. Paul said that 2013 was a very good year for stocks, but not so good for bonds. The current asset allocation is 47% stocks and 53% in bonds which are less volatile. Mr. Paul said that the stock market has had a good run, but may be poised for a downturn. He suggested that the Trustees consider reducing the amount of risk in the portfolio by reallocating the mix to 42% stocks and 58% bonds, but only if they plan to keep withdrawals below about 4%. Mr. Morin said that the Second Century Fund for the elevator project is in the bank account, not the endowment, so will not be a withdrawal. He will consult with Ms. Moulding about plans to withdraw any funds from the endowment in FY15 and report to the Trustees' at the next meeting. Mr. Paul then reviewed the portfolio's individual positions and rates of return for each class.

Mr. Carrier joined the meeting at 4:15 PM, and Mr. Paul left the meeting at 4:20 PM.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of April 14, 2014 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin reported that the Aid Fund closed April with a deficit of \$2,000. Heating gas is over-budget by \$5,000, and will remain over-budget until the last of the cold-weather bills are paid. The Book Fund has a \$900 deficit at the end of April. This month book purchases and subscriptions/memberships are over-budget by \$11,200 combined. Total income is over-budget by \$4,500 and total expenses are over-budget by \$4,000. A \$5,000 transfer was made to the Garvey Book & Media Fund in the endowment. The Edward Morin fund has a balance of \$4,800 from gifts and a \$1,000 transfer from the O'Connor fund per the Trustees' vote last month. Ms. Moulding said that the staff development fund, which is funded by the Friends, is not sufficient as costs to attend workshops have increased.

Ms. Burnham moved that the Treasurer's Report of April 30, 2014 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that The Friends of Forbes Garden Tour will be Saturday, June 14. Book marks for the event were distributed and tickets are on sale in the library. The garden raffle is advertised in the lobby and tickets for the raffle are also for sale at the circulation desk.

The work of Northampton High School art students from classes in Foundations of Art, Drawing & Painting 1, Ceramics 1 & 2, Graphic Design, Honors Art 1-4, and Woodworking is on display in the Hosmer Gallery for the month of May. The gallery remained open late on Friday, May 9 for a reception in conjunction with Arts Night Out.

The three photos of the Connecticut River, donated by photographer Carl Nardiello, were hung by the desk in the Reference Room.

The Emily Williston Library in Easthampton has just been awarded a \$7,200 "Big Read" grant from the National Endowment for the Arts to fund most of our next All Hamptons Reads program centered on the noir classic, *The Maltese Falcon*, by Dashiell Hammett. This title was selected for its broad reaching appeal, literary value and 1920s connection to Calvin Coolidge. Forbes will be included in this project in addition to Lilly Library, and the Southampton and Westhampton libraries.

This year's adult and teen summer reading program, math-themed "Literary Elements," will run from June 23 to the end of August. There will be prizes, buttons, T-shirts, and possibly an outdoor movie on the west lawn.

A contingent from Forbes Library marched in the Northampton Pride Parade on Saturday, May 3. As always it was great fun with much cheering and good will.

The library completed its fourth Local History/Local Novelists series with a night celebrating local authors on May 7. The series was very well received with average attendance of 50 people. The series is organized by Susan Stinson who continues to find interesting ways to pair literary and historical approaches to subjects.

Ms. Moulding distributed copies of the 2013 Annual Report.

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

Friends of Forbes Meeting

Mr. Twarog attended the April 2nd meeting of the Friends of Forbes and reported that the Friends discussed the upcoming garden tour on June 14 and wine tasting on September 26. They are preparing raffle baskets, which will include Red Sox tickets. Raffle tickets will be available June 18-July 9 in the lobby. They are also exploring ideas for a larger gala event. There will be a volunteer appreciation event on August 21. The Friends have redone their website.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, June 18, 2014 at 4:00 PM in the Watson Room.

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

Next Meetings (continued)

The Coolidge Advisory Committee will be meeting in 2014 at 4:00 PM on Mondays, June 2, September 8, and December 1. Ms. Hess will attend the June 2 meeting on behalf of the Trustees.

Communications

The Trustees received a thank you note from Judy and Mike Ryan for the Trustees' Award and reception.

Ms. Hess received a letter dated April 11, 2014 from Senator Stan Rosenberg thanking her for contacting him about support for public libraries in the FY15 budget. Ms. Hess said this was in response to her visit on Library Legislative Day.

Ms. Hess received a letter dated May 1, 2014 from Congressman James McGovern thanking her for contacting him about support for the Library Services and Technology Act. Ms. Hess said this was in response to a letter she sent him.

Mr. Carrier received a letter dated April 21, 2014 from the Massachusetts Board of Library Commissioners (MBLC) stating that the State Aid to Public Libraries check to Northampton was disbursed in the amount of \$21,402.10. Forbes will receive 80% of that. Ms. Moulding said that was the expected amount. Mr. Carrier said that once the new City Treasurer is hired, Ms. Moulding should schedule for that person to attend a Trustees' meeting to be brought up to date on library finances.

FY15 Budget

A letter was sent to the Mayor on May 5 requesting that he consider increasing the library appropriation for FY15. A copy of that letter was distributed to the Trustees. No response has been received from the Mayor's Office. The Trustees expressed frustration that Forbes is not being level-funded while other city departments are, and that the newspaper coverage has not acknowledged this. The cuts to Forbes budget directly impacts personnel and library services, but are not obvious to library patrons other than by reduced hours.

Mr. Twarog made a motion that copies of the letter along with a cover letter be forward to the City Councilors. Ms. Burnham seconded the motion, which was passed unanimously. Ms. Moulding will draft the cover letter.

The Trustees discussed issues of timing, when to send the letter, and what information to include. The original motion was amended to say that the Trustees should wait until the contract with FLEA is settled and the budget cuts could be more precisely outlined before sending the letter, but the amendment was later removed. Sending a letter to the editor of the Daily Hampshire Gazette and making the issue more publicly known was also discussed as a possible next step after sending it to the City Councilors.

Renaming Trustees Award

Mr. Carrier requested that the Trustees discuss renaming the Trustees Award in honor of Gertrude P. Smith, who founded the Friends in 1987 after Proposition 2½ was passed. She was a music professor at Smith College and the first recipient of the Trustees' award.

Ms. Burnham made a motion to rename the Trustees' Award to the Gertrude P. Smith Trustees' Award. Mr. Twarog seconded the motion, which was passed unanimously.

Renaming Trustees Award (continued)

In the future, information about Gertrude Smith and why the award is named for her will be included in the program for the award ceremony and mentioned at the ceremony itself. Mr. Gaffney said he will research biographical information about Ms. Smith.

Stipend for Writer in Residence

For the past 3 years, Forbes Library has awarded a stipend to Writer in Residence Susan Stinson to recognize her exceptional dedication and performance. Ms. Stinson is completing her fourth year and continues to develop and present high quality programs including the Local History/ Local Novelists series in addition to the six hours she facilitates the Writing Room each week. Her involvement with Forbes Library has allowed the library to offer a range of literary and historical programs that are well attended and received.

Mr. Twarog made a motion to approve a \$2,000 honorarium for Susan Stinson to be paid from the Bak Fund in recognition of her outstanding efforts this past year. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following *designated gifts* were received since the last Trustees' meeting: Three framed photos of the Connecticut River from the artist, Carl Nardiello, Northampton; \$50 from Barbara Malinoski, Northampton, for programming, to be deposited in the Programming Fund; \$25 from Keirnan & Carol Murphy, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$100 from Gail Hayes & family, Florence, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$15 from Marcia Burick & Ed McColgan, Leeds, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Charles & Elizabeth Paquette, Easthampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Roger & Loraine Mack, Quakertown, PA, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$20 from June Klaes & Family, Florence, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$50 from Tobias Davis, Florence, MA, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$25 from Mary Lynn Brezsnayk, Northampton, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$50 from Roger & Elizabeth Fleming, Greensboro, GA, in memory of Edward Morin to be deposited in the Edward Morin Fund; \$50 from Michael & Robin Laga, Northampton, in memory of Edward Morin, to be deposited in the Edward Morin Fund; \$100 from Pierre Morin & Susan Shea, Richmond Hill, GA, in memory of Edward Morin, to be deposited in the Edward Morin Fund; \$50 from Janet Moulding, Northampton, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund; \$25 from Jeanne Troxell Munson, So. Deerfield, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund; \$40 from Richard & Therese Harris, in memory of Barbara Lewis, to be deposited in the Edward Morin Fund.

The following *undesigned gift* was received since the last Trustees' meeting: \$52 from Jonathan Hogan, Ware, MA, to be deposited in the Edward Morin Fund.

Mr. Twarog made a motion to approve the allocation of the designated and undesigned gifts as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc. (continued)

Ms. Hess made a motion to approve the allocation of \$6,747 in donations to the Second Century Fund. Ms. Burnham seconded the motion, which was passed unanimously.

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$37.50 from NEBA for sale of a book to be deposited in the Special Collection Fund.

Ms. Burnham made a motion to approve the allocation of the sales/rents as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Elevator Project

Ms. Moulding reported that the elevator project went out to bid on May 14. The bids are due back on June 11. It is expected that the contractor should be able to begin in August or September and finish before winter. David Pomerantz will be receiving the bids, but Forbes will award the contract.

Book Spine Poetry Contest

Ms. Moulding reported that in celebration of April as National Poetry Month, the library sponsored a Book Spine Poetry Contest that challenged poets to compose poetry using the titles on the spines of books. Judges Molly Moss, Lisa Downing, and Lynn Gringas said it was very hard to pick winners from among the 68 entries. Ellen LaFleche won the adult category and River Pasquale won the teen category, each receiving a Downtown Northampton gift card. Photos of the winning entries were distributed.

Edible Garden Project

Ms. Moulding reported that Jessica Tanner of the Edible Garden Project has sent a diagram of the proposed bed by the library's back door. Copies of her designs were distributed to the Trustees. She will write a press release, gather volunteer planters and buy the plants. She has not yet determined when the planting will take place. The daffodils planted there will need to be moved.

Reports on workshops/meetings/activities

Massachusetts Library Association Annual Conference (Janet Moulding)- Ms. Moulding, Ms. Downing, Faith Kaufmann, Molly Moss, and Lynn Gringas attended one day each of the Massachusetts Library Association Annual Conference held in Worcester on May 8 and 9. There was much networking with other librarians and many interesting workshops on topics such as branding, youth technology, children's programs, internet freedom, bullying in the workplace, unusual collections, humor in the library, readers advisory, ebooks, circulation service desk models, and the Harvard Library Innovation Lab.

Forbes Library Employee Association (FLEA) Negotiations

At 5:20 PM, Mr. Twarog moved that the Trustees go into executive session to discuss the contract negotiations with FLEA because negotiations in open session would be detrimental to the library's bargaining position. Ms. Burnham seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, and Mr. Twarog all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding, Mr. Morin, and Ms. Sheirer to remain as guests at the executive session. Ms. Smith and Mr. Gaffney left the meeting at 5:20 PM. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer, and Mr. Twarog were present during the executive

Forbes Library Employee Association (FLEA) Negotiations (continued)
session. The Trustees discussed the negotiations with FLEA. No votes were taken during the executive session.

At 5:36 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Burnham seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, and Mr. Twarog all voting in favor.

Ms. Hess made a motion to begin contract negotiations with FLEA. Mr. Twarog seconded the motion, which was passed unanimously. Ms. Moulding will contact FLEA to ask them to submit a contract proposal, and then schedule a meeting to begin negotiations.

At 5:37 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:37 PM.