

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of March 18, 2015**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Julie Bartlett Nelson, representative of the Forbes Library Employee Association (FLEA); Christopher Secco.

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

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of February 19, 2015 be accepted and placed on file with a minor correction. Mr. Rowe seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the Treasurer's Report of February 28, 2015. The month closed with a deficit of \$22,600 in the Aid Fund, down from \$41,600 in January. \$11,500 was received from the City from the Clarke & Earle funds. Labor and Repairs is over-spent by \$8,000. Electricity is over-budget by \$2,000. Heating gas is \$1,300 over-budget this month, but under-budget for the year. It may become over-budget after the winter bills are paid. The Book Fund has a \$14,000 surplus for February, and a check was received from Valley Gives Day this month. The expenses are \$1,000 under budget this month, and income is \$5,000 over budget. The Outreach Fund received a \$2,000 donation in February. A transfer of \$5,000 was made from the monies collected from the parking meters to the Richard Garvey Book & Media Fund in the endowment. \$2,100 was spent from the Federal Disabilities Grant in February. A monthly report is sent to the City per the parameters of the federal grant. The funds for this grant are in a separate, non-interest bearing bank account at Florence Bank per federal grant regulations.

Ms. Burnham moved that the Treasurer's Report of February 28 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 were in second place behind the Dakin Humane Society in this year's Florence Savings Bank Customer Choice Awards for which they received \$5,000. The number of votes received was not publicized so it is not known how many votes each recipient got. Dakin and the third place winner, Northampton Schools PTO, also received \$5,000, which is the highest amount given. There were over 50 non-profits who received awards this year.

Facilities Manager Jason Myers retired from Forbes Library as of February 27. He has moved to Charlotte, NC, where his wife took a new job. After so many wonderful years at Forbes, he will be missed. The Facilities Department has been reorganized by merging Jason Myer's and Jason Petcen's jobs into a new broader scoped Facilities Manager position. Jason Petcen will now be in charge of scheduling custodial work as well as building maintenance, IT and building projects management. Frank Gessing has been hired as a new full-time custodian. Mark Toczydlowski will continue to work as a part time custodian. In response to a question from Mr. Carrier, Ms. Moulding said that the reorganization will result in savings of about \$9-10,000 in FY16.

**Administrative Report** (continued)

The upgrade to the audio-visual system in the Community Room was done in early March. The sound and picture quality is now much better and the equipment is much easier to use. Ms. Moulding will bring a quote to the next Trustees' meeting for an upgrade to the audio-visual equipment in the Calvin Coolidge Presidential Library & Museum (CCPLM). Mr. Carrier suggested that Ms. Moulding seek support from the Friends.

All Hamptons Read has begun distributing copies of the Maltese Falcon for the community wide read starting in early March. Anyone who participates in a book discussion will be given a ticket to see the Humphrey Bogart film adaptation at the Academy of Music on April 19 at 4 PM.

Ms. Hess made a motion to approve the Administrative Report and place it on file. Mr. Rowe seconded the motion, which was passed unanimously.

**Friends of Forbes Meeting**

Ms. Moulding attended the March 4 meeting of the Friends of Forbes and reported that they have a new banner celebrating their 35<sup>th</sup> anniversary. Their annual meeting is April 1 in the CCPLM. The regular meeting begins at 5:30 PM, the annual meeting begins at 6:30 PM, and the program begins at 7:00 PM.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, April 23, 2015 at 4:00 PM in the Watson Room.

The next regular meeting of the Friends of Forbes Library will be held Wednesday, April 1 at 5:30 PM, followed by their Annual Meeting at 6:30 PM, and program at 7:00 PM. Ms. Burnham will attend the regular meeting on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2015 at 4:00 PM on Mondays, June 8, September 14, and December 7. Ms. Hess will attend the June 8 meeting, Mr. Rowe will attend the September 14 meeting, and Mr. Carrier will attend the December 7 meeting.

**Communications**

The Trustees' received a letter from FLEA asking to enter into contract negotiations.

**FY16 Budget**

Mr. Carrier, Ms. Hess, Ms. Moulding, and Ms. Downing met with Mayor David Narkewicz and Finance Manager Susan Wright on Wednesday, March 11. The city has offered Forbes an FY16 appropriation of \$1,195,509 for a 2.75% increase (\$31,997) over FY15. The budget prepared by Forbes shows an increase of 2.85% or \$1,197,638 which is \$2,129 over the city appropriation. The library's proposed budget includes: 3.5% step raises for eligible employees; 1.5% COLA for all employees; \$.40 raise for all IPT employees so that the library can be in compliance with the new state minimum wage standard; an increase of \$11,000 for the electricity line item as per Central Services formulas; an increase of \$3,000 for the water and sewer line item to cover the cost of the new storm sewer tax; and the elimination of the Outreach Department. In addition, Forbes will continue to be closed on Saturdays in July and August. The Mayor said that the city will pay for unused sick time payout up to \$5,500 at the time of retirement for Forbes Library employees. Susan Wright requested that the library tell her at the beginning of each fiscal year how many retirements are expected. Forbes requested extra money in the city appropriation to fund Outreach in FY16

**FY16 Budget** (continued)

and the Mayor indicated that he would consider it. The library requested that the city pay all labor & repair expenses above the budgeted amount. The Mayor said he will consider how best to do that.

**Pride Parade**

Ms. Hess made a motion that Forbes participate in the Gay Pride Parade again this year on May 2. Mr. Rowe seconded the motion, which passed unanimously.

**Trustees' Election**

There will be at least one vacancy on the Board of Trustees for the November 2015 election. Mr. Carrier asked that Trustees up for re-election let the board know as soon as possible if they plan to seek re-election so that other candidates might be recruited.

**Director's Evaluation & Contract**

Mr. Rowe distributed copies of the director's evaluation for January 2013-December 2014 and said that Ms. Moulding received excellent ratings in every category. He said Ms. Moulding's self-evaluation was very valuable in giving an account of all she does. Ms. Moulding thanked the Trustees and said how much she appreciates working with such an exceptional board of Trustees.

Mr. Twarog moved that the Trustees approve and sign the director's evaluation of January 2013-December 2014. Ms. Hess seconded the motion, which passed unanimously. The Trustees and Ms. Moulding signed the evaluation.

Ms. Moulding distributed suggested job requirements to be attached to the director's job description. Ms. Moulding said that the requirements are adapted from various sources including the Massachusetts Board of Library Commissioners (MBLC). The Trustees discussed the requirements and suggested adding one for 3-5 years of increasing responsibility in library work experience preferred. Ms. Moulding will add that to the requirements and bring it back to the Trustees for approval at next month's meeting.

The Trustees then discussed the director's contract which is due for renewal. Mr. Twarog moved to offer Ms. Moulding a 2-year contract. Mr. Rowe seconded the motion, which was passed unanimously. The Trustees and Ms. Moulding signed the contract.

**Gifts, Bequests, Sales, etc.**

The following designated gifts were received since the last Trustees' meeting: \$100 from Scott Morin, in memory of Edward Morin, to be deposited in the Morin Fund. The following undesignated gifts were received since the last Trustees' meeting: \$25 from Alexander George, Amherst, to be deposited in the Morin Fund; \$200 from Anne Purcell, Indianapolis, IN, in memory of John Detmold, to be deposited in the Morin Fund. The following receipt from sales/rents was received since the last Trustees' meeting: \$71.50 from NEBA to be deposited in the Special Collections Fund.

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

**FLEA Contract Negotiations**

Ms. Hess moved to authorize Mr. Twarog and Mr. Carrier to act as the Trustees' representatives in contract negotiations with FLEA. Ms. Burnham seconded the motion, which passed unanimously.

**Elevator Project**

Ms. Moulding reported that the construction crew is still working on digging the pit for the elevator. So far the only change in the original plans is due to a large boulder found right where the elevator shaft will go. They will cut away most of it and use some for support where they would have originally poured concrete. Once the pit has been excavated, exact measurements will be taken and the elevator will be manufactured, which will take about 12 weeks. The upper doors will be delivered in September and installed after the elevator has been completed. In response to questions from Mr. Carrier, Ms. Moulding said that so far the elevator design has not needed to be modified and she has not yet received notice of additional costs for the removal of the boulders.

**LSTA Grant Report**

Ms. Downing reported that illuminated magnifiers and whiteboards have been distributed to service desks this month. A device called a "counter top loop system" has been installed on the Reference Desk that amplifies a staff member's voice during reference transactions for people with hearing loss. These will also be added to the other service desks in the next few weeks. There will be full staff training in April including training for JAWS screen reading software. The grant is on track and there is an interim report due next month.

**Staff Appreciation**

Based on a request from the Trustees at last month's meeting, staff was asked for ideas of non-monetary things that would boost morale. Many of the suggestions were related to the staff room. Ms. Downing will present a prioritized list to the Trustees at the next meeting.

**Reports on workshops/meetings/activities**

None this month

**Library Legislative Day**

Ms. Hess is planning on attending Library Legislative Day in Boston on Wednesday, April 1 and she invited other Trustees to attend with her. There is a bus leaving from West Springfield which gets back at 5 PM.

**Forbes Library Employee Association (FLEA) Negotiations**

At 5:15 PM, Ms. Burnham 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. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, 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. Nelson and Mr. Secco left the meeting at 5:15 PM. Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Sheirer, and Mr. Twarog were present during the executive session. No votes were taken during the executive session.

At 5:30 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, and Mr. Twarog all voting in favor.

At 5:30 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:30 PM.