

TRUSTEES OF FORBES LIBRARY
Meeting of April 23, 2015

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Ben Kalish, representative of the Forbes Library Employee Association (FLEA).

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. Burnham moved that the Secretary's Report of March 18, 2015 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented the Treasurer's Report of March 31, 2015. The Aid Fund closed with a deficit of \$23,300. The 2nd payroll of March was \$13,000 more than usual because of a retirement payout. The wages paid for the outreach program this year were transferred from the Aid Fund to the Outreach Fund, giving the Aid Fund a \$6,000 credit. The June 2015 report will record the work-study payments which should be around \$13,000. The Book Fund has a \$12,500 surplus for March. The expenses are \$800 over budget this month, and income is \$800 under budget. The purchase of books category is \$28,000 over budget for the year and \$1,750 under budget for the month. 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. \$572 was spent this month on the Federal Disabilities Grant. A monthly report is sent to the City of Northampton per the parameters of the federal grant. The funds for this grant are in a separate non-interest bearing account per federal grant regulations. Mr. Morin reported on two subsequent events. \$5,500 was received from the city for a retirement payout, and \$19,706.03 was received from State Aid to Public Libraries.

In response to a question from Mr. Twarog, Mr. Morin said that the MacFarlane and O'Connor funds are in 7-month easy out CDs earning 1% interest with no penalty for withdrawal. In response to a question from Mr. Rowe, Mr. Morin said that the LSTA grant for disabilities is for \$18,000 spread over two years. Ms. Moulding will make a suggestion for the remaining balance in the 2nd Floor Clean Up fund at the next Trustees' meeting. In response to a question from Mr. Carrier, Ms. Moulding said that custom shelving has been ordered for the Hampshire Room which will use up the remaining balance in the 2011 Annual Fund.

Ms. Hess moved that the Treasurer's Report of March 31, 2015 be accepted and placed on file. Mr. Rowe seconded the motion which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Downing reported that the Northampton Pride Parade will be held Saturday, May 2, and Forbes Library will participate. Participants will gather at 11:45 AM across from The Brewery. There will be a banner and library themed placards to carry.

The Edible Book Event will be held Sunday, May 3, at the Florence Civic Center from 2:00 to 4:00 PM.

Administrative Report (continued)

The Trustees Award will be held Saturday, May 30, in the Coolidge Museum at 2:00 PM. Invitations will go out next week. Susan Stinson, this year's recipient, will read. Forbes' first Writer-in-Resident, Diana Gordon, and Naila Moreira, the new Writer-in-Residence, will also read.

Part time Information Services librarian, Lilly Sundell-Thomas will leave on Tuesday, April 28, to take a full time position in the Milton Public Library near Boston. She was hired by Forbes two years ago in the last semester of her Masters in Library Science program at Simmons. Lilly is creative, enthusiastic, and personable and will be missed by staff and patrons.

The Friends of Forbes will hold an Antique Appraisal event Saturday, April 25, in the Coolidge Museum from 11:30 AM to 4:30 PM. Participants may bring up to two items for a charge of \$10 per item. There will be three appraisers with different areas of expertise.

Ms. Moulding and Ms. Downing met with the members of the Friends of Forbes board to discuss how the Trustees can best coordinate the Friends of Forbes Library membership drives and other fundraising events with future Forbes Library fundraising efforts. The Friends do their major mailings in June and November so those are months to avoid for Forbes fundraising mailings. They also discussed that Forbes fundraising efforts will continue to happen more and more online and will always be for a targeted project or need. This will help differentiate the solicitations.

The library now has a collection of about 125 books from Out Books for patrons to borrow from the wooden bookcase in the Reading Room formerly called the "spinner rack" and now named the "Sojourner's Shelf". The books go out on the honor system (no card required) like the rest of the books on that shelf. The books in this collection are all LGBTQ themed and are identified with a rainbow label on the spine. The collection will be restocked and rotated by Out Books as needed.

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

Friends of Forbes Meeting

Ms. Burnham attended the April 1 meeting of the Friends of Forbes and reported that the membership committee will be meeting separately to work on their database and to recruit more members. Their newsletter will go out in May or early June in time for the June 13 garden tour. The tour will include 7 gardens in Florence, and could be done by bicycle. So far \$3,200 has been raised from sponsors. The Friends will purchase raffle baskets and a garden book for the library. The Friends discussed evaluating their fundraising activities and deciding if the money raised is worth the amount of work involved or if they should rely more on donations and membership. The Friends are considering contributing \$10,000 towards purchasing an Audio/Visual system for the Coolidge Room. The total cost is \$20,500, and \$500 can be paid from the LSTA grant. In response to a question from Mr. Carrier, Martha McCormick said that the Friends will vote at their next meeting on the contribution. Ms. Downing said that Peter Kobel has taken the lead as editor of the Friends' newsletter, which now comes out in the summer and winter in both print and electronic formats, and in the spring and fall in electronic format only.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, May 21, 2015 at 3:45 PM in the Watson Room. Mr. Morin will invite the representatives from Bartholomew Inc. to attend.

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

The Coolidge Advisory Committee will be meeting in 2015 at 4:00 PM on Mondays, June 1, 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

A letter dated April 3, 2015 was received from Heidi Nortonsmith of the Northampton Survival Center thanking Forbes for the donation of 715 pounds of food from the Food for Fines program.

A thank-you letter was received from the Western Massachusetts Library Advocates (WMLA) thanking the Trustees for the donation of \$50 in support of the Library Legislative Breakfast.

Mr. Carrier received a letter dated March 25, 2015 from the Massachusetts Board of Library Commissioners (MBLC) announcing the distribution of State Aid to Public Libraries for FY2015. Northampton will receive a total of \$24,632.54, of which \$19,706.03 is for Forbes Library.

Ms. Downing received a thank-you note dated March 30, 2015 from Michelle Geoffroy of the Food Bank Team thanking her for help with The Food Bank's "Healthy Choices, Happy Clients" nutrition training.

A Notice to Abutters was received announcing a public hearing on April 16 for a petition by National Grid to erect poles and wires upon, along, under, or across one or more public ways that abuts property owned by Forbes.

A thank-you note dated April 7, 2015 was received from Carol Murphy.

Third Quarter FY15 Operating Budget

After nine months of FY15, the Forbes Library operating budget is very close to being on budget overall. However, the line items of Heating Gas, Service Contracts, and especially Labor & Repairs are over budget. Because of a retirement in the Personnel line item the budget overall is nearly balanced. Ms. Moulding expects that there will be no big changes in the last quarter, unless there are any unexpected items for Labor & Repairs. The City will be asked to reimburse Forbes for the amount over the \$10,000 budgeted for Labor & Repairs which is now estimated to be about \$7,000. A spreadsheet of the Third Quarter Operating Budget Report was distributed.

FY16 Budget

Nothing new has been heard about the FY16 budget from the city. 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.

Ms. Moulding met with the anonymous donor to the Outreach Fund, who told her that he would only consider continuing to donate to outreach if the City also

FY16 Budget (continued)

contributed. The Trustees asked Ms. Moulding to pass that information along to the mayor.

Director's Job Requirements

Ms. Moulding distributed a revised version of suggested job requirements to be attached to the director's job description. The Trustees discussed and made a few minor amendments to the document.

Mr. Rowe made a motion to approve the Library Director's Job Requirements as amended. Ms. Hess seconded the motion, which was passed unanimously.

New Fund

The Trustees discussed changing the name of the Contingency Fund to the Frederic Macomber Fund in memory of the library's first treasurer who served from 1894 through 1920.

Mr. Twarog made a motion to rename the Contingency Fund to the Frederic Macomber Fund. Ms. Hess seconded the motion, which was passed unanimously.

AV System in Coolidge Museum

The library has received quotes for a new audio-visual system in the Coolidge Museum that will provide an enjoyable sound and visual presentation system for library programming while minimally changing the appearance of the museum. The quote is for \$20,500. The Trustees are requested to fund half of this project out of the Halberstadt Technology endowment fund. \$500 can be paid from the LSTA disabilities grant and the remaining funds have been requested from the Friends of Forbes.

Mr. Twarog made a motion to authorize Mr. Morin to withdraw \$10,000 from the Halberstadt Technology fund in the endowment to be used for a new audio-visual system for the Coolidge Room. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gift was received since the last Trustees' meeting: \$100 from Ezer Lee, Arlington, MA, to be deposited in the Special Collections Fund. The following undesignated gift was received since the last Trustees' meeting: \$52 from Jonathan Hogan, Ware, to be deposited in the Morin Fund. There were no receipts from sales/rents this month.

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

Elevator Project

Kurtz Construction has finished digging the pit for the elevator. All that needs to be done is to install the steel cage that will support 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. The door and wall in the children's room by the bathroom have been replaced so that it will meet the fire code for elevator enclosures. Kurtz hopes to finish everything in August, but it could possibly take into September if the elevator company is slow in producing the elevator cab. The upper lobby doors will be replaced after the elevator is completely done. Mr. Carrier said that the remainder of the project should be within budget.

Elevator Project (continued)

Ms. Downing distributed a listing of names for the donor plaque to be installed in the elevator. The plaque will be 30 x 40 inches and made of etched glass. It will include the names of major donors organized by level of giving, the names of the Trustees and officers, and the names of the fundraising committee members. Ms. Downing will double-check the spelling of names, clean up the list, and bring it back to the Trustees for approval at next month's Trustees' meeting.

LSTA Grant Report

The first all-staff training was held this month. It was a panel presentation by four people with personal experience living with disabilities. The intention of the workshop was to raise awareness of the importance of access to the library and its services for people with disabilities as well as the challenges of doing so. A follow up training will be offered that provides staff the opportunity to experience the library with limited vision, hearing and mobility in the coming months. The interim grant report was filed and Forbes is on target with spending and goals.

Writer-In-Residence and Trustees Award

The library received nine applications for Writer in Residence that were reviewed by a selection committee comprised of staff and community members. The decision process was very difficult due to the high caliber of applicants. The committee has selected Naila Moreira to serve as the next Writer in Residence beginning in July. Ms. Moreira has been very involved with the library over the past several years including facilitating the Monday evening poetry discussions. The appointment will be publicly announced in the coming weeks. Ms. Moreira will read along with Susan Stinson and Diana Gordon at the Trustees Award ceremony to honor Susan on Saturday, May 30 at 2:00 PM in the Coolidge Museum.

Reports on workshops/meetings/activities

Staff Meeting with Social Service Providers (Lisa Downing) - Peg Keller, the city's Housing Planner organized a second session for library staff in March to discuss community resources for homeless patrons as well as those going through mental health and substance abuse crisis. The panel presentation included a member of the Veterans Administration, director of the shelter programs in the city as well as outreach and crisis social workers. The program was very informative and provided the library with resources in addition to the police department to call or refer patrons to who are in need of help. Ms. Moulding added that a follow-up workshop is being planned on setting boundaries.

Library Legislative Day (Marjorie Hess) - Ms. Hess reported that there were several good speakers, and lunch-time awards, but that neither Senator Rosenberg nor Representative Peter Kocot was available to meet with her in person. Ms. Hess left notes and materials for each of them asking for their support for public libraries.

Coolidge Advisory Committee Meeting (Janet Moulding) - Notes from the Coolidge Advisory Committee Meeting were distributed.

Trustees Reelection

Mr. Rowe and Ms. Burnham said that they will not be running for re-election to the Board of Trustees in November, so there will be at least two vacancies. Mr. Carrier suggested that the Trustees begin to publicize the vacancies through flyers and a press release for the newspaper.

2014 Tax Return

Mr. Morin reported that the auditor is working on the US form I90 which is due May 15, and the Massachusetts Form PC.

Forbes Library Employee Association (FLEA) Negotiations

At 5:28 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, 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. McCormick and Mr. Kalish left the meeting at 5:28 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. The Trustees discussed the contract negotiations with FLEA.

At 6:22 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, Mr. Rowe, and Mr. Twarog all voting in favor.

At 6:24 PM Mr. Twarog moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 6:24 PM.