

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of September 24, 2015**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Molly Moss, Information Services Coordinator and Head of the Reference Department and representative of the Forbes Library Employee Association (FLEA); Peter Kobel, observer for the Friends of Forbes Library; Susan Enz; and Janet Gross. **Absent:** Ms. Hess.

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

**Public Comments**

There were no public comments.

**Secretary's Report**

Mr. Rowe moved that the Secretary's Report of July 30, 2015 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Twarog moved that the Secretary's Report of the special meeting of September 3, 2015 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Burnham moved that the Secretary's Reports of the executive sessions of March 18, April 23, May 21, June 18, and July 30, 2015 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the Treasurer's Report of August 31, 2015. The Aid Fund closed the month with a deficit of \$47,000 due to July being a 3-pay period month and the prepayment on insurance for the whole year. The Book Fund has a \$13,800 surplus in August because it includes income for July and August, but expenses only for July. It will even out because June 2016 will have one month of income and two months of expenses. The \$5,000 annual gift to the Book Fund from the Friends of Forbes was received this month, along with their annual contribution of \$2,500 to the Staff Development Fund. A \$5,000 transfer will be sent from the monies collected from the parking meters to the Richard Garvey Book & Media Fund in the endowment. The 2<sup>nd</sup> Floor Clean-up Fund has been closed out and removed from the report. A transfer of \$10,000 will be on the September report for the Garvey income in the Book & Media Fund and the Halberstadt Fund. The Doland Fund will also get its annual infusion of \$10,000 from the endowment in September. Mr. Morin will check the balance of the Doland Fund in the endowment as the beneficiary stipulated that withdrawals are not permitted if the fund goes below \$1 million.

Mr. Carrier noted that the Aid Fund is starting the fiscal year with a deficit of \$11,000. In response to a question from Mr. Carrier, Mr. Morin said that he would check on what period was covered by the water and sewer payment and keep an eye on it since it is an area likely to go over budget. Mr. Morin said that elevator expenses are being recorded in the Elevator Construction Project Fund, while donations are recorded in the 2<sup>nd</sup> Century Fund. When the project is done, he will reconcile the two funds. Mr. Carrier asked Mr. Morin to close out the Bak-Kirby Fund with a transfer from the Macomber Fund; and the 2011 Annual Fund with a transfer from the Special Collections Fund. Once these funds are closed out, they will no longer appear on the Treasurer's Report.

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

**Administrative Report** (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that there are new signs in the parking lot explaining that money from the meters will go into the Book Fund. The new signs are green and have the library logo on them. Many people have commented that they don't mind so much paying for parking knowing that the money goes into the Book Fund. There will also be new signs for the book drops.

The Dollars for Scholars Local Lore & Legends Scavenger Hunt will take place Saturday, October 3. A Forbes team is being assembled for the event.

New glass travel bottles with silicon sleeves imprinted with the library's name are now for sale at the main desk with a retail price of \$15.

The Friends of Forbes Wine Tasting will be held Friday, September 25. Tickets have gone on sale.

The Volunteer Appreciation Barbeque was held Thursday, August 18, at 11:30 on the library lawn. There were hamburgers, hot dogs, veggie burgers, corn from the Petcen farm in Hatfield, and many other treats. It was a beautiful day and the event was attended by about 50 staff and volunteers.

Among the guests at the barbeque were Jennie Lamour who came with her husband Armand and their new baby, Thomas. They are all doing well and Jennie plans on returning to work by the end of October. Jo Ann Petcen has been assisting the Business Office in Jennie's absence and we are delighted that she has jumped right back in after eight years of retirement from the position. She is truly keeping the library afloat.

Long time Forbes staff member Jason Mazzotta has taken a job at Smith College's Josten Performing Arts Library starting at the end of September. Jason has been a much valued employee, not only for his work in the Tech Services and Information Services Departments, but also for the music and film programming which he produced. The library still has the wonderful videos he made for the library to remember him by. Also, since he will be just down the street, it is hoped he will continue to do some programming and cinematography for Forbes. He will really be missed around the library. Dylan Gaffney will be moving into the open position in Information Services, and Ryan Duffy will move to Interlibrary Loan and Cataloging, leaving an open position in Interlibrary Loan. Bridget Mientka in the Children's Department has accepted a job with a children's service organization, and a replacement is being sought.

Mr. Twarog 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. Burnham attended the September 2 meeting of the Friends of Forbes and reported that Ms. Moulding gave an update on the elevator project, and that the Edible Book event received matching funds from the River Valley market and made about \$840 in total. \$1,700 was received from several sponsors for the Wine Tasting event, and the food is being bought from River Valley Market. The Friends contributed \$10,000 towards the new Audio/Visual equipment in the Coolidge Room, and raffled off Red Sox tickets. The Outreach Committee met and reviewed a proposal from Frank Heston, which was then discussed at the Trustees' Special Meeting on September 3, 2015. If enough financial support is not received from donors, the Friends will contribute up to \$4,000 to meet the shortfall. The Friends are purchasing passes to the Worcester Art Museum. Ms. Burnham passed around a document showing the Friends' funding history.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, October 22, 2015 at 3:45 PM in the Watson Room. Mr. Morin will invite the representatives from Bartholomew Inc. to attend the meeting.

The next meeting of the Friends of Forbes Library will be held Wednesday, October 7 at 6:30 PM. Ms. Burnham will attend on behalf of the Trustees.

The Coolidge Advisory Committee will meet at 4:00 PM on Monday, December 7. Mr. Carrier will attend on behalf of the Trustees.

**Communications**

The Trustees received an email on July 28, 2015 from the Massachusetts Board of Library Commissioners (MBLC) announcing the distribution of copies of a new MBLC publication entitled "The Trusty Trustee Pocket Guide."

Ms. Moulding received an email on September 15, 2015 from Sam Masinter, Associate Vice President for College Relations at Smith College, about community engagement sessions being scheduled by the architects of the Neilson Library Redesign project. There will be a session on October 21, 10:00-11:30 AM, to meet with Ms. Moulding and the Trustees to discuss the needs and roles of libraries and the communities they serve.

**Clarke and Earle Funds**

City Financial Manager, Susan Wright, has been investigating city funds. She concluded that the library was not taking enough income annually from the Clarke and Earle Funds which are managed by the city. She also found a fund containing \$100,000 which is labeled "Library". No money has been taken from it since 2006, which is the earliest date for which she has electronic records. Ms. Moulding has gone through the library records and sent Ms. Wright what information she could find about the funds. It appears this "Library" fund may have been created by City Auditor Thomas Scanlon in 2003 to deal with income from the Clarke and Earle Funds that had not been properly distributed by the city over many years. Ms. Wright is going to talk to Mr. Scanlon about the fund. Her hope is to give the library more money annually from these funds. A copy of the pertinent part of the Trustees' minutes from July 28, 2003 was distributed and reviewed.

Mr. Carrier explained that the Clarke and Earle funds are designated for the library, but managed by the city. The city controls how they are invested and how much is distributed to the library each year. Mr. Carrier asked Ms. Moulding to arrange for a meeting with the mayor and City Treasurer to discuss the library's finances, including the beginning deficit this fiscal year of \$11,000, and how to handle the city's responsibility for labor and repairs to the building. The Trustees would also like to discuss how, unlike other city departments, the library must pay its own utilities including water, sewer, and electricity, instead of being paid directly by the city. This creates a lot of uncertainty in the library's budget as utilities' costs can vary and rise unexpectedly. Additionally, the city tells the library how much to budget for utilities which then typically come in over budget creating a deficit. Ms. Moulding said that if the city were to take over the direct payment of the utilities, it would not affect the amount of state aid the library receives because the MBLC is willing to recalculate based on the new figures.

In response to a question from Ms. Enz, Ms. Moulding said that it is not possible to install solar panels on the library roof, and that the energy

**Clarke and Earle Funds** (continued)

audit concluded that the most cost-effective energy savings can be achieved by replacing the library windows.

**Collection Development Policy**

Ms. Moulding reported that the library's Collection Development Policy was updated and the new version was distributed to the Trustees. The main changes include the addition of information about accessibility and the removal of information about donations other than materials. The Trustees will review the policy and discuss it at the next Trustees' meeting.

**Ceiling Fans**

David Shearer asked Mr. Carrier why the ceiling fans in the library were not used. Jason Petcen informed Mr. Carrier and Mr. Shearer that the fans were old and not reversible so not effective in all situations. Mr. Carrier requested that Mr. Petcen find out what it would cost to upgrade the fans. Paul Beaulieu of Beaulieu Electric, the company that does much of the electrical work at the library, looked at the fans. He recommended the fans be replaced with wireless fans which would not need any new wiring and would be controlled remotely. He estimated a bit over \$700 per fan which would be around \$7,000 to replace all the fans in the building.

Mr. Twarog made a motion that Ms. Moulding should continue to pursue official bids to replace the ceiling fans. Mr. Rowe seconded the motion, which was passed unanimously.

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

The following designated gifts were received since the last Trustees' meeting: \$1,000 from Judy Markland & Bill Saunders, Whately, MA, to be deposited in the Outreach Fund; \$4,000 from Anonymous, Northampton, to be deposited in the Outreach Fund; \$3,000 from Anonymous, Mansfield, CT, to be deposited in the Outreach Fund.

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Alexander George, Amherst, to be deposited in the Morin Fund; \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund.

The following receipt from sales/rents was received since the last Trustees' meeting: \$1,500 from Old School Commons, Northampton, for lease of property, to be deposited in the Morin Fund.

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

**Giving Tuesday**

Ms. Downing reported that the Community Foundation of Western MA has delayed holding another Valley Gives day until the spring of 2016. They have also pledged to assist non-profits in organizing an online campaign for "Giving Tuesday" which is a nationwide day of giving being held on December 1. The administrative team discussed this opportunity and suggested that we raise funds for the Book and Media Fund. Mr. Carrier expressed concern about donor fatigue. Ms. Downing said that she has been waiting for the completion of the elevator project to announce it along with the other accessibility updates made by the LSTA grant.

**Giving Tuesday** (continued)

The Trustees discussed plans for "Giving Tuesday" and agreed by consensus that Forbes should have a presence and a donation page, but should not actively promote it. Forbes will participate more actively in "Valley Gives Day" in the spring and promote that more actively.

**Elevator Project**

Ms. Moulding reported that the platform/floor of the elevator has been installed and the cab and the hydraulics are currently being installed. The project is taking longer than expected and the library will not be able to use the elevator until it has been inspected by the state. The doors at the top of the stairs are scheduled to be delivered in late October and will take a couple of days to install. The next construction meeting is scheduled for tomorrow. Ms. Downing and Mr. Carrier will attend the meeting and send a summary to the other Trustees.

**LSTA Grant Report**

Ms. Downing reported that the first year of the grant is wrapping up and the library is on target with most of its goals. One of the most noticeable improvements this month is a project to relabel the DVD collection to indicate which films are Described for the blind and Close Captioned for the deaf and hard of hearing. This month standard accommodation language was developed that will be included in all announcements of the events held at the library. The assistive listening system has been assembled into a kit that can be easily brought to meetings and events. Books of special interest to people with a variety of disabilities have been purchased and added to the adult and children's collections and they will be placed along with a sampling of the new equipment on display in the front lobby for the month of December. The second year of the grant will focus on public programs including lectures, technology trainings, discussions and film screenings. Ms. Downing is eagerly awaiting the completion of the elevator to do another round of publicity on the theme of "Forbes For All" that will include an announcement about the elevator as well as the grant funded advances.

**Tree/Landscaping Committee**

Ms. Moulding reported that the city has created a new Public Shade Tree Commission. Ms. Moulding has been in communication with Lilly Lombard, chair of the new committee, on behalf of the library's tree committee whose members are Mr. Rowe, Ms. Burnham, Lyn Heady, Mr. Petcen, and Ms. Moulding. Ms. Moulding is working on scheduling a meeting with Lilly Lombard and the city's new Tree Warden, Richard Parasiliti, to discuss the trees on the Forbes Library property. The Shade Tree Commission is strongly in favor of keeping as many trees as possible, so likely will not be in favor of cutting them down unless they are replaced.

**Outreach**

Ms. Moulding reported that at a special meeting on September 3, the Trustees agreed to accept anonymous donations totaling \$8,000 to keep the Outreach Program running on a reduced basis through FY16. Frank Heston has agreed to continue the program by cutting his hours to 8 paid hours a week to serve 45 to 50 patrons on a three week delivery cycle. He would volunteer time as needed. At the next Friends meeting, Ms. Moulding will request that they support the stipend for a volunteer coordinator so that that program can begin in FY16 to supplement Frank's work and potentially take over the entire program in FY17.

**Reports on workshops/meetings/activities**

ALA Conference (Ellen Sulzycki) Children's' Department Assistant, Ellen Sulzycki, attended the ALA Conference in San Francisco in June. A copy of her report was distributed to the Trustees.

**Advocacy Webinar** (Lisa Downing & Marjorie Hess) Ms. Hess and Ms. Downing viewed a webinar called *Because Advocacy Never Stops: New Tools for Taking Action* that highlighted best practices. There are two new tools that have been developed to assist libraries in their advocacy efforts. One is *Turning the Page* aimed at developing skills, [publiclibraryadvocacy.org](http://publiclibraryadvocacy.org) and the other is *Advocacy in Action* and it provides information on developing an advocacy campaign. Speakers emphasized the importance of knowing your community and being passionate. One specific piece of advice is to have a "parking lot" speech prepared to answer the question of "why the library is important to our community?" Each talking point should include a real life story based on how the library has made a difference to someone's life. We were encouraged to identify and support people in our community to advocate on our behalf and to be persistent. One community spent eight years trying to form a positive working relationship with their school department based on the message, "We are partners in education" and in the end it worked. Ms. Downing added that Ms. Hess was concerned about how to inform the community about the funding issues facing the library, and the importance of engaging with the community on an on-going basis. Mr. Carrier suggested adding this topic to the agenda of the next Trustees' meeting.

**Report by Reference Department**

Molly Moss, Information Services Coordinator and Head of the Reference Department reported on activities in the Reference Department. She said the library held a successful adult and teen summer reading program with over 350 entries. There was also a staff summer reading program with 20 staff reading over 100 books. There were many great prizes solicited from the community which provided an opportunity for good conversations about community support for the library. The library is offering drop-in computer help on Wednesdays and Thursdays, as well as offering half hour appointments for more personalized help. As e-readers have become more popular, patrons need help using them. The state's e-book packages including axis360 have been added to the online catalog making the e-books easier to find. Patrons can sign up for NextReads newsletters on the library's website with reading suggestions on different topics. Ms. Moss is working on promoting these offerings so that more people will know about them. Mr. Carrier asked Ms. Moss if there were any outstanding needs in the Reference department. Ms. Moss said that more staff is always needed and that the library computers will need to be replaced in 2-3 years. She said that there are plans to move the literacy collection into the alcove in the reference room, and to purchase a comfortable chair, book shelf, and coffee table using the Doland Fund. Mr. Carrier thanked Ms. Moss for her report and asked her to let the Trustees know if there were other needs.

**Other Business**

Ms. Enz thanked the Trustees for the voter registration table in the lobby earlier this week.

At 5:15 PM Mr. Rowe moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 5:15 PM.