

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 26, 2016**

**Present:** Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Serena Smith, observer for the Friends of Forbes Library; Ben Kalish, representative of the Forbes Library Employee Association (FLEA); Susan Enz.

The Trustees' photo was taken at the beginning of the meeting in the Coolidge Museum.

The meeting was called to order at 3:45 PM in the Watson Room.

Mr. Carrier welcomed the two new trustees, and wished them a long and fruitful time on the board. He told them to ask a lot of questions and make suggestions.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of December 17, 2015 be accepted and placed on file with a few minor corrections. Mr. Twarog seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the Treasurer's Report of December 31, 2015. He explained that the asterisks next to line items denote that those categories' expenses reflect 6 months and are up-to-date, while line items without asterisks reflect expenses that do not include the most recent one month due to timing issues with invoicing from vendors and the signing of warrants. In June there will be two warrants, one for the new fiscal year, and one for the fiscal year that is ending. Mr. Morin reported that the Aid Fund closed at the end of December with a deficit of \$40,475, an increase from November's deficit of \$6,100. December was the second 3-pay period month this fiscal year, which is the main reason for the deficit increase. The Trustee expenses for the year were moved to the Macomber Fund per the Trustees' vote at the last meeting. The line items for equipment and automation were removed from the report. Electricity is over budget by \$4,100. Labor & repairs are over budget by \$2,100. General supplies are over budget by \$3,400. Building insurance was prepaid for the entire fiscal year at the beginning of the fiscal year. The Book Fund has a \$21,000 surplus in December. The income for the month is \$2,800 over expenses. \$4,386 was paid for an architect invoice and \$300 for Clerk of the Works for the elevator construction project. A \$5,000 transfer was completed from the endowment to the operating account per a Trustees vote at the last meeting. \$3,000 was received from the Friends for programming and outreach.

Mr. Morin said that beginning next month, the Worker's Compensation line item will be included in the Employee Wages category. Page 15 of the report lists a summary of the funds in the operating accounts at Florence Bank. The Elevator Construction Fund shows the elevator expenses and the Second Century Fund shows the money raised for the project. When the project is complete, the two funds will be reconciled and the Elevator Construction Fund will be closed out. The last page of the report shows the funds in the endowment at Bartholomew Inc. with an ending balance of \$4.5 million as of December 31, 2015. Each fund has parameters of how it can be spent, and a description of all the funds was distributed at the last meeting.

**Treasurer's Report** (continued)

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

**Departments Head Report: Programming**

Ms. Downing reported on adult programming, which is a collaborative effort between staff and community volunteers. It is funded by support from the Friends of Forbes who voted last month to approve \$3,000 for 2016 programming with the intent to include more film screenings. This is an increase from \$2,000 last year. Attendance has increased significantly to over 10,000 due in large part to outdoor activities including concerts and outdoor movie screenings. Other types of programs include a variety of one-time and small series events, and recurring monthly events. Writer-in-residence Susan Stinson, who stepped down at the end of the fiscal year, organized a local history novelist series. New writer-in-residence Naila Moreira is focusing on real and surreal writers of the modern age, representing multiple genres including fiction, non-fiction, science fiction, and other art forms, and appealing to a multi-generational and multi-cultural audience. This year Archivist Julie Nelson began the monthly "Cookies with a Curator" program, which is an informal presentation on a local history topic. There are new A/V systems in both the Community Room and the CCPLM supporting all kinds of programming. Plans include more off-site programming and outreach to encourage collaborative partnerships, and programming targeting high school age patrons.

Ms. Hess said that the amount of programming is impressive, and Mr. Carrier said that robust programming is crucial to keeping the library relevant. Mr. Kalish said that the "Cookies with a Curator" program is looking to expand to highlight other collections beyond the local history collection.

Ms. Reall made a motion to approve the Programming report as presented by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously.

**Administrative Report**

Ms. Moulding reported that Forbes asked library patrons to fill out postcards to Senator Rosenberg and Representative Kocot asking for a restoration of state funding cuts to libraries. Patrons responded quickly and 18 postcards were mailed off to both legislators, many with personal and heartfelt comments like this, "Librarians are my heroes. Libraries provide one of the biggest public services to any institution. They give a warm place to the homeless; they provide education and internet for everyone free of cost. They are portals to creative new worlds."

The Food for Fines program is running through January. Patrons can pay fines for overdue materials by donating canned goods or healthy non-perishable items. All food collected will be given to the Northampton Survival Center for distribution to those in need in our community.

Faith Kaufmann received a call from a librarian from Seattle who is going to start lending musical instruments. Apparently, Forbes has a national reputation for its innovative instrument circulation program and the Seattle librarian wanted to discuss how Forbes does it. Ben Kalish added that another phone call about the program was received today from a library in Ontario.

Library Legislative Day is scheduled for Tuesday, March 8, 2016 from 10:30 - 1:30 at the State House in Boston. The Western Massachusetts Library Association (WMLA) is planning to offer a bus from Western Mass to the State House.

**Administrative Report (continued)**

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

Serena Smith joined the meeting at 4:00 PM.

Ms. Hess encouraged the Trustees to attend Library Legislative day, to show involvement and support in numbers.

**Friends of Forbes Meeting**

Mr. Twarog attended the January 6 meeting of the Friends of Forbes and reported that the meeting was well attended. They voted to approve \$4,000 for the staff room improvements presented by Ms. Downing. They had an internal discussion about their endowment and IRS rules and discussed their stewardship program. Their secretary Mikki Michon is stepping down in March and a replacement is being sought. They are planning an "arrive at 5" event at Rockridge Retirement center for outreach to new members. They approved \$3,000 for programming, \$5,000 for the Book & Media Fund, and \$300 for BookPage, a monthly newsletter for patrons.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Wednesday, February 17, 2016 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, February 3 at 6:30 PM. Ms. Wight will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2016 at 4:00 PM on Mondays, March 7, June 6, September 12, and December 5. Ms. Hess will attend the March 7 meeting, Ms. Wight will attend the June 6 meeting, Ms. Reall will attend the September 12 meeting, and Mr. Carrier will attend the December 5 meeting.

**Communications**

Ms. Moulding received a letter from the Northampton Health Department thanking the library for their donation to "Bras for a Cause" in support of Awareness with Breast Cancer and Domestic Violence.

Ms. Moulding received a letter from the Massachusetts Board of Library Commissioners (MBLCC) announcing the distribution of the first state aid payment. The city of Northampton will receive \$23,688.27, of which Forbes will receive 80% or \$18,950.62 and Lily Library will receive the remaining 20%. This represents about half of the yearly state aid, and the second payment will be made later in the fiscal year.

Mr. Carrier received a note from Mr. Rowe thanking the Trustees for the nicely orchestrated retirement occasion, and saying how much he enjoyed his 10-year tenure as a Trustee.

**FY16 Operating Budget Report**

FY16 is half over and the library's operating budget looks fine at this point. Staff on FMLA has resulted in nearly \$2,500 underspent in personnel. Electricity, Gas, Water/Sewer, and Labor & Repairs are hard to predict for the remaining six months. A spreadsheet containing the original FY16 budget, expenditures for the first half of the year, estimates of year-end expenditures, and resulting overages or underages was distributed. Ms. Moulding said that the HVAC and lighting fixtures are getting old and will

**FY16 Operating Budget Report** (continued)

soon need upgrading, especially in the reading room which is too dark. In response to a question from Ms. Reall, Ms. Moulding said that LED light bulbs are used wherever possible, but that some lighting fixtures require special light bulbs with ballast. In response to a question from Ms. Wight, Ms. Moulding said that due to budget cuts technology had been removed as a line item from the Aid Fund, and is now funded by the Stahl Halberstadt Technology Fund in the amount of approximately \$10,000 per year.

**Financial Tutorial**

At the December meeting, Ms. Hess gave Ms. Moulding a list of questions about library finances. A tutorial with the questions and answers supplied by Ms. Moulding and Mr. Morin was distributed to the Trustees.

In response to questions from Ms. Hess, Ms. Moulding said that in order to receive state aid to libraries, municipalities and libraries must meet certain requirements. Libraries must participate in interlibrary loan. The Municipal Appropriation Requirement (MAR) requires that the city give the library a minimum amount of financial support. The MAR increases each year by 1.2% for inflation, but operating costs go up by much more than that which results in Forbes having to make budget cuts. In addition, the library must spend an amount equaling 13% of the amount of the city appropriation on books and materials for loan. This year that amount is \$155,693.

The Clarke and Earle funds are city-managed funds to benefit the library, and the city distributes a check to the library each year. The amount was decided by the previous City Treasurer to be 2.5%; however, the mayor and new City Treasurer have indicated that it could be more. In addition, there is a "Library Fund" held by the city, which the city has determined does not belong to the library; however, the Trustees have not seen any documentation and are appealing the decision.

In response to a question from Ms. Hess, Mr. Morin said that the interest earned at Florence Bank is distributed amongst several different funds. In response to a question from Ms. Reall, Mr. Morin said that he has looked for accounts that earn more interest, but currently there are not any better options. In response to a question from Ms. Hess, Mr. Morin said that funds in the endowment that do not have an equivalent fund in the operating account are used for specific purposes and money is withdrawn from those funds in the endowment when needed for those purposes.

Mr. Carrier asked Ms. Moulding to update the tutorial with this additional information, especially the requirements for state aid to public libraries. Mr. Carrier added that there is also a Trustees handbook online, and occasionally Trustee training sessions.

**Election of Officers and Roberts Rules of Order**

Mr. Twarog nominated Ms. Hess for Vice President and Ms. Hess nominated Mr. Carrier for President. Mr. Twarog made a motion to elect Mr. Carrier as President and Ms. Hess as Vice President. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Reall made a motion to appoint Mr. Morin as Treasurer and Ms. Sheirer as Secretary. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Reall asked if there were standing votes. Mr. Carrier asked Ms. Moulding to check to see if the library's bylaws reflected this annual vote.

**Election of Officers and Roberts Rules of Order** (continued)

Ms. Reall made a motion to approve the use of Roberts Rules of Order for the Trustees' meetings for the year. Ms. Wight seconded the motion, which was passed unanimously.

**Set Dates for future meetings**

The following meeting dates were set for 2016: Wednesday, February 17 at 4:00 PM; Thursday, March 17 at 4 PM; Thursday, April 28 at 4:00 PM; Thursday, May 26 at 3:45 PM (Mr. Morin will invite the representatives from Bartholomew Inc.); and Thursday, June 16 at 4:00 PM.

The Trustees discussed the possibility of changing the meeting time to the evening. The library is open 2 nights a week, but there are frequently programs scheduled during those times. If it is an evening when the library is closed, then a custodian will need to be paid to open the building. Ms. Enz said that the homeless people she works with are very appreciative of the library and she would like them to feel they have a voice in the library's decision-making. The Trustees tabled the discussion and will consider it when scheduling the remaining meetings for the year. Ms. Downing will look for possible evening dates for the rest of the year.

**Agreement with Bankers (Investment Policy)**

The Trustees tabled the discussion of the library's investment policy to the next Trustees' meeting in February. Ms. Reall will review the proposed investment policy from Bartholomew Inc. and advise the Trustees as to whether it is realistic for the Trustees to monitor it, given how technical it is.

**Trustees Award**

The Trustees discussed recipients for the 2016 Gertrude P. Smith Trustees Award.

Mr. Twarog made a motion to give the Trustees' Award to Mr. Rowe and Ms. Burnham for their long and very productive terms of office on the Forbes Library Board of Trustees. Ms. Hess seconded the motion, which passed unanimously.

**Library Legislative Breakfast**

The Library Legislative Breakfast for Senator Rosenberg's district will be held at the Sunderland Public Library on Friday, March 18, at 7:30 AM. The breakfasts in Western Mass are organized by WMLA and the Trustees are requested to give \$50 to WMLA to help cover the costs.

Mr. Twarog made a motion to approve \$50 for the WMLA for the Library Legislative Breakfast. Ms. Hess seconded the motion, which was passed unanimously.

**Valley Gives 2016**

The Trustees discussed whether or not to participate in Valley Gives Day in 2016. Ms. Moulding suggested that a Fundraising committee be formed to investigate, explore, and make recommendations about options including the types and focus of appeals. In order to comply with the open meeting laws, there can only be two Trustees on sub-committees so as not to constitute a quorum. Ms. Wight and Mr. Carrier will represent the Trustees on the fundraising committee, and Ms. Moulding will arrange for a meeting. In

**Valley Gives 2016 (continued)**

response to questions from Ms. Reall, the Trustees discussed the history behind why they voted to abide by the open meeting laws even though legally they are not required to do so.

**Trustees and Director's Goals for 2016 - this is not complete**

Ms. Moulding distributed draft goals for the Trustees and the Director for 2016. The Director's goals for 2016 include short term (1 year): work with Mayor and Trustees to create a building maintenance agreement; seek to reinstate Saturday hours in the summer; form committee to begin planning for circulation desk renovation; medium term (2-3 years): act on goals and objectives established by the Strategic Plan; produce a new strategic plan for 2017 and file with the MBLC; continue to inventory special collections; continue to digitize appropriate collections & build online presence; stabilize funding for special collections; renovate circulation desk and surrounding area; install integrated security/circulation system for library materials; long term (5 years): increase library hours; replace windows throughout building; increase endowments; make CCPLM self-supporting. The Trustees suggested that Ms. Moulding add two items to her short term goals: 1) Staff Room improvements and 2) Planning and/or repairs to the Children's Room entrance.

Mr. Twarog made a motion to approve the Directors goals for 2016 as amended. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Sheirer left the meeting at 5:25 PM. Ms. Downing took notes for the remainder of the meeting.

The Trustees goals for 2016 are: 1) work with Mayor to draft building maintenance agreement; 2) the library will establish sufficient and stable funding to maintain services and achieve goals while providing the staff with adequate compensation including a) the Trustees of Forbes Library will support legislation to raise revenue for the library; b) the Trustees will continue to indicate their position on pertinent legislation publicly and/or directly to legislators; c) the Trustees will discuss a plan for fundraising in 2016.

Ms. Hess agreed to continue as a legislative liaison and she encouraged the other Trustees to look for opportunities to engage with elected officials.

Ms. Hess made a motion to approve the Trustees' goals for 2016. Mr. Twarog seconded the motion, which was passed unanimously.

**Letter to Mayor Narkewicz**

The Trustees discussed a letter to be sent to Mayor Narkewicz about water, sewer, and drainage fees charged to the library. Historically the library has not been charged water and sewer fees. With the additional drainage fees, it will cost the library \$7,200 this fiscal year. Mr. Carrier drafted a letter to the Mayor requesting that these costs not be charged to the library.

Mr. Twarog made a motion to send the letter as modified. Ms. Hess seconded the motion, which passed unanimously.

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

The following designated gifts were received since the last Trustees' meeting: \$100 from Janet & Joseph Dibrandisi, Northampton, to be deposited in the Book & Media Fund; \$100 from anonymous, to be deposited in the Book &

**Gifts, Bequests, Sales, etc.** (continued)

Media Fund; \$50 from Patricia Bega, Shelburne Falls, in appreciation of Faith Kaufmann and the staff of Forbes Library, to be deposited in the Hosmer Gallery Fund; \$250 from Nicolas & Janet Gross, Northampton, to be deposited in the Lyman Special Collections Fund; \$100 from Scott Morin, Florence, to be deposited in the Morin Fund.

The following undesignated gifts were received since the last Trustees' meeting: \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$100 from Richard & JoAnn Hinckley, Leeds, to be deposited in the Morin Fund; \$100 from Beverly Shaw, Florence, to be deposited in the Morin Fund; \$100 from Hosea Baskin & Sarah Buttenwieser, Northampton, to be deposited in the Morin Fund; \$500 from Rebecca Greenberg, Northampton, in memory of Bernice & Stanley Greenberg, to be deposited in the Morin Fund; \$50 from Hilary Detmold, Boston, to be deposited in the Morin Fund; \$3,000 from Edmund DeLaCour and the DeLaCour Family Foundation, Northampton, to be deposited in the Morin Fund; \$1,000 from Stuart Unger, Middletown, VA, in memory of Harley Unger Jr., to be deposited in the Morin Fund; \$50 from Julia Rose, Northampton, to be deposited in the Morin Fund; \$100 from Margaret McCamrock, Amherst, to be deposited in the Morin Fund; \$100 from Peter & Hedy Rose, Northampton, to be deposited in the Morin Fund; \$25 from Edna Greene, Leeds, to be deposited in the Morin Fund; \$25 from Alexander George, Amherst, to be deposited in the Morin Fund; \$18 from Keith Lepine, Northampton, in honor of Marcia Holden, to be deposited in the Morin Fund; \$100 from Dana Salisbury, Easthampton, to be deposited in the Morin Fund; \$50 from Robert Adams, Northampton, to be deposited in the Morin Fund; \$100 from Eric Sanders, Northampton, to be deposited in the Morin Fund; \$100 from Rebecca Neimark, Northampton, to be deposited in the Morin Fund; \$25 from David Wicinas, Florence, to be deposited in the Morin Fund; \$100 from Ellen Nigrosh, Northampton, to be deposited in the Morin Fund; \$50 from James E. Humphreys, Northampton, to be deposited in the Morin Fund.

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

There were no receipts from sales/rent this month.

**Elevator Project**

The elevator passed its inspection on December 31, 2015. It is operating well and the library has received much positive feedback from users. Douglas Architects recommends some additional lighting for the front entry after the elevator project is complete. Final bills were included in this month's warrant, although one check will be held back until the work is completed. An elevator completion celebration will be postponed until the weather is better. Mr. Carrier suggested combining the ribbon cutting ceremony with the Trustees Award ceremony in May.

**LSTA Grant Report**

Ms. Downing reported on the Serving Patrons with Disabilities grant. A series of "tech" classes have been scheduled for blind and low vision users. Perkins School for the Blind kindly sent a mailing to their database of interested residents in and around Northampton. Public Service Announcements will be airing on local radio stations with messages about accessibility technology and tools now available at the library as well as the variety of accessible formats Forbes can provide. Video tours are also in development.

**Outreach**

Ms. Downing reported that Maria Sperduti was hired as Outreach Delivery Volunteer Coordinator for the new Volunteer Outreach Service program. The program will begin by matching volunteers with people on the wait list for the existing Outreach program. Subsequently, current Outreach patrons will be transitioned to the new service over the course of the next several months. A public launch for this program is anticipated in February.

**Reports on workshops/meetings/activities**

None This Month

**Other Business**

Forbes Library Employee Association (FLEA) officers have been meeting with Mr. Carrier, Ms. Hess, Ms. Moulding, and Ms. Downing over the past year to discuss suggestions for cost saving and revenue building ideas put forth by the FLEA membership. Three meetings have been held so far and the conclusions are being summarized and will be presented to FLEA members this spring.

A marketing class at UMASS taught by Bill Diamond has invited the library to present a marketing challenge to the class in March. The students will develop suggestions for the library in response. Mr. Diamond said that other non-profits have received useful suggestions as a result of similar visits.

At 5:45 PM, Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 5:45 PM.