

TRUSTEES OF FORBES LIBRARY
Meeting of June 16, 2016

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Mr. Morin, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Mr. Joshua Paul of Bartholomew Inc.; Serena Smith, observer for the Friends of Forbes Library; Mr. Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Susan Enz. **Absent:** None.

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

Bartholomew Inc.

Mr. Paul presented the Portfolio Review as of Wednesday, June 8, 2016. He said the market has been very volatile this year due to instability in foreign markets. The Forbes portfolio is valued at \$4.7 million, up 5% year-to-date. The domestic and international equities grow the account over time, while the fixed income and alternatives balance and smooth it out. Mr. Paul reviewed the individual positions by asset class and the current values of the individual funds.

Investment Policy

Mr. Paul said that it is important to have an investment policy that accurately reflects what the Trustees are trying to achieve, especially when there is turnover in Trustees or investment firms. The revised policy he distributed includes a glossary of financial terms, risk definitions, and the duties and responsibilities of the Trustees and the Treasurer. In response to a question from Mr. Carrier, Mr. Paul said that the language was boilerplate and that it reflects what the Trustees, Treasurer, and Bartholomew Inc. are already doing, and will not cause any extra work. He said the Trustees can revise it at any time, and to let him know if they have concerns about anything in the policy. Ms. Reall said that the Trustees and Treasurer are bound by the ethical prudent standards referred to in section E "Standards of Care" of the policy. Mr. Morin should request in writing annually from Bartholomew Inc. the documents referenced in the policy in section G "Relationship with Financial Institutions" and keep them on file. Mr. Carrier said that the revised policy is an improvement because it is more simply worded and not so complicated that it is difficult to understand and implement. The rest of the policy stipulates the allocation of how funds are to be invested in a moderate risk portfolio.

In response to a question from Ms. Hess and the Trustees, Mr. Paul said that it is not necessary to include language in the investment policy about socially responsible investing, but that the Trustees can vote and direct Bartholomew Inc. to implement screens to avoid or include particular industries or groups of investments. He said he would send sample language and ideas of how other organizations have adopted socially responsible investment directives. Mr. Paul said he would be happy at any time to talk with the Trustees about investments and answer their questions.

Ms. Reall made a motion to approve the Investment Policy as presented by Mr. Paul. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin will read the policy closely and ask for clarification if needed before signing the policy and returning it to Bartholomew Inc.

Public Comments

Ms. Enz said that she was very sorry to hear that the Trustees are having issues of governance with the City of Northampton.

Secretary's Report

Ms. Hess moved that the Secretary's Report of May 26, 2016 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin presented the Treasurer's Report of May 31, 2016. The Aid Fund closed at the end of March with a surplus of \$27,700. The surplus in the Aid Fund will be reduced significantly with the final FY16 warrant, which will include the large annual work-study payment to Smith College. Smith College pays 80% of the work-study cost and handles all the taxes and reporting, and Forbes is billed annually for the remainder. Mr. Morin said that the third pay period in June will be reported on the July 2017 report. In July there will be two warrants, one for June and one for July. Since the Trustees are not meeting again until July, a supplemental warrant may be needed before then. The employee wages category is over-budget by \$4,800 at the end of May. Electricity, heating gas, printing, service contracts, and custodial supplies are under-budget for the year. EAP, auditing, general supplies, and miscellaneous are over-budget. The Book Fund has a \$2,700 surplus in May. The income for the month is \$1,600 less than expenses. The expenses are over-budget by \$10,000 for the year. Total income is \$50 less than total expenses for the year to date. Mr. Morin made a \$5,000 transfer from the monies collected from the parking meters to the Book & Media fund in the endowment. Mr. Morin will work with Ms. Lamour to reconcile the EFT fund. In response to a question from Mr. Twarog, Mr. Morin said the fees charged by Bartholomew Inc. come out of the endowment fund. In response to a question from Ms. Moulding, Mr. Morin said that he will reconcile the Second Century Fund and Elevator Construction fund on the fiscal year-end report, and prepare a final report on the project. Mr. Carrier asked Ms. Moulding to remind Mr. Morin of the annual transfers of endowment funds he is to make at the start of the new fiscal year.

Ms. Hess moved that the Treasurer's Report of May 31, 2016 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Administrative Report

Ms. Moulding reported that the library initiated an online library card application in April and have had 19 applications so far. Applications are reviewed by the circulation department, which checks each application. Once the application is received, the patrons can place holds, borrow digital resources and use databases. It is asked that applicants come in to the library within 3 months with photo ID to complete the registration process. Reminders will be sent to applicants when their temporary cards are about to expire. There is a place on the application to indicate if the applicant is homebound. If so, Forbes will contact them about Outreach Delivery services. Forbes is the only library in the Evergreen system to offer online registration.

Ms. Moulding reported that electrical work at the library was done in June. There was a small contained fire in an electric box, which destroyed the wiring of the HVAC system. That had to be replaced. The electricians also installed new lighting on the pillar in the Reading Room and fixed a couple of the ceiling lights to make the room brighter. There have been many complaints in the last few years from patrons that it is difficult to read in that room.

Ms. Downing reported that the Summer Reading program has begun and will continue through the end of August. There are related themes for kids, teens and adults that revolve around physical and mental fitness such as "On Your Mark, Get Set... Read!" T-shirts and pins have been ordered to promote the

Administrative Report (continued)

program. There will be a kick-off event on Saturday, June 25 from 1-4 PM on the library's lawn with free family entertainment. Earlier that week, library staff will be at the Tuesday Farmer's Market to register and promote the program. For the first time, an attractive flyer is being sent home with the 900 elementary school children in Northampton advertising the program. It is hoped that all of these efforts will increase participation in summer reading.

Ms. Moulding was sorry to report that Dr. George Snook has retired as Chair of the Coolidge Advisory Committee. He has been chair since the committee was founded in the nineties and has done an excellent job. He will be missed for his good sense, creative ideas, and deep knowledge of Northampton local history and all things Coolidge. A new Chair has not yet been selected.

Ms. Moulding reported that despite a cold rainy day, the Friends Garden Tour on June 11 appears to have been a success. Initial reports are that at least over 300 tickets were sold, not counting those sold at the library the day of the tour.

Mr. Carrier reported that he attended the O-Tones concert on the lawn last evening, June 15, and that it was great, although not as well attended due to the vigil at City Hall.

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

Friends of Forbes Meeting

Ms. Hess attended the April 6 meeting of the Friends of Forbes and reported that there were two guests who are considering joining the board. The special events committee is working on the wine tasting event and a raffle of Red Sox tickets. Tickets and raffle tickets were sold in the lobby of Forbes prior to the Garden Tour. The Friends approved requests from Ms. Downing for \$1,000 for half the stipend for the writer in residence, and \$400 for the volunteer picnic scheduled for August 18. The Friends also approved a request from Ms. Downing for \$1,000 to create four new banners for outside the library. They are looking to recruit new members at a meeting of the Northampton Association of Young Professionals. Peter Kobel is leaving the Friends, but will continue to help with the wine tasting event. The Friends are sending out a membership mailing in June, which will include a newsletter. They will review their bylaws in the fall and reassign members for standing committees.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, July 27, 2016 at 6:30 PM. Ms. Downing will confirm the meeting location.

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

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

Communications

Ms. Hess received an email on May 27 from State Senator Stan Rosenberg in response to an email sent by Ms. Hess about increasing funding for public libraries.

Communications (continued)

Mr. Carrier received a letter dated May 31 from the Forbes Library Employee Association (FLEA) requesting to begin contract negotiations.

Ms. Moulding received a letter dated June 7 from George A. Snook M.D. tendering his resignation as Chair of the Advisory Committee of the Calvin Coolidge Museum.

A Compliments and Comments card was received from a patron on June 9 supporting the Trustees' continued management of the library and suggesting that the Trustees organize a petition. The Trustees agreed by consensus that the matter can only be decided in Probate court and not in the court of public opinion, and that it would be inappropriate for them to organize a petition drive themselves.

FY17 Budget

Ms. Moulding and Ms. Downing spoke before the City Council Budget Hearing on June 1. Mayor Narkewicz and Finance Director Susan Wright were both in attendance. Ms. Moulding and Ms. Downing talked about what the library contributes to the city and what more funding would accomplish. An outline of their presentation was distributed to the Trustees. Packets of information were distributed to Council members, who asked a few questions about staffing and health care.

Landscape Subcommittee

The library's Landscape Committee consisted of Ms. Moulding, Mr. Petcen, Lynn Heady, and Trustees Bonnie Burnham and Peter Rowe. Since Mr. Rowe and Ms. Burnham have left the board, the Trustees are asked to appoint two new members to the subcommittee. Ms. Reall and Mr. Twarog volunteered to be on the Landscape Subcommittee. Meetings will be held as necessary. There are several trees waiting for removal by the DPW, which will be replaced by trees recommended by the Northampton Tree Committee.

Outdoor Banner Design

The Friends are funding a project to redesign the outdoor banners that fly in front of the library. Seth Gregory has been chosen to design them and the first step is a Project Discovery and Marketing Consult. Ms. Wight and Mr. Carrier volunteered to attend the meeting scheduled for Wednesday, July 13 from 10-11:30 AM. Two members of the Friends of Forbes and two library staff members will also attend.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$75 from Barbara Ostberg, Ipswich, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$100 from Amy & Leo Chausse, Canton, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from Sarah Bates, Marblehead, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$25 from Karen Hoffman, Lansdale, PA, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund; \$50 from Margaret McGirr, Barrington Hills, IL, in memory of Roger P. Kellogg, to be deposited in the H. Clifton Kellogg II Memorial Book Fund.

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

Gifts, Bequests, Sales, etc. (continued)

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

No bequests or receipts from sales/rents were received since the last Trustees' meeting

Meeting with FLEA

Mr. Twarog, Ms. Reall, Ms. Moulding, and Ms. Downing met with FLEA officers Jason Petcen, Dylan Gaffney, Ben Kalish, and Molly Moss on Wednesday, June 8. FLEA officers agreed to a 2% COLA raise and step raises for those eligible. Their only request was that a Flexible Savings Account to cover medical expenses be set up for Forbes employees. The Trustees agreed to look into it. Ms. Moulding polled the directors of other Massachusetts libraries and as of this writing received 20 responses from libraries with FSA's for their staffs. All of those were provided through the town or city. FLEA has already asked if Forbes employees could join the city's FSA and were told no. A stand-alone system provided by Check Writers was investigated. The annual fee of \$300 would be paid by the library. Staff would be required to pay \$6.50 per month, or \$78 per year, but would receive tax savings to offset the cost. The Trustees will present this option to FLEA.

Ms. Hess made a motion to approve the 2% COLA for FLEA. Mr. Twarog seconded the motion, which was passed unanimously.

Ms. Reall made a motion to approve a 2% COLA for the library Director, Assistant Director, Administrative Assistant/Personnel Manager, Treasurer, and Secretary to the Trustees. Ms. Hess seconded the motion, which was passed unanimously.

Intermittent part-time workers received a \$.45/hour increase to bring them to \$11.00/hour per the new State Law.

Administrative Assistant/Personnel Manager

The position of Administrative Assistant at Forbes has been modified to become Administrative Assistant/Personnel Manager emphasizing the work with payroll and HR functions. The position will be upgraded from Grade 8 to Grade 9 and will not be eligible for FLEA membership. The Administrative Assistant/Personnel Manager will have a contract directly with the Trustees, as do the Director and Assistant Director. Jennie Lamour will remain in the position.

Ms. Hess made a motion to approve the change in the Administrative Assistant/Personnel Manager position. Ms. Wight seconded the motion, which was passed unanimously.

LSTA Grant Report

Ms. Downing reported on the Serving Patrons with Disabilities grant. A literary panel with writers who write about disabilities was held in May. A State agency that works to provide audio content to the visually impaired broadcast the panel across the State. A Simmons College MLIS class specializing in serving diverse populations visited the library and Ms. Downing gave them a tour with an emphasis on the accommodations the library has made. A recorded tour of the adult portion of the library will be made, similar to what was done for the Children's Department to help prepare patrons with special needs for a visit to the library.

Director Search Committee

Ms. Hess reported that the committee consists of Mr. Carrier, Ms. Hess, Molly Moss, Dylan Gaffney, Serena Smith, and Martha McCormick. They are meeting on July 5 at 11:00 AM to review the MBLC guidelines and develop a timeline. They will also discuss the job description, job requirements, the job ad and where to advertise. Ms. Hess sent out a press release and there was a nice article in the Daily Hampshire Gazette.

Trustee Vacancies

Ms. Moulding reported that the new Northampton City Charter has changed the way vacancies on the Library Board of Trustees will be filled. Below is the text from the City Charter:

Section 5-2: Trustees Under the Will of Charles E. Forbes

Five members shall be elected by and from the voters of the city at large for a term of 4 years, so arranged that all members are not elected at the same time. Vacancies shall be filled in a like manner as a city clerk vacancy.

Section 5-1: City Clerk

Filling of Vacancy - Whenever a vacancy occurs in the office of city clerk, the city council shall, within 30 days following the date of that vacancy, act to fill the vacancy. A person elected to fill a vacancy by the city council shall serve only until the next regular city election, when the office shall be filled by the voters. The person elected at such regular city election shall take office immediately. No vacancy shall be filled under this section if a regular city election is to be held within 120 days following the date of the vacancy. A person serving as city clerk under this section shall not be entitled to have the words "candidate for reelection" printed next to that person's name on the election ballot.

In response to a question from Ms. Reall, Ms. Moulding and Mr. Carrier said that the Trustees had not been consulted or notified of this change.

Reports on workshops/meetings/activities

Coolidge Advisory Committee (Janet Moulding) - Notes from the June 6, 2016, Coolidge Advisory Committee meeting were distributed.

Legal Matter

At 5:15 PM, Ms. Hess moved that the Trustees go into executive session to discuss a legal matter because discussion in open session would be detrimental to their litigating position. Ms. Reall seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight 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. Enz, Ms. Smith, and Mr. Petcen left the meeting at 5:15 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 6:15 PM, Ms. Reall moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

At 6:15 PM, Ms. Wight moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 6:15 PM.