

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of September 15, 2016**

**Present:** Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Mr. Morin, Ms. Reall, Ms. Sheirer, Ms. Wight. **Also Present:** Scott Kennedy, observer for the Friends of Forbes Library; Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA); Molly Moss; Jason Petcen; Susan Enz.  
**Absent:** Mr. Twarog.

The meeting was called to order at 4:10 PM in the Coolidge Museum.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of July 27, 2016 be accepted and placed on file with a few minor corrections. Ms. Reall seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin presented the FY16 Fiscal Year-End Treasurer's Report of June 30, 2016. The Aid Fund closed at the end of June with a deficit of \$14,300. \$3,300 was paid for water & sewer, and \$4,600 for labor/repairs in June. There was a state filing fee of \$500 for the Form PC. The Book Fund has a surplus of \$456 for the fiscal year. Monthly expenses were \$3,850 more than monthly income for June. Total income was \$1,600 under budget for the year, and total expenses were \$2,300 over-budget. The Programming Fund title was changed to Programming-Adult, and a new fund called Programming-Children & Young Adult was created. The Valley Gives donations were split equally between these two funds. The E.F.T. Fund was charged for vendor payments previously expensed from the Macomber Fund. The MacFarlane Fund had a transfer of \$1,811 deposited from the Macomber Fund for E.F.T. receipts posted to it in error in prior years. The Second Century, Elevator Construction Project, and O'Connor funds have been closed out in order to consolidate the elevator project costs and funding sources.

Ms. Reall moved that the FY16 Fiscal Year-End Treasurer's Report of June 30, 2016 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Carrier will hand deliver a copy of the Aid Fund final report to the Mayor and City Finance Manager. Ms. Moulding will also send the report by email.

Mr. Morin presented the Treasurer's Report of August 31, 2016. The report covers the months of July and August. The Aid Fund closed at the end of August with a deficit of \$14,900, due to July being a three pay-period month. The annual building insurance premium was paid and the annual Clarke & Earle payment was received from the city in August. The Book & Media Fund has a surplus of \$10,400, and the annual gift of \$5,000 from the Friends of Forbes was received in August. The annual investment income transfer from the Garvey and Doland funds was also made in August. A \$5,000 transfer will be made to the Garvey Book & Media fund in the endowment in September. The annual \$10,000 transfer from the Halberstadt Fund was made in August. The annual \$8,000 transfer from the Doland Fund was made in August. The interest income earned from the operating accounts at Florence Bank are deposited into the Edward Morin Fund. The value of the endowment at the end of August was approximately \$4.7 million. There is a deficit of \$7,098.79 in the Special Collections fund due in part to the cleaning and repairs made to the Orpheus and Eurydice painting on the main staircase.

**Treasurer's Report (continued)**

Ms. Hess made a motion to transfer \$7,098.79 from the Special Collections fund in the endowment to the Special Collections fund in the operating account to eliminate the deficit. Ms. Wight seconded the motion, which was passed unanimously.

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

**Department Report - Reference Department**

Molly Moss reported on the activities of the Reference Department. They have been promoting and receiving questions about the Boston Public Library eCard program, which gives access to ebooks and other media to state residents. They have also been doing training for staff and patrons on the many different ebook and media platforms and apps. They offered a series of computer classes, which were not very well attended, and have switched to a service model of individual appointments upon request. In addition, there are drop-in hours every week. They have done staff training including discussions of various genres of books that bring together staff from different units of the library. They have increased the number of displays around the library including ones on genealogy, reader's advisories, and a "second look" shelf for books that are no longer new that patrons might have missed when they first came out. They have been doing personalized reading lists for patrons, and experimenting with using Facebook to do readers' advisory on Fridays between 11-1. There is some new furniture in Reference as well as new shelving. With funding from the LSTA Serving Patrons with Disabilities grant, they put large print stickers on the computer keyboards. To remove barriers to access, the reservation computer to sign up for computer use has been removed. There is usually no waiting time, and when there is, the sign-up is done at the Reference Desk. There are new computers in the Arts & Music department, which will also have scanners. Several staff have been speaking at various library conferences. There were 424 adults who participated in the summer reading program, and there were several all-ages events over the summer.

In response to a question from Mr. Carrier about future needs, Ms. Moss said that the computers in the Reference Room will need to be replaced within the next year. She is also interested in getting graphic design software for patrons in the Arts & Music department and new smaller and more reliable microfilm readers. Mr. Carrier asked her to bring a proposal to the Trustees when she is ready to move forward. Ms. Moulding said that the Reference Department has \$10,000 a year in funding from the Doland Fund, but that will not cover the entire cost of the new computers. Mr. Carrier said that the Friends could also be asked to fund some of her requests. Ms. Hess asked about lowering the charges for photocopying and Ms. Moulding said that the paper and ink already cost more than the fund generates.

**Administrative Report**

Ms. Moulding reported that there is no warrant to sign this month because most of the bills, which come in around the 15<sup>th</sup> of the month, have not yet been received. The September warrant will most likely be produced next week.

September is National Library Card Sign-Up month and Forbes will use this opportunity to promote the new online library card application via social media. The Children's Department will now give children actual physical cards when they register as well as to anyone who asks with an existing account. This will make it easier to check out to kids at the main desk as well as when youth patrons visit other libraries. It will also make it easier for them to access databases and ebooks.

**Administrative Report** (continued)

Ms. Downing showed copies of a flyer developed in both English and Spanish that will be distributed to elementary school students to promote a new Reading Buddies program for beginning and reluctant readers. The program allows students to sign up to read to Percy Jackson, a certified therapy dog, for 20-minute slots on Monday afternoons. The flyer also announces a Math Bee to be held in October for students in grades 3-5.

In August a College Readiness class from the Center for New Americans visited Forbes Library. Nine students, with their instructors Linda Neas and Kelly Day, worked with Forbes librarian Benjamin Kalish to learn about library databases and how they can be used in college research. The visit came about as a result of the video tour produced for populations with educational needs and funded by the LSTA grant. Another children's room employee, Kat Janeczek is beginning library school.

On July 26, Forbes hosted 57 students from China, one Chinese teacher and five American teachers from a summer program at Kemsley Academy in Wendell. They spent free time shopping, having lunch and exploring downtown Northampton and then came to Forbes Library. They visited the Coolidge Museum to learn about the presidential and Local History collections. Julie Bartlett Nelson, Elise Bernier-Feeley, Faith Kaufmann, Dylan Gaffney and Brian Tabor assisted with the program and hands on activities.

The Volunteer and Staff Barbecue was held on Thursday, August 18. This annual event is made possible by support of the Friends. This year's event was a big success with a "Dogs in Literature" themed trivia contest that tied thematically with a musical freestyle program by library volunteer dog star, Percy. Baseball hats with the Forbes logo on them were not available in time for the barbecue but are now being given out to all staff and volunteers as a way to thank all the hard working people that make Forbes fabulous.

The upcoming Cookies with a Curator schedule is: October 20, Family History Month; November 17, White House events in the Coolidge era; December 15, Forbes Library art collection.

The Friends of Forbes Wine Tasting fundraising event is scheduled for September 30. The Trustees should let Ms. Downing know if they can help out at the event.

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

**Friends of Forbes Meeting**

Ms. Wight attended the September 7 meeting of the Friends of Forbes and reported that they have several new members. The Friends approved of the banners designed by Seth Gregory. The next All-Hampton Reads book is *Orange is the New Black*. The Friends voted to fund the repairs to the fish tank in the Children's Department. The garden tour made a little over \$10,000 after expenses. Anne Keppler, a former member of the Friends of Forbes, passed away recently and the Trustees expressed condolences. Donations in her memory have been coming in.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Wednesday, October 19, 2016 at 6:30 PM in the Watson Room.

**Next Meetings** (continued)

The next meeting of the Friends of Forbes Library will be held Wednesday, October 5 at 6:30 PM. Mr. Carrier will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2016 at 4:00 PM on Monday, December 5. Mr. Carrier will attend on behalf of the Trustees.

**Communications**

A Notification to Abutters was received stating that Smith College has filed a Notice of Intent to do routine management activities in and along the banks of the Mill River, Paradise Pond, Lyman Pond, all located on the Smith College campus. Management activities include erosion repair, rodent control, maintenance, debris removal, and vegetation control.

A letter dated September 5, 2016 was received from Treasurer Scott Morin announcing his resignation as Treasurer. He will be leaving to become the Controller of the Salem Academy in Winston-Salem, NC. His last day as Treasurer is September 30, 2016. The Trustees thanked him for his many years of extremely valuable service.

Ms. Reall made a motion to accept Mr. Morin's resignation with regret. Ms. Hess seconded the motion, which was passed unanimously.

A letter dated September 15, 2016 was received from Library Director Janet Moulding announcing her retirement at the end of December 2016. A search committee has already been formed and the process of hiring a new Director is well underway.

Ms. Hess made a motion to accept Ms. Moulding's retirement with regret. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Moulding received an email from Lyn Simmons, City Council secretary, saying that the City Council no longer needs to hear from Forbes Library on October 3, as they feel that since they met with Forbes recently at the FY17 budget meeting, they have no additional questions at this time.

Susan Enz left the meeting at 4:48 PM.

**Library Banners**

Ms. Downing reported that Seth Gregory presented a set of four banners on the theme of "Forbes for All" with iconography designed to appeal to tech savvy youth. The designs were approved by the sub-committee, and the Friends agreed to pay for the banners. A mockup of the designs was distributed to the Trustees. Ms. Downing said that the designs came out of meetings with the sub-committee, Friends, and library staff. The Trustees discussed the designs and requested that the word "lounge" be removed from the "Spaces for All" banner. There was discussion of the color choices for the banners and agreement that they should be vibrant and eye-catching. There was discussion about the lack of emphasis on "books" and Ms. Moulding said that is because they are designed to appeal to a younger demographic and highlight the things not generally known to be provided by the library.

Mr. Kennedy left the meeting at 4:51 PM.

Ms. Hess made a motion to approve the banner designs with the removal of the word "lounge." Ms. Wight seconded the motion, which was passed unanimously.

### **Replacing Treasurer**

The Trustees discussed hiring a new treasurer to replace Mr. Morin, who is leaving at the end of September. Mr. Carrier suggested creating a hiring sub-committee of him, Ms. Moulding, Ms. Downing, and Jennie LaMour. They will review the job description, determine the salary, and advertise the position locally.

Mr. Morin knows of someone who is willing to take over the role temporarily. He will invite her to a meeting next week with the hiring sub-committee. If approved, she would become "Acting Treasurer" and invited to apply for the permanent position.

Ms. Downing left the meeting at 5:12 PM.

### **Director Search Committee**

Ms. Hess reported on the progress of the Director Search Committee. There were 28 candidates as of September 1. The Search Committee is recommending that Lisa Downing and Adam Novitt be granted on-site interviews and that the third candidate be chosen after skype interviews are conducted.

Ms. Hess made a motion to approve interviews with Adam Novitt and Lisa Downing, and to authorize the search committee to recommend a third candidate from amongst Michael Spellman, Lynn Piotrowicz, and J. Matthew Delaney for the position of Library Director. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Hess briefly reviewed the notes from the public and staff forums. Desired qualities for the Library Director include flexibility and the ability to adapt to change, passion and enthusiasm, and the ability to build community and relationships.

Next steps include scheduling the 1-day interviews. The candidates will meet with staff in the morning and tour the library, have lunch with the search committee, meet with the Trustees in the afternoon and give a brief public presentation on a general topic about public libraries. The public session will be posted as an open meeting. Once the three candidates have been chosen, a press release will be issued. The interviews will take place during October, and a decision could be reached at the October 19 Trustees' meeting. Ms. Hess thanked the search committee for all their hard work.

Ms. Moss, Mr. Gaffney, and Mr. Petcen left the meeting at 5:30

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

The following undesignated gifts were received since the last Trustees' meeting: \$84 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$25, from Mary Harding, Northampton, in memory of Ann Keppler, to be deposited in the Morin Fund; \$50, from Peter Rowe, Northampton, in memory of Ann Keppler, to be deposited in the Morin Fund; \$300 from Anonymous, to be deposited in the Morin Fund; \$300 from Paul Thaler, Florence, to be deposited in the Morin Fund.

There were no designated gifts, bequests, or receipts from sales/rents this month.

Ms. Wight made a motion to approve the allocation of the undesignated gift as proposed by Ms. Moulding. Ms. Reall seconded the motion, which was passed unanimously.

Ms. Downing returned to the meeting at 5:25 PM.

**LSTA Grant Report**

Ms. Downing reported on the Serving Patrons with Disabilities grant. The grant is officially wrapping up at the end of month. Pre- and post-surveys will be summarized. A new multi-directional microphone was installed in the Coolidge Room.

**Head of Children's Department**

Ms. Moulding reported on the activities of the search for the Head of the Children's and Young Adult Department. Jude McGowan is leaving October 8. Interviews will be conducted beginning next week. Kat Janeczek will be the interim head of the Children's Department until a replacement is hired. The search committee includes Ms. Moulding, Ms. Downing, Paula Elliott, Molly Moss, Faith Kauffman, and Julie Nelson.

**Window & HVAC Project**

Ms. Moulding reported that Jones Whitsett Architects of Greenfield, the architects for the Window & HVAC Project, have begun work. They have been on site and have been studying documents in the Hampshire Room.

**Refugee Families in Northampton**

Ms. Downing reported that the Northampton City Council has approved a resolution calling for the welcoming of 51 refugee families into the city starting in January. She has reached out to the Center for New Americans who is one of the organizing bodies for this project to offer the library's assistance. The first thing that was needed was a website to provide information. Faith Kaufmann created a site for them to add content to as it is developed. Ms. Downing plans to attend one of the Mayor's community meetings later this month to learn more and continue to seek ways in which the library can support this endeavor.

**Orpheus and Eurydice**

Ms. Moulding reported that the painting "Orpheus and Eurydice" was returned from Williamstown Art Conservation in August. Both the painting and the frame were cleaned and refurbished. It looks stunning. The cost was \$6,400, which was charged to the Special Collections Fund. Lewis Shepard of Boston, who does appraisals for Smith College, has been to Forbes to look at the painting. He will get back to the library in about a month with his appraisal. He will charge about \$350. Mr. Carrier asked Ms. Moulding to ask Ms. Kauffman if the painting in the collection attributed to Samuel Morse should also be appraised.

**Letter to Gazette 8/26 about CCPLM**

Ms. Moulding reported that a letter to the editor of the Daily Hampshire Gazette on August 26 was critical of the library's care of the Coolidge collection and expressed concerns that it would be removed from the library. Coolidge Archivist Julie Nelson wrote a letter in response to send to the editor at the Gazette. A copy of the letter was distributed to the Trustees. The Trustees reviewed the letter and agreed that it is a good opportunity to remind people about the collection, and to reassure the public that it is well cared for. Ms. Moulding and Ms. Nelson will sign the letter and send it.

**Mural on Children's Stairway**

Ms. Moulding reported that noted children's book and graphic novel author, Jarrett Krosoczka, who lives in Florence, is painting a mural on the walls of the stairs down to the Children's Department. It will be a cityscape of Northampton with children and other creatures carrying books down the stairs toward the Children's room.

### **Outreach Delivery Service**

Ms. Downing reported that now that the initial transition from Outreach to Outreach Delivery has been successfully completed, there are plans under consideration to expand the program with additional volunteers to serve additional homebound community members. This will be done in a variety of ways including a press release about the new volunteer based program.

The Trustees discussed the timing of the press release and asked Ms. Downing to come back next month with more detailed recommendations for the expansion of the program.

### **Fish Tank**

Ms. Moulding reported that the Friends have agreed to spend \$6,050 to enlarge the fish tank for Paco. The itemized cost will be: Tank and Equipment: \$1,550; Carpentry: \$2,000; Plumbing and Electrical Work: \$2,500. Last month there was a leak in Paco's tank that caused \$400 in damage, but fortunately, Paco was unharmed.

### **Reports on workshops/meetings/activities**

None this month

### **Legal Matter**

At 5:55 PM, Ms. Reall 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. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, 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. Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Reall, Ms. Sheirer, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 6:30 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Reall seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, and Ms. Wight all voting in favor.

### **Auditor**

Mr. Morin said that he will deliver all the 2016 information to the current library auditor, Boiselle, Morton & Associates LLP, before he leaves. He also said it is a good idea to switch auditors every 7-10 years and the Trustees should consider a new auditing firm for next year. Mr. Morin will suggest a few names before he leaves.

At 6:33 PM Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 6:33 PM.