

TRUSTEES OF FORBES LIBRARY
Thursday, December 15, 2016

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Ms. Reall, Ms. Sheirer, Mr. Twarog. **Also Present:** Sarah Johnson, Head of the Children's Department; Mary Fagan, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Julie Nelson, Head of Special Collections; and Susan Enz. **Absent:** Ms. Wight.

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

Public Comments

Ms. Enz thanked the Trustees for all the wonderful things the library does for the community.

Mr. Carrier noted that this is Ms. Moulding's last public meeting as director. He thanked her for her service and said she was leaving the Forbes in much better shape than when she arrived, and on behalf of the Trustees wished her a great, long, and wonderful retirement.

Secretary's Report

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

Ms. Hess moved that the Secretary's Reports of the executive sessions of November 10 and November 17 be accepted with a minor correction, and the Nov. 10 minutes placed on file. Ms. Reall seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of November 30, 2016. The Aid Fund closed at the end of November with a deficit of \$35,600 increasing the cumulative deficit to \$42,300. The monthly deficit is a result of November being a 3-pay period month and the payment to Hastie Fence for \$6,855 for the installation of the fence around the dumpster. The Book fund has a deficit of \$2,800 in November, decreasing the fund to \$10,400. The Lyman Special Collections fund has a surplus of \$6,300 due to the \$8,000 that was transferred from the endowment. \$2,800 was transferred from the endowment to the E.F.T. fund in November to cover the legal fees paid in October. The fund now has a deficit of \$440 due to additional legal fees paid. The Garvey Book & Media fund ended with a balance of \$1,300. \$5,000 was transferred to the endowment. The ending balance in the Halberstadt fund is \$5,900, decreasing due to supplies and miscellaneous expenses. The Doland fund ended with a positive balance of \$9,500 after spending only \$145 in expenses. Interest income earned from the operating accounts at Florence Bank are deposited into the Edward Morin fund.

Mr. Twarog moved that the Treasurer's Report of November 30, 2016 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Children's Department Report

Sarah Johnson, the new head of the Children's Department, attended the meeting to introduce herself to the Trustees. She said she was born and raised in Massachusetts, spending the last 11 years in Brooklyn, NY, and is happy to be returning to her home state. She said she has felt very welcome at Forbes and she is looking forward to working with everyone. The Trustees welcomed her and wished her a long a fruitful stay at Forbes. Ms. Johnson left the meeting at 4:15 PM.

Department Head's Report from Special Collections and the Calvin Coolidge Presidential Library & Museum (CCPLM)

Ms. Nelson brought two new items to show the Trustees, an autographed biography of Grace Coolidge that Mrs. Coolidge had given to her hairdresser and confidante donated by the niece of the hairdresser, and a trowel in beautiful condition that was used by Lieutenant Governor Calvin Coolidge at the ground breaking of the YMCA building in Boston.

Ms. Nelson distributed a report with statistics on the use of both the CCPLM and Special Collections. Patrons and visitors to the Coolidge Museum and Hampshire Room have increased slightly over the last 2 years. The average visitor spends 1 hour looking at exhibits. The Coolidge research visits ranged from 15 minutes to 10 days with most researchers spending a half or full day in the archives. The Hampshire Room research visits average 90 minutes with many out of towners spending half or full days in the archives. The Coolidge Museum is open to the public 21 hours per week and the Hampshire Room is open 12 hours per week. The limited open hours pose challenges to the out-of-town researchers who would like to spend full days in the museum and archives. The Coolidge Room had 2,703 total patrons and the Hampshire Room had 1,637 patrons including in-person, phone, and email interactions. The majority of patrons were tax-paying residents of Northampton who are receiving good value and service. There were 5 classroom visits, 2 home school groups, and 9 adult groups. There were 10 volunteers who gave 570 hours, and work-study students for 10 hour per week.

For 2017, Ms. Nelson and Mr. Petcen are working on replacing the shelving in the Special Collections storage room, similar to what was done last year in the Hampshire Room. The collection has been weeded but space is still an issue since proper archival storage containers take up a lot of space. Collection development policies have been tightened and new donations are accepted only if the subject matter is local. The genealogy collection was paired down and sent to libraries and archives elsewhere. Collecting has been more aggressive in certain areas such as photographs of everyday life in Northampton, and local interviews and oral histories. The biggest issue is space in the Hampshire Room for researchers. The furniture will be rearranged and more table and counter space for researchers will be added. Both space and hours are needs to be discussed and addressed in the next strategic plan. Advocacy and marketing of Special Collections is also an area to work on with the new director and a new strategic plan. To get ideas, Ms. Nelson plans to visit other libraries comparable in size that have expanded and renovated older spaces. Mr. Carrier said the library could ask for Community Preservation Act funds and use the library's own funds for the project to expand the local history area.

The Coolidge collections storage space will be evaluated in 2017. Ms. Nelson and Mr. Petcen will investigate what the floors and walls look like under and behind the cabinets. In winter 2016, staff did a Museum ramble starting at the front door and up to and through the museum identifying accessibility, signage and exhibit issues. Many small changes to labels, handouts and signs were and will continue to be made in 2017. A welcome/introduction station or kiosk is needed to replace the guest book station. Ms. Nelson has talked with other museums, parks and tourist stops and will visit some places this winter. She is working with Jason Mazzotta to create a video tour of the Coolidge Museum for the Library's website in the same style of the previous ones he has done. Ms. Reall asked about Coolidge scholars or experts who might be approached about recording an introduction to the collection. Ms. Nelson said the library has some audio of Coolidge that could be included, and there is an actor who portrays Coolidge who could also be approached.

Department Head's Report from Special Collections and the Calvin Coolidge Presidential Library & Museum (CCPLM) (continued)

Ms. Nelson said outreach is an area in which Special Collections continues to succeed and struggle. The "Cookies with the Curator" program has been successful in introducing patrons to Special Collections in a fun and informal way, bringing in about 20 attendees each time. Ms. Nelson would like to bring this format into the community more often at places such as the Senior Center, Assisted Living facilities, schools, etc. Staffing is the challenge in increasing visits and programs outside of the building. Social media has been used successfully to promote Special Collections and has increased interest in collections, usage and donations of items. Dylan Gaffney attended an oral history workshop sponsored by UMASS and he and Ms. Nelson have talked with staff at the Oral History Center at UAMSS about collaborating on projects. In 2017, Ms. Nelson will be looking at grants and ways to fund projects and equipment, both for staff and to loan to the public. The Trustees thanked Ms. Nelson for her report and she left the meeting at 4:45 PM.

Administrative Report

Ms. Moulding distributed parking stickers for 2017. She reported that the city is replacing all the phones, which are now due to be installed next Monday, and should be operational the following morning.

The library is in the process of instituting an electronic time card system for employees that is tied to the payroll service. Employees will log their time via a website. This will eliminate the paper time cards currently in use and provide employees with more ready access to benefit accrual information. It will also save administrative staff time.

Seven staff members have signed up to participate in the new Flexible Spending Account program. This is an additional benefit that was requested by the Forbes Library Employee Association (FLEA). Jennie Lamour has worked diligently to get the program going and establish sensible parameters.

The Forbes Library Zine club is growing. It is comprised of about 6 to 8 older teens, and has produced two zines so far. Ms. Moulding distributed samples produced by the club.

For the first time, Forbes Library formed a team to participate in the 13th annual Hot Chocolate Run on December 4th in support of Safe Passage, the Hampshire County organization building safety, hope and justice for families who have lived with domestic violence. The team raised \$1,310 from 39 different donors towards the grand total of \$575,000 raised by Safe Passage in the event this year. Team members included Benjamin Kalish, Nicole Sibley, Dylan Gaffney, KeriAnne Gaffney, Katherine Janeczek, Jillian Emmons and Lyn Heady and represented library staff, Friends of Forbes Library, family and library enthusiasts. Team members participated in both the fun run and road race and all are excited to do it again next year and set goals even higher.

Forbes is now offering pre-loaded Kindles with over 100 ebooks on each. Selections include current bestsellers and classics. They are available to borrow from the Arts & Music Desk and are being billed as an opportunity to, "Take a small library on your vacation!"

Four new banners were hung in the front of the library. They were designed by Seth Gregory and are inspired by the library's running "Forbes For All" tagline and feature a modern aesthetic. The initial response has been favorable.

Administrative Report (continued)

On January 19, Elise Bernier-Feeley will begin the 2017 "Cookies with a Curator" series with "The Autograph book: the stories behind the autographs." The annual Library Legislative Day is scheduled for Tuesday, March 7, 2017, at the State House in Boston.

Ms. Moulding thanked the Trustees for the wonderful retirement party on December 1. She said it was lovely and humbling and a surprising amount of fun!

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

Friends of Forbes Meeting

Ms. Hess attended the December 7 meeting of the Friends of Forbes and reported that they elected a new member, Bill Breitbart. Sarah Johnson, the new head of the Children's Department was introduced to the Friends. The Treasurer's Report showed a balance of \$61,743. They had a long conversation about the endowment, how to spend it, what goes into it, how much to keep in the endowment, what gets funded by the checking account, and what is funded by the endowment. The membership committee said they had received \$1,000 after sending out the membership letters. The Special Events Committee has suggestions about the wine tasting and are planning a possible day trip by bus to a museum. A meeting was arranged for the new By-Laws Committee. 600 copies of the Newsletter were printed, and 438 were mailed and it is getting rave reviews. The cost was \$636 including the letter, envelope, newsletter, and folding. They plan to do 2 newsletters a year. The Friends voted to approve funding of \$1,550 for the museum passes for next year, \$3,000 for staff development, \$3,000 for adult programming, and \$2,000 towards outreach. There was a brief discussion of future wishes and the strategic plan. A Friends of Forbes member will be on the committee and the Friends will provide funding.

Mr. Carrier asked how library patrons are made aware of the museum passes. Ms. Downing said there are notices posted in the lobby, on the kiosk, and at the circulation desk, and that the museum passes are in fairly high demand.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, January 19, 2017 at 4:00 PM in the Coolidge Museum.

The next meeting of the Friends of Forbes Library will be held Wednesday, January 4 at 6:30 PM. Mr. Twarog will attend the meeting on behalf of the Trustees.

The Coolidge Advisory Committee meeting of December 5 was rescheduled to December 19 at 4:00 PM. Mr. Carrier will attend on behalf of the Trustees.

Communications

There were no communications this month.

Financial Report

There was no financial report this month. Ms. Moulding said that there is estimated to be savings of about \$5,000 in the budget due to staff turnover this year. This could possibly fund opening the library for partial days on Saturdays during the summer of 2017.

New Treasurer Search

The search committee for a treasurer received 13 applicants and interviewed two candidates. The committee recommends that the Trustees hire Cheri Buckhout who is currently working as interim treasurer. Ms. Buckhout has proved to be very capable of performing the duties required and showing herself to be a great asset with QuickBooks software. She has already begun streamlining the reports processes to make them more accurate and efficient. The committee recommends that Ms. Buckhout be paid at a rate of \$22 an hour for the first year and that a salary be determined at the end of that year when it is better known how many hours will be required for the position. Ms. Buckhout is spending more time now setting up and streamlining processes that will ultimately save time in the future.

Mr. Twarog made a motion to hire Cheri Buckhout as Forbes Library Treasurer at a rate of \$22 per hour. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Carrier encouraged Ms. Buckhout to continue to work on areas that need improvement in streamlining and modernizing processes.

Assistant Director Search

Ms. Downing said that the position was advertising just before Thanksgiving and that many applications have been received. The applications will be reviewed and interviews will be conducted in January. The position has grown significantly over the years and Ms. Downing has greatly revised the job description including both administrative and patron services duties, and expanding to include borrower services and analytical oversight of collections. It is a very busy job description requiring the right person and temperament. They are looking for someone who likes to be busy, and who can keep track of the details as well as the big picture. The position includes both programming and community engagement both inside and outside of the library. The salary for the position has increased commensurate with the new duties and responsibilities.

In response to questions and concerns raised by Ms. Reall, the Trustees and Ms. Downing agreed by consensus that because of the number of diverse duties in the job description, the contract for the position will be written with a one year probationary period.

Ms. Reall made a motion to approve the new job description for the Assistant Director and to approve the starting salary of \$66,000. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Enz left the meeting at 5:15 PM.

Administrative Transition

With Ms. Downing taking on the director's position and hiring and training a new assistant director, the transition to a new administration will be difficult. Therefore, the Trustees discussed hiring Ms. Moulding part time at a rate of \$50 an hour, as needed during the transition phase.

Ms. Hess made a motion to hire Ms. Moulding at a rate of \$50 per hour as needed during the administrative transition phase. Mr. Twarog seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following undesignated gifts were received since the last Trustees' meeting. The Trustees are asked to approve that they be deposited as

Gifts, Bequests, Sales, etc. (continued)

requested: \$1,000 from Jeffrey Neil, Gray, TN in memory of Leonard & Edna Neil, to be deposited in the Book & Media Fund; \$42 from Colleen Currie, Northampton, to be deposited in the Morin Fund; \$72.95 from William Heaney, Oshkosh, WI, to be deposited in the Morin Fund; \$50 from Marguerite Gleason, Northampton, in memory of Geraldine Perez, to be deposited in the Morin Fund to be deposited in the Morin Fund; \$100 from John & Connie Degnan, Florence, to be deposited in the Morin Fund; \$150 from Donald Reutener, Florence, to be deposited in the Morin Fund; \$100 from James Laurila, Florence, to be deposited in the Morin Fund; \$50 from Nicole Sibley, Amherst, to be deposited in the Morin Fund.

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

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

Meeting with Stan Rosenberg

Ms. Moulding reported that on Friday, December 2, MBLC Commissioner Jan Resnick met with Senator Stan Rosenberg in his Northampton office. Ms. Resnick invited Ms. Moulding and Ms. Downing from Forbes, Sharon Sharry from Amherst, Joe Rodio from South Hadley, Mary Ann Antonelli from Shutesbury, and Deb Kern of Northfield to attend and offer support for the MBLC's position. During the hour and a half meeting, Ms. Resnick asked Senator Rosenberg to fight for library resources and the library directors talked about why libraries are so important to our communities. Senator Rosenberg was as always very sympathetic.

Meeting with Jones Whitsett Architects

Mr. Carrier, Ms. Moulding, Ms. Downing, and Mr. Petcen met with Central Services Head, David Pomerantz, City Energy Manager, Chris Mason, and Margo Jones, Dom Puniello, and Douglas Kelleher, architects and engineers from Jones Whitsett Architects on Thursday, December 8. The architects came with a recommended plan for installing an HVAC system dedicated to the Coolidge Museum and archivist's office and the two rooms of the Hampshire Local History Room. It would cost about \$167,000 and take a couple of months to install. The window restoration project is more complex. It was decided at the meeting that the glass in all the windows should be double-glazed and have UV filtering. In addition, the frames around the windows will be filled with insulation and sealed. Some of the exterior sills will be replaced as needed. More research will be done about whether to restore or replace the window sashes. The architects expect to have more detailed options by mid-January. Mr. Carrier noted that work to the exterior of the building needs to be approved by the Historic Commission.

Outreach Delivery Service

An anonymous donor contributed \$3,000 towards the volunteer coordinator's stipend and an additional \$2,000 has been approved by the Friends of Forbes. This will allow the library to increase the coordinator's hours from 3 to 5 per week. The goal for 2017 is to double the number of patrons served through the program. It is currently serving 43 patrons, and Ms. Downing hopes to reach 100 patrons. She is planning to garner more support from the city and to bring the coordinator's position back into the budget in FY19.

Reports on workshops/meetings/activities

None this month.

Legal Matter

At 5:30 PM, Mr. Twarog 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 Mr. Twarog all voting in favor. The Trustees invited Ms. Buckhout, Ms. Downing, Ms. Moulding, and Ms. Sheirer to remain as guests at the executive session. Ms. Fagan and Mr. Petcen left the meeting at 5:30 PM. Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moulding, Ms. Reall, Ms. Sheirer, and Mr. Twarog were present during the executive session. No votes were taken during the executive session.

At 5:50 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, and Mr. Twarog all voting in favor.

At 5:50 PM, Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 5:50 PM.