

TRUSTEES OF FORBES LIBRARY
Wednesday, February 22, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Ralph Holley, representative of the Forbes Library Employee Association (FLEA); Jason Petcen; and SusanENZ. **Absent:** Ms. Reall.

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

Public Comments

Ms. ENZ thanked the Trustees for sponsoring the 5CLIR Legislators' Forum on February 10.

Secretary's Report

Ms. Hess moved that the Secretary's Reports of January 19 and the Special Meeting of February 7 be accepted and placed on file with a few minor corrections; and that the Executive Session minutes of December 15, January 19, and February 7 be approved but not placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Trustees Address List

The 2017 Trustees Address List was reviewed by the Trustees. Ms. Sheirer will make a minor correction and distribute the list to the Trustees.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of January 31, 2017. The Auxiliary Services Fund ended the month with a surplus of \$129, decreasing the cumulative deficit to \$478. The Aid Fund closed the month with a deficit of \$8,134 increasing the cumulative deficit to \$43,748. The monthly deficit is due to slightly higher payroll expenses and worker's compensation payments. The cumulative deficit is largely due to the two months that there were three payrolls, instead of the usual two payrolls in a month. Analysis of the payroll budget has resulted in the determination that the budget was underfunded for FY17 by an estimated \$56,100. This is due to having three months of three pay periods and the need to accrue payroll expenses for June 2017 wages that will be paid for in July 2017. The Trustees will discuss the deficit later in the meeting under action items. The Book Fund has a surplus of \$3,605 for the month, increasing the fund to \$15,808. This is due to \$3,750 in gifts. The E.F.T Fund is at a deficit of \$479 due to computer expenses, and a cumulative deficit of \$3,025. The endowment transfer request to cover legal fees occurred in February, which decreased the fund to a deficit to \$479. The Garvey Book & Media Fund has a \$2,589 surplus for the month, increasing the cumulative surplus balance to \$4,266. The Halberstadt Fund has an ending balance of \$3,137. It dropped due to computer and office expenses of \$500. The Lyman Special Collection Fund has a deficit of \$1,165 due to the net of \$2,250 in donations and \$3,358 in library supply expenses and other miscellaneous expenses. The cumulative balance in the fund is still positive, at \$3,712. The Macomber Fund has a deficit of \$1,100 for the month due to \$1,000 in labor and repairs. It ended the month with a cumulative surplus of \$18,728. The Outreach Fund ended the month with a surplus of \$3,000 due to a gift, so the cumulative surplus balance is \$3,282. The interest income earned from the operating accounts at Florence Bank are deposited into the Edward Morin Fund as it has the largest surplus balance of all the funds, and remains at a consistent level.

Treasurer's Report (continued)

In response to a question from Mr. Carrier, Ms. Buckhout said she would call Mr. Morin and ask why in the past some categories in the budget reflected current figures and some were marked with an asterisk as being a month behind. Mr. Carrier reminded Ms. Buckhout that she should transfer funds from the operating account to the endowment when the balance in the Garvey Book & Media Fund exceeds \$5,000. Ms. Buckhout said the Labor & Repairs actual expense year-to-date should be amended to \$3,752.69.

Ms. Wight moved that the Treasurer's Report of January 31, 2017 be accepted and placed on file as amended. Ms. Hess seconded the motion, which was passed unanimously.

Departments Head Report: Facilities Management

Mr. Petcen reported on Facilities Management and discussed plans for upcoming projects including upgrading lighting to more efficient LED bulbs, tree removal, and the planting of three new trees. The lawn tractor is 15 years old and will need to be replaced within the next few years at a cost of approximately \$15,000, and will be added to the capital improvements request. He is in the process of updating the emergency lights in the basement, and working with David Pomerantz to upgrade the fire alarm system. An added benefit of the new system is the ability to add a burglar alarm for an additional \$500 that will transmit directly to central dispatch. In addition to the window replacement project, which will be reported on later in the meeting, there are smaller projects including electronic signage, a water bottle filling station, and a new or additional plaque for the Trustees' Award. Seven new fans that go in both directions may be added to the Library's Labor & Repairs schedule at a cost of \$750 per fan. Mr. Petcen is working with the city on upgrading the library's internet bandwidth and reducing costs. Renovating the Children's Room entrance is a large project, but there are smaller projects as well including a new bulletin board in the Children's Room office, adding a shelf for PAC, and adding more supports to old bookcases. The electrical work on the new fish tank for Paco is done, and the new tank will be ordered after completing demo in the next couple of weeks. Renovations to the craft room are planned including removing display cases, a new fun rug, adding a piece of furniture for kids' computers, new computers, and new bookcases. The Circulation desk project is on hold for now, but there are plans to look into modifying the current desk to make it more functional. In the Coolidge Room and Special Collections, Mr. Petcen is removing old bookcases and adding new metal ones, which should be completed by the end of March. He is working with the city on the new HVAC system for both spaces. Other projects include a new automatic screen in the Coolidge Room, an additional glass-fronted display case in the Reference Room, and beginning planning for expansion in Special Collections.

In response to a question from Mr. Carrier, Mr. Petcen said that it would be helpful to have a building sub-committee including Mr. Carrier and Mr. Twarog to help address the building projects. Mr. Petcen will set up a meeting with the group, also including Ms. Downing and Ms. Moss.

Administrative Report

Ms. Downing reported that Ms. Moss started as Assistant Director/Patron Services Librarian on February 13. She brings a wealth of experience and many skills and talents to the position. It is wonderful to have her join the team and to be fully staffed in the administrative office again.

Administrative Report (continued)

The tractor that is used to remove snow from the library's sidewalks broke this month. Mr. Petcen was able to repair it although he believes it is nearing the end of its useful age. While it was down, heavy snow from Route 66 needed to be removed from the front sidewalk. Ms. Downing contacted Central Services and David Pomerantz arranged for a crew from the Parks and Cemeteries Department to remove the snow.

Ms. Moss has arranged for a New Director Tea to take place on Thursday, February 23 at 2:00 PM in the Reading Room. It will be an informal opportunity for people to meet Ms. Downing. The Friends of Forbes are assisting with refreshments and decorations.

The patio outside the library's front doors hosted an ice dragon sculpture by David Barclay of Northampton. It was part of the Northampton Ice Art Festival that took place earlier this month.

The Friends of Forbes are presenting a 1-day bus trip on Saturday, May 13, 2017, to Hyde Park, NY, with guided tours of Franklin D. Roosevelt's home and library and the Vanderbilt mansion, plus lunch. Both homes are National Historic Sites. Tickets are available now.

Jarrett Krosocka and Mikki Michon were both very excited and pleased to have been selected for the 2017 Gertrude P. Smith Trustees Award. The award ceremony has been set for Saturday, May 27 at 2:00 PM in the Coolidge Museum. Mr. Krosocka suggested a program including an illustrated slideshow of his artwork and photos showing the installation of the mural he painted on the stairway down to the Children's Room.

Ms. Moss reported that Forbes Library has been selected as one of the recipients for the Massachusetts Library System's WOMM (Word of Mouth Marketing) program. This is an 18-month program working with Peg Barber, who created the READ poster program for the American Library Association. The focus will be to "improve the image and increase awareness of our Children's Department's services, resources and programs." The team includes Ms. Downing, Ms. Moss, Faith Kaufmann, and Sarah Johnson and will begin with a kickoff meeting in April.

Sarah Johnson, Head of Children's and Young Adult Services, is expecting twins in early June. Her assistant, Katherine Janeczek, will act as interim department head during Ms. Johnson's maternity leave.

Ms. Downing thanked the Friends for all the treats they supplied to staff on Valentine's Day, which were very much appreciated by staff.

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

Friends of Forbes Meeting

Ms. Downing attended the February 1 meeting of the Friends of Forbes and reported that they discussed plans for the bus trip to Hyde Park on May 13. They are reviewing their By-Laws and will vote on approval at their annual meeting on April 5. The business meeting will begin at 6:30 PM, and the annual meeting with a musical program will begin at 7:00 PM. The Friends approved \$5,000 for the Book & Media Fund, and \$3,000 for Children's Programming. The Friends are looking for a new Treasurer to replace Tim Umbach when his term expires.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, March 15, 2017 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, March 1 at 6:30 PM. Ms. Hess will attend the regular meeting on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be meeting in 2017 at 4:00 PM on Mondays, March 6, June 5, September 11 and December 4. Mr. Carrier will attend the March 6 meeting on behalf of the Trustees.

Communications

A thank you note dated February 3, 2017 was received from an outreach patron expressing her gratitude and appreciation for the outreach program and the volunteer who assists her, and how much of a difference it has made in her life.

Ms. Downing received communication from Jones Whitsett Architects with updated figures for the window replacement project, which will be discussed later in the meeting.

Strategic Planning Committee

Ms. Downing asked the Trustees to select a representative to work with her to form a strategic planning committee that will develop a new 5-year plan. The current plan is expiring and the new one will be due to the Massachusetts Board of Library Commissioners (MBLC) on October 1. With so much change, the plan will help to focus and set the direction for the library.

Ms. Hess made a motion to appoint Ms. Wight as the Trustee representative to work with Ms. Downing to form a strategic planning committee. Mr. Twarog seconded the motion, which was passed unanimously

Friends Donor Database

Ms. Downing and Mr. Carrier met with Nicole Sibley and the Friends of Forbes subcommittee on membership to talk about donor databases. The Friends have an excel spreadsheet and print logs, and do not have much online contact information for donors. The library is currently using accounting software to manage their donor database, but the reporting is limited. Both databases have aging data and are in need of maintenance. Ms. Sibley recommends using cloud-based software in a shared database that would streamline processes and allow for better constituent management, reporting, and tracking of donors. This would permit more targeted campaigns. The cost for the software is \$430 per year, which would be shared by the two groups. In response to a question from Mr. Twarog, Ms. Downing said that Forbes currently has about 1,000 names in their database and the Friends have about 430. Ms. Wight asked if there were any privacy concerns, and Ms. Downing said she did not think so, but would ask Ms. Sibley. In response to a question from Ms. Buckhout, Ms. Downing said she would also ask Ms. Sibley about importing data from the donor database into QuickBooks.

Mr. Twarog made a motion to endorse Ms. Downing's recommendation to pursue shared donor database software with the Friends of Forbes. Ms. Wight seconded the motion, which was passed unanimously.

NEF Spelling Bee

Ms. Downing reported that the annual Northampton Education Foundation's Spelling Bee will be held on Wednesday, March 29. Forbes is entering a team that will be sponsored by Rebecca Brooks Jewelry.

Valley Gives Day

Ms. Downing reported that Valley Gives Day will take place on May 2 this year. Ms. Downing asked the Trustees to authorize participation in this online day of giving and designate the funds to be divided between the Children's and Adult Programming Funds. The Friends of Forbes have agreed to leverage their annual contribution to programming as a matching grant of up to \$6,000. The goal is to receive many smaller contributions from a large number of people, rather than large donations. This year will target millennials to help establish lifelong philanthropy.

Ms. Hess made a motion to authorize participation in Valley Gives Day on May 2 and to designate that funds raised be divided between the Children's and Adult Programming Funds. Mr. Twarog seconded the motion, which was passed unanimously.

Building Fund

Ms. Downing asked the Trustees to discuss the creation of a fund for building projects that are outside of the scope of the maintenance and repair budget. Large items go to the city as capital improvement requests, but there are smaller projects that fall outside that scope including many of the items Mr. Petcen discussed earlier in the Facilities Management Department report. Mr. Carrier said that Ms. Moulding had budgeted \$10,000 a year for Labor & Repairs, but that perhaps more could be withdrawn in the future from the Book Fund each year. Ms. Buckhout will invite the representatives from Bartholomew Inc. to the April Trustees' meeting, and the Trustees can ask about this. Mr. Carrier also suggested allocating gifts to the new Building Fund instead of the Book Fund. The Garvey Book & Media Fund, funded through monies collected from the parking meters, is now at \$220,000 and will continue to grow reducing the need for other donations to the Book Fund.

FY16 Payroll Carryover

Ms. Downing reported that the last pay period of FY16 was carried over to FY17, which has three 3-pay period months instead of the usual two. Additionally, the last week of this fiscal year's payroll was not included in the employee wages budget for FY17 leaving a structural deficit of \$56,100. This is a one-time correction to be made, and in the future Ms. Buckhout will assign payroll expenses to the fiscal year in which they occur rather than carrying them forward when payroll periods split fiscal years. Mr. Carrier recommended transferring the funds from the Cutter Fund in the endowment to cover the deficit. The Trustees asked clarifying questions and discussed the reasons for the deficit.

Mr. Twarog made a motion to transfer \$56,100 from the Cutter Fund in the endowment to cover the anticipated \$56,100 deficit in the employee wages budget for FY17. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Buckhout will ask Bartholomew Inc. to make the transfer.

Gifts, Bequests, Sales, etc.

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

States Library Trustees Email Discussion List

Ms. Wight inquired if there were possible violations of the open meeting laws if all of the Trustees participated in the online discussion board. The Trustees decided that only one Trustee should join the list, and Ms. Wight volunteered to do so.

Elevator Contract

Ms. Downing reported that the service contract for the interior elevator is expiring on June 1, 2017. She has notified the service company that Forbes will not be renewing, and she has notified the City that Forbes will roll into the city's contract in FY18.

Ms. Enz left the meeting at 5:05 PM.

States of Incarceration Exhibit

Ms. Downing reported that the library will be hosting part of the nation's first, multi-media, traveling exhibition about the history and future of mass incarceration in the United States. It will be on view from March 13-March 31 on the first floor and mezzanine. It is a tie-in to this year's community reading collaboration called Hamptons + Holyoke Read of *Orange is the New Black* by Piper Kerman. The other half of the exhibit will be at Historic Northampton.

Community Outreach

Ms. Downing reported that the library continues to emphasize community outreach as a way to reach new constituents and strengthen existing relationships. It is a way for the library to demonstrate that it is important to the community and that the community is important to the library. Ms. Downing plans to report monthly on outreach efforts to keep the board informed. This month the Children's Room staff visited several local schools. Forbes staff made connections with Smith College and toured the Pompeii exhibit at the Smith College Art Museum. Staff also attended the farmer's market and a meeting at Historic Northampton. Ms. Downing plans to ask the Friends to support community outreach efforts to help pay for registration fees and staffing costs. She believes community outreach is essential to strengthen ties and keep Forbes relevant to the community.

Head of Reference Department

Ms. Downing reported that with Ms. Moss's promotion to Assistant Director it leaves the Head of Reference position vacant. Ms. Downing will be meeting with Ms. Moss and the two remaining Information Services Coordinators, Julie Nelson and Faith Kaufmann, later this month to update the job description and form a search committee. The position will be posted in March and should be filled by April.

Reports on workshops/meetings/activities

1. Wayfinding Public Forum (Lisa Downing) Ms. Downing attended a public forum facilitated by City Planner, Wayne Feiden to present and solicit input on new designs for parking, directional and informational signs in downtown, Florence and Leeds. The designs are intended to be more unified and helpful than what is currently there. Ms. Downing requested that a directional sign for the Coolidge Presidential Library and Museum be included in their plans. At this point, the funding is for design work and the fabrication of parking signs. It is hoped that the other signs will be funded in the next phase.
2. Library Love Letters Campaign (Molly Moss) The MBLC has a Library Love Letter campaign online and with printed valentines for patrons to show their library some LOVE! We have had printed valentines throughout the

Reports on workshops/meetings/activities (continued)

library and made our "Library Love Letters" form on the website more visible for the first half of February

(<http://forbeslibrary.org/forms/library-love-letters/>) The MBLC will deliver these to our state legislators which will show them how much our library is valued in our community! We received 30 online, 16 paper valentines and 4 coloring sheets ("I love Forbes library" because they have trucks), as of Feb 16. The #1 compliment is the staff, and then the building/space. More coloring pages and paper valentines have come in since Ms. Moss submitted the report to the MBLC.

3. Ms. Hess attended a Learning in Retirement meeting, and in her role as library legislator liaison, she spoke to Representatives Peter Kocot and John Scibak about the importance of libraries, which in this age of fake news help people find real and accurate information.

Window Replacement Project

Ms. Downing distributed copies of the revised estimates provided by Jones Whitsett Architects. Mr. Petcen said the biggest change from the previous estimate was in the last column for the sash retrofitting. This would be the most historically correct and also the least expensive option. The existing sashes would be removed, refurbished, and reinstalled with new glass. Mr. Carrier said to set up a meeting with David Pomerantz and Chris Mason from the city to present the estimates and the library's recommendations.

Personnel & Legal Matter

At 5:20 PM, Mr. Twarog moved that the Trustees go into executive session to discuss strategy in preparation for personnel negotiations because discussion in open session would compromise the library's negotiating position; and a legal matter because discussion in open session would be detrimental to the Trustees' litigating position. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor. The Trustees invited Ms. Buckhout, Ms. Downing, Ms. Moss, and Ms. Sheirer to remain as guests at the executive session. Ms. McCormick, Mr. Holley, and Mr. Petcen left the meeting at 5:20 PM. Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:43 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Mr. Twarog seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Moss rejoined the meeting at 5:44 PM.

Ms. Hess made a motion to approve the contract for Assistant Director/Patron Services Librarian as revised and amended. Ms. Wight seconded the motion, which was passed unanimously. The Trustees and Ms. Moss signed the contract.

At 5:46 PM, Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 5:46 PM.