

TRUSTEES OF FORBES LIBRARY
Wednesday, April 12, 2017

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Mr. Joshua Paul and Mr. Brian Jamros representatives of Bartholomew Inc.; Martha McCormick, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Paula Elliott, Technical Services Librarian; and Susan Enz. **Absent:** Ms. Buckhout.

The meeting was called to order at 4:05 PM in the Calvin Coolidge Presidential Library and Museum.

Bartholomew Inc.

Mr. Jamros introduced himself as a new member of the team that services the Forbes account, and thanked the Trustees for the invitation to attend the meeting. Mr. Paul presented the Portfolio Review as of March 31, 2017. The value of the portfolio is approximately \$4.8 million. Mr. Paul said the market has been strong lately, but that inevitably there will be a down market. The net gain on the portfolio since they took over the account in January 2009 is \$2.4 million, about 7.7%. Mr. Paul said that all of the positions held in the portfolio are publicly traded mutual funds, which are all liquid assets. The strategy is to take advantage as much as possible when the market goes up, but to mitigate the losses when the market goes down.

In response to a question from Mr. Carrier, Mr. Paul said he would remove the Bisallion Fund at the end of the fiscal year to leave an audit trail. Mr. Carrier asked Mr. Paul to group all the book funds together on the endowment spreadsheet report. The Trustees asked if it would be possible to prudently withdraw more each year from the book funds in the endowment without jeopardizing the growth of the portfolio. Mr. Paul said that the overall withdraw rate of the portfolio is currently 2%, and that it would be okay to increase that to 2.25 or 2.5% without needing to change the allocation strategy and increase risk to keep pace with inflation and achieve growth. However, if you increase withdrawals from just the four book funds and not the whole portfolio, the withdrawal rate on those funds will go over 3%, which will cause them to not grow as quickly and suffer in a down market. In response to a question from Mr. Carrier, Mr. Paul said that it would be prudently possible to withdraw 3% yearly from the Garvey Book & Media Fund without affecting the overall withdrawal rate on the portfolio and necessitating a change in investment policy. Mr. Carrier asked Mr. Paul to begin withdrawing \$6,500 per year from the Garvey Book & Media Fund. Mr. Paul said the withdrawals will be monthly beginning in July. The Trustees thanked Mr. Paul for his report.

Mr. Paul and Mr. Jamros left the meeting at 3:20 PM.

Departments Head Report: Technical Services

Ms. Paula Elliott presented the report for the Technical Services department. In the past year, the Technical Services Department has completed several projects. Working with the Arts & Music Department, the nonfiction books on CD were reclassified to the Cutter Classification System to make it easier for patrons to browse by subject. The remaining graphic novel materials shelved in the Art Collection were moved to the location of the Graphic Novels. Working with the Children's Department, books with CD's were relabeled and reprocessed. Since March of 2016, Kathryn Mizula and Ms. Elliott have withdrawn 11,410 items from the collection and database. The

Departments Head Report: Technical Services (continued)

total item count from last year's ARIS report was 177,458 items and there are now currently 179,888 items in the database. Brian Marchese added 16 new periodicals to the collection including American Conservative, How It Works, Milk Street, and Reader's Digest Large print. Subscriptions to two magazines that were not circulating well were cancelled and there were 12 magazines that ceased publication. Sarah Walz and the volunteers in book repair returned 239 books to the collection. The volunteers in book repair are also helping with weeded books by donating them to local charities. Ms. Elliott has joined the Evergreen Review Taskforce, which is looking at Evergreen to make sure it meets the needs of the C/W Mars Membership. They have put together a survey that was sent out to the membership in early March and will have the results ready to present to the C/W Mars Executive Committee's meeting in June. Ms. Elliott is continuing to do original cataloging with the Hampshire Room Collection with the help of volunteer Portia Henle. In the past year, Ms. Elliott has done original cataloging for 297 books. She is currently working in the H's adding books about local businesses. This year she has added materials about Pro-Brush, the Florence Casket Company, and the local silk and hosiery manufacturers. She estimates that there are approximately 500 to 600 more items that need original cataloging, and she would like to have this project finished by the end of next year. An ongoing issue is not having enough staff to handle the workload. Ryan Duffy's position as the Processing and Acquisition Assistant does not have enough hours to handle the demands of the job. Ms. Elliott and Ms. Mizula are doing more processing of materials than ever before. If there were more hours for Mr. Duffy, materials would get out to patrons in a timelier manner, and it would free up time to work more on special projects such as original cataloging of materials in the Hampshire Room.

Mr. Carrier asked Ms. Elliott about the needs of the department, and Ms. Elliott said the biggest need is for more staff time. Mr. Duffy's position is now 15 hours per week. It used to be 25 hours per week before hours were cut during hard times. Mr. Carrier said that the Trustees will try to look for ways to increase hours. Ms. Hess thanked Ms. Elliott for her report and the work she does, saying this type of work goes unnoticed when it is performed well.

Ms. Elliott left the meeting at 3:35 PM.

Public Comments

Ms. Enz thanked the Trustees for being here.

Secretary's Report

Ms. Hess moved that the Secretary's Report of March 15 and the Secretary's Report of the executive session of March 15 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

The Treasurer's Report of March 31, 2017 was distributed. The General Aid Fund closed March with a positive net activity of \$12,013, of which \$4,673 was transferred from other funds for payroll expenses. This positive balance decreased the cumulative deficit to \$712. The Book & Media Fund closed with a positive net activity of \$9,005, due to \$1,800 in donations, a \$1,000 transfer from the Doland Fund, and a drop in book purchases. The fund surplus balance increased to \$21,334. The Auxiliary Services Fund ended with a positive net activity of \$153, reducing the cumulative deficit to \$393. The

Treasurer's Report (continued)

Community Engagement Fund has a surplus balance of \$2,000 due to a \$2,000 gift from the Friends. The Doland fund decreased by \$2,000 due to two \$1,000 transfers, one to the Book & Media Fund, and the other to the Staff Development Fund. The fund ends with a surplus balance of \$5,210. The E.F.T. fund's net activity was a negative \$841, of which \$800 was for legal fees. The fund has a cumulative deficit of \$9,667, of which \$4,195 will be transferred from the endowment in April to cover the cumulative unfunded legal fees. The Garvey Book & Media Fund ended with a negative net activity of \$1,550 after transferring \$5,000 to the endowment. The fund has a surplus balance of \$4,056. The Lyman Special Collections Fund had \$902 in allocated payroll expenses and \$160 in conference fees, reducing the fund's surplus balance to \$2,650. The Macomber Fund had \$2,043 in payroll expenses allocated to it, reducing the cumulative surplus balance to \$6,271. The interest income earned from the operating accounts at Florence Bank are deposited into the Morin Fund as it has the largest surplus balance of all the library's funds, and remains at a consistent level. The Outreach Fund had a negative net activity for the month of \$1,328, of which \$1,154 was allocated payroll expenses. The fund has a cumulative surplus balance of \$1,954. The Programming Fund for adults had a positive net activity for the month of \$2,749, largely due to a \$3,000 donation from the Friends, and ends with a cumulative surplus of \$3,932. The Staff Development Fund had a positive net activity for the month of \$3,188. This is due to a \$1,000 transfer from the Doland Fund, a \$3,000 gift from the Friends, and \$766 in expenses for an employee party. The fund has a cumulative surplus balance of \$3,720.

Mr. Carrier asked the Trustees to look at a sample report prepared by Ms. Buckhout with a proposed change to the format of the Treasurer's Report. The Trustees will discuss this change at their next meeting when Ms. Buckhout is present.

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

Administrative Report

Ms. Downing reported that there was a staff meeting this month featuring a presentation about working in teams presented by the Employee Assistance Program. Before the program, Mr. Carrier and Ms. Hess spoke to the staff about the board's support of initiatives that are responsive to the concerns and interests of our community. The emphasis is on supporting an informed and engaged citizenry as well as creating library space that is safe and inclusive. The Administrative Team met to discuss possible responses and came up with an initial list that includes a social media campaign featuring inspiring quotes from historical figures; a staff training about the American Library Association's Library Bill of Rights; and a series of thematic programs and book displays.

On March 29, staff started noticing sewage backing up into the bathroom in the Children's and Young Adult Department. The blockage ended up being quite large and involved a pumping truck cleaning out the main pipe to the street.

Forbes Library received a mention in the *Wall Street Journal* this month for the circulating instrument collection that featured libraries who are offering non-traditional items to their patrons. Forbes is in the process of adding several new instruments to the circulating collection, including a mandolin, Theremin and concertina, and are considering adding garden tools.

Administrative Report (continued)

March was the beginning of the community read: *Hamptons + Holyoke Read*. The communities of Easthampton, Holyoke, Northampton, Southampton, and Westhampton are reading *Orange is the New Black*. There are several programs hosted at Forbes, with programming continuing through the beginning of May, including States of Incarceration Exhibit 3/13-4/1 in the Reading Room and the Mezzanine. This had a steady stream of people coming through to view it, and the collaboration with the Public History department at UMass was hopefully the first of many. March 22 Forbes hosted "Coffee with a Cop" (a monthly outreach event) with several members of the Northampton Police Department. There was a small group of patrons that stopped by to talk to them and an interesting discussion about library concerns. We hope to host them again in the future. Chief Kasper will be here on April 26 for another program. The Mike Ryan program on March 25, *The History of Incarceration in Northampton, 1654-present*, was very popular, with close to 100 people in attendance, co-hosted with Historic Northampton.

Since this month's meeting is so early in the month, the warrant will be prepared the week of April 17 and three trustees will be asked to come in and sign it when it is complete.

Ms. Hess moved that the Administrative Report be accepted and placed on file. Ms. Wight seconded the motion, which passed unanimously.

Friends of Forbes Meeting

Mr. Carrier attended the April 5 meeting of the Friends of Forbes and reported that Tim Umbach will stay on as Treasurer until they find a new one. They approved paying for the Little Green Light, which is the software that allows for the joint donor database. The donor lists will need to be cleaned up before being entered into the system. The Hyde Park trip was cancelled due to lack of participation. They approved Ms. Downing's request for \$1,000 to help pay for the strategic planning process. The Garden Tour will be June 10 and will include seven gardens. The Wine Tasting is scheduled for September 22, 2017.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, May 18, 2017 at 4:00 PM in the Watson Room. The July 27 meeting of the Trustees was changed to Tuesday, July 25, 2017 at 4:00 PM.

The next meeting of the Friends of Forbes Library will be held Wednesday, May 3 at 6:30 PM. Ms. Reall will attend the 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, June 5, September 11 and December 4. Ms. Reall will attend the June 5 meeting, Ms. Wight will attend the September 11 meeting, and Ms. Hess will attend the December 4 meeting.

Communications

Ms. Downing received an invitation for an American Library Association Advocacy Bootcamp on May 21 in Hyannis from 12-4 PM. The registration cost is \$50. Ms. Downing, Ms. Wight and Ms. Hess will attend.

Ms. Downing received a letter dated February 24, 2017 from the Northampton Survival Center thanking Forbes for their gift of 815 pounds of food and personal care items collected from the Food for Fines Drive.

Communications (continued)

Mr. Carrier received a letter from the Forbes Library Employee Association (FLEA) requesting to enter into contract negotiations. Mr. Carrier and Ms. Reall will enter into contract negotiations beginning in mid-May.

FY18 Budget Meeting

Ms. Downing reported that she, Mr. Carrier, Ms. Hess, and Ms. Moss met with Mayor David Narkewicz and Finance Manager Susan Wright on April 11 to discuss the library's FY18 budget request. Ms. Downing distributed copies of the budget request to the Trustees. Forbes is requesting \$1,273,185, a 3% increase of \$37,083 from FY17, of which \$36,784 will go to personnel costs. It is a very tight level-services funded budget. The budget includes a 3.1% increase in personnel costs including a few extra hours for children services and a wage increase for intermittent part-time workers to \$11.50 per hour, which is still below the living wage of \$13.36. A 3% increase is on par with what city departments are receiving. Health insurance costs are increasing a modest 2.4% this year. Mr. Carrier described the meeting as cordial and productive.

Ms. Enz left the meeting at 4:15 PM.

SOAR Exercise

Ms. Downing asked the Trustees to participate in an activity to identify the library's strengths, opportunities, aspirations and results. She distributed an information-gathering tool and asked the Trustees to spend a few minutes to write down their responses. Ms. Moss recorded the responses.

Facilities Projects

Mr. Carrier reported that the Trustees' facilities committee, including Mr. Carrier, Mr. Twarog, Mr. Petcen, and Ms. Downing, met twice to prioritize and strategize projects related to the building and property. Their recommendations for FY17 and FY18 were distributed to the Trustees. The Trustees discussed the recommendations and had concerns that the digital signage would not be historically appropriate in the building's entryway. It was suggested that the digital signage be moved to the children's department. Ms. Downing said that the current digital kiosk in front of the circulation desk could be enhanced and used for announcements. Ms. Reall said that incorporating better digital signage could become part of the renovation of the circulation desk and she suggested adding outdoor digital signage. Mr. Carrier said this was something he had long been interested in doing to help draw people into the building. Mr. Carrier said it was important to strike a balance between modernity and historical accuracy, and this was particularly true of the CCPLM.

Ms. Reall made a motion to approve the recommendations of the facilities committee as amended. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gift was received since the last Trustees' meeting: \$100 from Norma Kellogg, Rockport, MA to be deposited in the H. Clifton Kellogg Fund.

The following undesignated gifts were received since the last Trustees' meeting: \$1,000 from the Kevin and Sallie Deans Lake Charitable Fund, Northampton, MA to be deposited in the Book & Media Fund; \$52 from Jonathan J. Hogan, Ware, MA to be deposited in the Book & Media Fund; \$42 from Colleen

Gifts, Bequests, Sales, etc. (continued)

Currie, Northampton, MA to be deposited in the Book & Media Fund; \$25 from Liz Suozzo, Northampton, MA to be deposited in the Book & Media Fund.

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

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

Strategic Planning

Ms. Downing reported that the library's community survey will be distributed this month in paper and electronic format. There has been a very high response rate in the past and it is hoped there will be again. Jonathan Wynn, who is a sociology professor at UMass, helped in designing the questions. The initial list of invitations has been sent to community members to serve on the planning committee and responses are coming in. The Trustees participated in a planning activity earlier in the meeting.

Head of Reference Department Search

Ms. Downing reported that the position has been posted internally and externally to a variety of local and statewide lists. The closing date is April 21 and interviews will be in early May.

Children's & Young Adult Department Renovations

Ms. Downing reported that she, Mr. Carrier, Ms. McCormick, Mr. Petcen, and Ms. Moss met with the staff members of the Children's & Young Adult Department to walk through the department and discuss challenges of the existing space and possible solutions. Two clear outcomes were the need to move services and collections for younger patrons out of the Young Adult Room and to repurpose an underutilized space in the back of the department for group study space. The suggestions generated from this meeting will be used to begin to develop a more detailed plan to bring back to the board in a few months.

Community Outreach

Ms. Downing reported that Forbes Library's team, the "Goodspellas" made it into the semifinals after winning what many agreed was the most challenging qualifying round. At the annual Meltdown music and book bash, with the help of several Friends of Forbes board members, over 100 raffle tickets were sold, 7 people signed up for library cards, 50 make-your-own comics sheets were given away, and lots of flyers about our free programs were distributed. A stormtrooper stopped by to pose with a Forbes Library card. Ms. Downing distributed a list of upcoming activities including Zine Fest at Flywheel Arts Collective in Easthampton on April 8, Community Day at the Smith College Museum of Art on April 8, Community Building Resistance at Ruggles Center on April 8, Storytime at the Northampton Parents Center on April 25, Healthy Kids Day at the Northampton YMCA on April 29, Northampton Pride march on May 6, Health and Safety Fair at the Senior Center on May 11, and After Pride Party at the Montessori School of Northampton on May 13.

Reports on workshops/meetings/activities

CWMARS Membership Meeting (Ms. Downing) At the consortium's last meeting, it was decided that a library could not be considered a branch member if it had its own governance. Adam Novitt from Lilly Library had asked CWMARS to review this policy because a change could have resulted in membership savings.

Reports on workshops/meetings/activities (continued)

CIP Hearing (Ms Downing) On March 29 Ms. Downing attended the public hearing of the city council's Finance Committee about the mayor's Capital Improvement Plan. The Mayor reviewed the plan in detail including the three projects at Forbes in the plan for FY18, the window restoration, HVAC system for Special Collections, and an upgrade to the fire alarm system. The next step is for the full city council to discuss and vote at an upcoming meeting.

Other Business

Ms. Reall asked for discussion about the library's auditor to be placed on an upcoming agenda.

Legal Matter

At 4:45 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 the Trustees' 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. Moss and Ms. Sheirer to remain as guests at the executive session. Ms. McCormick, and Mr. Petcen left the meeting at 4:45 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:32 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

At 5:32 PM, Ms. Reall moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:32 PM.