

TRUSTEES OF FORBES LIBRARY
Thursday, May 18, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Attorneys Sandra and Eric Lucentini. **Absent:** None.

The meeting was called to order at 4:02 PM in the Watson Room.

Legal Matter

At 4:02 PM, Ms. Reall moved that the Trustees go into executive session to discuss the lawsuit between Forbes and the City of Northampton because discussion in open session would be detrimental to the Trustees' litigating position. 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. The Trustees invited Ms. Buckhout, Ms. Downing, Ms. Moss, Ms. Sheirer, Attorney Sandra Lucentini and Attorney Eric Lucentini to remain as guests at the executive session. Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight, Attorney Sandra Lucentini and Attorney Eric Lucentini were present during the executive session. No votes were taken during the executive session.

At 5:35 PM, Ms. Wight 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.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of April 12 be accepted and placed on file with a minor correction. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Wight moved that the Secretary's Report of the executive session of April 12 be accepted but not placed on file. Ms. Reall seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of April 30, 2017. The General Aid Fund closed April with a positive net activity of \$5,532 of which \$1,368 is transfers from other funds for payroll expenses. The Book & Media Fund closed with a negative net activity of \$10,044 bringing the balance in the fund to \$11,290. The E.F.T. Fund had a net activity of negative \$1,102 and a cumulative deficit of \$10,769. \$5,172 will be transferred from the endowment to cover the cumulative unfunded legal fees. The Halberstadt Fund had a negative activity of \$855 of which \$770 was for computer expenses. The fund has a cumulative balance of \$532. The Lyman Special Collections Fund had \$314 in allocated payroll expenses and \$320 in conference and membership fees, reducing the fund's surplus balance to \$2,016. The MacFarlane Fund had \$1,582 in labor and repairs expense as well as a transfer of \$6,855 from the Macomber Fund for the fence around the dumpsters, bringing the cumulative deficit balance to \$1,056. The Outreach Fund had \$385 in allocated payroll expenses and a cumulative surplus balance of \$1,554. The Programming Fund had \$355 of allocated payroll expenses and a cumulative surplus of \$2,488. The Staff Development fund had \$475 in expenses and a cumulative surplus balance

Treasurer's Report (continued)

of \$3,244. Mr. Carrier asked that since only the income on the H. Clifton Kellog Book Fund can be spent, the balance of that fund in the operating account be transferred to the endowment.

Ms. Buckhout distributed a sample report for the Trustees to review with a proposed change to the current Treasurer's Report that would replace pages 5-16 of the report. The AID Fund and Book & Media Fund reporting would remain the same. The new reporting will be generated directly from QuickBooks and achieve the goals of saving time and modernizing procedures. The Trustees agreed to the change beginning next month.

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 the library participated in Valley Gives Day on May 2 and raised \$8,205 from 133 donors including \$750 in prize money. This is the highest total for both money raised and number of donors of the 5 years that Forbes has participated. The Friends allowed their \$6,000 grant for programming to be leveraged as matching funds. Nicole Sibley from the Friends board provided great advice and recommendations for the campaign. Jason Mazzotta donated his time and expertise to write an original song for the occasion and produce a video to inspire giving that starred Brian Marchese (who sang the song), Dylan Gaffney, Kat Janeczek, Ralph Holley and Ms. Downing.

Several projects on the facilities projects list for this year have been completed including the new fish tank for Paco; the removal of the glass fronted display cases in the children's department; the removal of wood shelving from Special Collections to make room for more efficient shelving; and installation of new hardware on the electronic sign in front of the circulation desk.

The Arts & Music Department launched a new streaming film service this month. Kanopy is a video streaming platform for libraries with one of the largest and most unique collections in the world featuring over 26,000 movies, documentaries, and indie and foreign films from hundreds of producers including The Criterion Collection, Great Courses, Kino Lorber, Media Education Foundation, PBS and thousands of independent filmmakers. The new Kanopy service is free for Forbes Library cardholders. Patrons can watch up to eight films a month. To get started and enjoy films visit <http://forbes.kanopystreaming.com>

Whalen's Insurance contacted Forbes to review the library's general liability insurance policy. They found a competitor to the existing policy that allowed an increase in coverage while keeping the costs flat.

The Coolidge Presidential Library and Museum was mentioned in two television programs this month, ABC 40 out of Springfield and WCVB out of Boston. Both programs were providing visitor information about the City of Northampton.

Forbes had its largest contingent to date for the Pride March on Saturday, May 6. Staff, Trustees, Friends, volunteers and patrons numbering 19 marched behind a banner with the Forbes logo on it along with the message "Libraries Are For Everyone/Las Bibliotecas Son Para Todxs."

Administrative Report (continued)

Jennie Lamour, Administrative Assistant, is expecting her second child in October. A plan will be developed to cover her duties while she is out on maternity leave.

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

At 5:50 PM, Ms. Buckhout left the meeting. Mr. Carrier said that in an effort to reduce the Treasurer's hours, in the future she will leave the meeting after her report and financial reports have been discussed.

Friends of Forbes Meeting

Ms. Downing attended the May 3 meeting of the Friends of Forbes and reported that they funded three requests from the facilities projects list including two new Adirondack chairs, a display case to promote the museum passes, and a replacement of the portable microphone system. The fish tank project in the children's department has been completed. A thank you message to the Friends will be put on the tank. The Garden Tour is coming up soon and tickets are on sale now. The Friends are working on cleaning up their membership database and implementing the new donor management software, which will result in more productive fundraising in the future.

Next Meetings

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

The next meeting of the Friends of Forbes Library will be held Wednesday, June 7 at 6:30 PM. Ms. Wight 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. Moss received a notice from the Massachusetts Board of Library Commissioners (MBLC) about cuts to the statewide databases funded by the state. The funding has been reduced by about 30% and the current contract is changing.

Mr. Carrier received a letter dated April 26 from the MBLC announcing the distribution of the second disbursement of state aid to libraries. Forbes will receive \$19,870.06 as expected.

Ms. Downing received an email on April 28 from a patron expressing appreciation for Forbes' participation in the Pride Parade.

Ms. Kaufmann received a letter dated April 24 from Shannon Supple, Curator of Rare Books in the Mortimer Rare Book Collection at Smith College, expressing gratitude for the donation of issues of *Camera Work* from 1907-1910.

Ms. Downing distributed copies of the orders passed by the Northampton City Council on April 20, 2017 including the authorization to borrow \$400,000 for window replacement, \$200,000 for the HVAC system, and \$10,738 to partially fund a fire alarm and smoke detector system upgrade at Forbes.

Communications (continued)

Ms. Downing received a copy of a letter dated April 18 from Jones Whitsett Architects to the Northampton Historical Commission about the window replacement project at Forbes. Ms. Downing said that the commission is very pleased with the choice of architects, the approach they are using, and the funding from the city.

Third Quarter Operating Report

Ms. Downing distributed copies of the third quarter operating report for FY17. She said that Forbes did not receive the supplemental funding requested to keep the library open half days on Saturdays in June. The budget is on track in spite of vacation payouts due to savings in personnel costs because of open positions and savings in electricity and gas because of a mild heating season. There have also been savings in refuse collection since combining with the city's contract. Switching to an electronic time keeping system has modernized procedures and resulted in savings. The supply budget, especially housekeeping supplies, continues to grow as Forbes receives more foot traffic. Ms. Downing will increase this line item in FY18.

MLTA Annual Membership Renewal

The Trustees annual membership in the Massachusetts Library Trustees Association is up for renewal.

Ms. Hess made a motion to approve \$100 from the Macomber fund to renew the Trustees annual membership in MLTA. Mr. Twarog seconded the motion, which was passed unanimously.

FY17-FY18 Facilities Projects Funding

Ms. Downing asked the Trustees to approve a \$12,500 transfer from the MacFarlane Endowment to the MacFarlane Fund to cover the approved facilities projects for the remainder of this fiscal year. The transfer will cover the deficit in the fund as well as a new handrail to the children's department, new plaque for the Trustees' award, and a small project to improve the Young Adult area in the Children's Department.

Ms. Reall made a motion to approve a \$12,500 transfer from the MacFarlane Fund in the endowment to the MacFarlane Fund in the operating account to cover facilities projects. Ms. Wight seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: Valley Gives Donations totaling \$8,025 to be split between the Children's & Young Adult and Adult Programming Funds.

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Jana Lembke, 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 information gathering for the plan is on schedule including the community survey, community forum, and the first committee

Strategic Planning (continued)

meeting. The members of the planning committee are: Katy Wight (chair), David Lukens, Summer Cable, Betty Sharpe, Wayne Feiden, Nicole Sibley, Janet Sponberg, Al Williams, Linda Desmond, Naila Moreira, Cheryl Zoll, Nancy Dubin, and Karissa Fabin. Ms. Downing said she is pleased with the diversity of the organizations represented on the committee. She said that in the past, it was a working committee, but this time the committee will focus on generating ideas and prioritizing. On May 3, there was a Community Forum moderated by Kristi Chadwick from the Massachusetts Library System. She led a group of very engaged patrons through the SOAR (Strengths, Opportunities, Aspirations, Results) exercise, while Ms. Downing led the Friends board through the same exercise. The community survey has been extended through Sunday May 21 and Ms. Downing asked the Trustees to publicize it. The Strategic Planning Committee will have its first meeting on May 22.

Head of Reference Department Search

Ms. Downing reported that three candidates for the Head of Reference/Information Services Co-Coordinator position were initially invited to interview including providing a brief presentation to the staff. One candidate has withdrawn, and two new candidates have been invited to interview bringing the total to four. The process will continue into June.

Children's & Young Adult Department Renovations

Ms. Moss reported that there were two meetings in April to discuss both short-term and long-term projects in the Children's and Young Adult Department. It was decided to delay the long-term larger projects until the fall, to give the staff more time to work with the updates they are making to the collections, and to allow them to have time after Ms. Johnson returns from maternity leave to think through the project without rushing. In the meantime, there are some short-term renovations that will immediately address collections and space usage including removal of display cabinets in the craft room; removal of two wooden magazine shelving units in the young adult room replacing one of the units with adjustable shelving; moving the two toddler computers into the craft room; and removal of the metal racks in the DVD alcove and replacing them with shelves. These small projects will allow for moving all of the young adult materials into the young adult room and moving all the children's media including audio books into the DVD alcove. This will result in the young adult room feeling more like a young adult space and will make the craft area feel more spacious. Ms. Hess said that she has been hearing wonderful things about Sarah Johnson, the new Children's Department librarian.

Circulation Desk and Lobby Renovations

Ms. Moss reported that the Circulation staff met on April 25 with Mr. Carrier, Jacquie Fraser, Mr. Petcen, Ms. Downing, Ms. Moss and Ms. Lamour to discuss the current needs of the circulation area and lobby. The group discussed workflow, flow of patrons, utilizing new technology (self check-out), and changes that can be made while the circulation desk remains in its current configuration. Ms. Moss and Mr. Petcen are working on a proposal to bring back to the group for short term and mid-term improvements.

National Registry of Historic Places

Ms. Downing reported that Forbes is listed on the National Registry of Historic Places. This is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register is part of a national program to coordinate and support public and private efforts to identify,

National Registry of Historic Places (continued)

evaluate, and protect America's historic and archaeological resources. Forbes is not currently listed in the searchable database but there are instructions on how to request to be added. A great explanation of what this means for Forbes can be found in their FAQ under "what are the results of the listing?" And "what are the restrictions, rules, regulations..." sections:
<https://www.nps.gov/nr/faq.htm#benefits>

Community Engagement

Ms. Downing reported that she and Archivist Julie Nelson met with Linda Desmond, Director of the Senior Center this month to discuss a joint series of classes about genealogy. The center has a computer lab that would be an ideal classroom setting and the library can provide experienced staff to lead sessions. During the meeting, they also discussed the possibility of using the center's new Dial-A-Ride service to provide transportation to and from the library for seniors in Northampton, which is being explored further. Ms. Downing distributed a flyer for the upcoming "Awareness Fair" which will also serve as the kick-off for summer reading and annual book sale fundraiser.

Ms. Downing distributed a list of scheduled and forthcoming activities including: Campus School visit on May 4, Northampton High School Art Show May 5-30, Northampton Pride March on May 5, Summer Reading outreach at the People's Institute on May 9, Health and Safety Fair at the Senior Center on May 11, Arts Night Out on May 12, After-Pride Party at the Montessori School of Northampton on May 13, Summer Reading outreach at Bridge Street School on May 18, and a Resource Fair, book sale and kickoff to Summer Reading on June 3. The theme for the Summer Reading program this year is "Build a Better World."

Reports on workshops/meetings/activities

City Budget hearing - Ms. Downing attended the Mayor's town hall style budget presentation this month. He explained the decline in state funding and its impact on the city's budget as well as the progress made to improve the city's bond rating.

Genealogy Conference - Julie Nelson, Elise Feeley and Brian Tabor attended the New England Regional Genealogy Conference (NERGC) in Springfield April 26-29. A pre-conference bus tour of local genealogy repositories came to Forbes on April 26. Ms. Nelson and Ms. Feeley gave an overview of our collections, tours and research information to 34 visitors. Volunteers Susan Spencer and Rich Szlosek also assisted. Mr. Tabor attended the pre-conference librarians day on April 26. They attended 3 days of conference sessions on genealogy topics such as DNA testing, French-Canadian research, Irish research, African-American genealogy, working with census records and more. Forbes will do a what's new in genealogy research staff training this summer.

Other Business

Ms. Moss reported that a group has requested to place lawn signs on Forbes' property advertising an upcoming event. Forbes' current advertising policy does not permit signs for events other than library-sponsored events.

At 6:18 PM, Ms. Wight moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 6:18 PM.