

TRUSTEES OF FORBES LIBRARY
Meeting of July 28, 2011

Present: Mr. Adams, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Morin, Ms. Moulding, Ms. Sheirer. **Also Present:** Chris Nolan, observer for the Friends of Forbes Library; Debin Bruce, Forbes Library Trustee candidate; and John Lind. **Absent:** Mr. Rowe.

The meeting was called to order at 3:05 PM in the Watson Room in Forbes Library.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of Executive Session of May 19, 2011 be accepted and placed on file. Mr. Adams seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of June 23, 2011 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Burnham moved that the preliminary Treasurer's Report of June 30, 2011 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that preliminary figures show that the Aid Fund closed FY2011 with a balance of \$62,000, an increase of \$17,000 from June 30, 2010, due mainly to the under-budget categories of wages and electricity. The Book Fund has a \$16,500 surplus for the month of June; income for the year was \$7,000 over budget and expenses for the year was \$11,200 over budget. \$8,000 was transferred to the endowment this year. The Annual Fund 2010 ended the year with a deficit of \$936. A \$60,000 transfer from the MacFarlane Fund was made per the directive of the Trustees. The balance in this fund will be altered on the final financial statement. The Annual Fund 2011 balance will likely change on the final financial report once activity has been reconciled to the business office's donations records. The Outreach Car Fund has a deficit of \$342. Ms. Moulding said that the Friends will again donate \$1,000 in FY12 for the outreach car which will cover the deficit. The Pleasant Street Video fund collected \$30,400 in gifts as of June 30. Gifts continue to be collected and invoices paid in FY12. All financial transactions and expenses related to the Pleasant Street Video collection will be processed through this fund. Supplies and expenses such as storage cases, labels, and labor will be tracked separately. Mr. Morin will submit the final fiscal-year-end, June 30, 2011 report in September.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that CWMars was planning to move their academic libraries from the current III software to the new open source Evergreen software in early July and the public libraries in October of this year. However, Evergreen is not performing as expected, so the switch for academic libraries has not yet taken place. It now seems that the academic and the public libraries will probably make the transition at the same time, perhaps in October or perhaps later. There will be some service disruption during the switch to the new software.

Administrative Report (continued)

Faith Kaufmann, Arts & Music Librarian, will appear on Channel 22's *Mass Appeal* to talk about the Hosmer Art Gallery. The filming is happening today, and might be aired tomorrow. It's possible that this might become a once-a-month feature of the exhibits in the Hosmer Art Gallery.

The children's summer reading program for kids ages 3-13 is off to a great start with over half of the expected 200 participants registered in the first week. There have been two programs so far, both with capacity crowds. Local musician Jay Mankita performed the first week and week two had Jungle Jim, a story teller who created balloon animals and props to enhance his stories. This year Forbes is also having an adult & teen summer reading program called "Novel Destinations". Participants complete reading logs and are entered for prizes for each three books read. The library staff has been sporting very attractive "Novel Destination" t-shirts which have received many compliments from patrons. Book displays and reading lists have included "Eating Abroad", "Extreme Destinations", "Mysteries in Exotic Lands", "Sci-Fi: Other Worlds and Parallel Universes", and "Travel Memoirs".

Information Services Head of Reference, Molly Moss's LSTA grant application for a Readers' Advisory program was accepted and will receive \$7,500 for training, programs, and materials. Funding of the grant is contingent upon federal funding, and will be distributed in October. The Trustees congratulated Ms. Moss on receiving the grant as only two applicants in Massachusetts received grants this year.

On June 29, with absolutely perfect weather, The Afro-Semitic Experience performed on the library's west lawn. Approximately 300 people attended and picnicked, danced, and had a wonderful experience.

CCPLM Archivist, Julie Bartlett, reports that Jim Cooke will do a Coolidge performance on Saturday September 17 at 2:00 PM in the Museum. It will be a fundraising event with proceeds to the annual fund for Coolidge projects which include putting Coolidge's press conference transcripts online, creating online exhibits and an online photo catalog. The event will also coincide with the 55th anniversary of the Museum. There will be a reception with Coolidge related goodies following the performance. The event will be limited to 75 tickets priced at \$15 each. Julie is looking for volunteers to assist at the door collecting tickets, serving goodies, answering questions, etc. In other Coolidge news, The President Coolidge State Historic Site in Plymouth will open a new permanent exhibit in September in their visitor's center which opened last summer.

June's Code Green winner was Information Services Librarian Ben Kalish. A patron wrote in to thank Ben for being "professional and cheerful" and providing suggestions and guidance which were "knowledgeable and articulate".

The Friends of Forbes have donated a quilt to be raffled at the wine tasting in September. Until then, it will hang in lobby. The Trustees thanked the Friends and the quilting group/guild that made the quilt, which looks like a window with books around it.

Ms. Hess moved that the Administrative report be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Friends of Forbes

The Friends of Forbes does not meet in July or August.

Next Meetings

The next regular meeting of the Trustees was scheduled for Thursday, September 22, 2011 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 7, at 6:30 PM. Ms. Burnham will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting at 4:00 PM on Mondays, September 12, and December 5, 2011. Ms. Hess will attend the September 12 meeting.

Communications

Ms. Moulding received an email on July 12 from the Massachusetts Board of Library Commissioners (MBLC) announcing that Governor Patrick had signed the FY2012 budget which is level-funded. Forbes should receive the same amount of state aid as last year. The approved budget language includes a provision championed by western Massachusetts congressmen "that the board shall provide funds for the continued operation of a single regional library system to serve the different geographic regions of the commonwealth and requiring that physical locations be maintained in both eastern and western Massachusetts to serve the residents of those regions," meaning that the Whately location will remain open.

Finances

There was no report this month.

Pleasant Street Video Invoices

Ms. Moulding reported that the library has begun to receive boxes of videos from Pleasant Street Video. Ms. Moulding asked the Trustees to approve paying those invoices, after they are verified to their accuracy, but before warrants are signed by the Trustees at their monthly meetings. This will enable the library to wrap up the video transaction and allow Pleasant Street to close their books. All video transfers should be completed by the end of July or the first week of August.

Mr. Adams made a motion to approve the payment of verified invoices from Pleasant Street Video as they are received, rather than waiting for warrants to be signed by the Trustees. Ms. Hess seconded the motion, which was passed unanimously.

Strategic Plan Goals

Ms. Moulding reported that the Strategic Plan Committee met Tuesday, July 19, and approved the goals with objectives and activities for the library's strategic plan. These goals are based on feedback received from the library's 2011 community survey, focus groups, and stakeholder interviews. The committee broke into subcommittees to develop objectives and activities for each goal, which were then discussed by the entire committee. A spreadsheet of these goals, objectives, and activities was distributed to the Trustees. The Trustees are asked to approve this portion of the strategic plan as presented. The entire strategic plan based upon these goals will be offered for approval at the September Trustees' meeting. The strategic plan is due at the MBLC October 2.

Ms. Downing said that the plan is very responsive to all the feedback received from the community and library staff. The goals are ambitious, but realistic, and staff is very excited about the plan.

Strategic Plan Goals (continued)

Mr. Adams said the goals were very impressive and that he especially appreciated goal 3D "The Trustees of Forbes Library will support legislation to raise revenue for the library" and the corresponding action item "The Trustees will indicate their position on pertinent legislation publicly and/or directly to legislators on an ongoing basis." The Trustees have done this in the past, and it's good to have it part of the strategic plan.

Mr. Carrier said that he liked goal 3B "We will explore ways to increase the scope of our annual fund," and the corresponding action item "We will increase the number of names on our annual fund mailing list by at least 10%."

In response to a question from Mr. Carrier, Ms. Moulding said that the Keurig coffee machine is very popular, but there are many requests for food and other types of beverages as well. She would like to figure out a way to provide this service.

Mr. Adams made a motion to approve the goals, objectives, and activities of the Strategic Plan as proposed by the Strategic Plan Committee. Ms. Burnham seconded the motion, which was passed unanimously.

Stipend for Susan Stinson

Ms. Moulding reported that Forbes Library Writer-in-Residence, Susan Stinson, has produced extraordinary programs for the library, a list of which were distributed to the Trustees. Ms. Stinson's creativity, energy, and dedication have been exceptional and well beyond the regular position requirements. The Trustees are asked to approve a \$1,000 honorarium for Susan Stinson to be paid half from the Programming Fund and half from the Special Collections Fund. Ms. Stinson's two-year term will expire next April at which point the library will need to fill the unpaid position.

Ms. Burnham made a motion to approve a \$1,000 honorarium for Susan Stinson to be paid half from the Programming Fund and half from the Special Collections fund. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following designated gifts were received since the last Trustees' meeting: \$25 from Judith Helzner, Chicago, IL, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Tom & Donna Divine, West Hartford, CT, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; \$50 from Susan Etheredge, Florence, MA, in memory of Helen J. Bourque, to be deposited in the Book & Media Fund and used to purchase large print books; 25 signed prints by Robert Sweeney of the Pleasant Street Video store from Robert Sweeney, William Baczek, and Jim Gipe, to be sold for \$100 each to raise money for the videos from the Pleasant Street Video collection. The money will be used for processing the collection.

Mr. Adams made a motion to approve the allocation of the designated gifts as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Burnham made a motion to accept the signed prints by Robert Sweeney and to sell them for \$100 each to help fund the Pleasant Street Video collection. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc. (continued)

The following *undesigned gifts* were received since the last Trustees' meeting: \$25 from Andy Tosswill, Florence, to be deposited in the Book & Media Fund; \$100 from Jessica Adamick & Jonathan Harvey, Florence, to be deposited in the Bak/Kirby Fund and used for landscaping.

Ms. Hess made a motion to approve the allocation of the undesigned gifts as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

Annual Fund Drive&Fundraising Committee

Ms. Downing reported that annual fund donations have slowed significantly. About \$6,000 has been received so far. There will be a fundraising event in the fall, followed by a second mailing.

Doland Reference Room Upgrade Plan

Mr. Carrier, Ms. Hess, Molly Moss, Ms. Moulding, and Ms. Downing met in the Doland Reference Room on July 14th to discuss plans for the renovation. Molly Moss had created detailed and thoughtful plans of the changes she envisions for the space. There will be more computers and more seating for patrons with laptops. The reference desk will move to be more visible to patrons and give librarians better sight lines through the reference area. The next step will be to bring in an architect to consult on the plans and then cost estimates will be obtained. When ready, the plan, including a funding mechanism, will be brought to the Trustees for approval.

Landscape Update

Ms. Moulding reported that the landscape plantings are surviving the hot weather so far. The trees for the parking lot and roses for the bed on the south side of the building were unavailable, so will be reordered and planted next spring. The area around the Bart Gordon bench has been cleared and planted in grass.

Trustee Vacancy

Ms. Moulding reported that Debin Bruce has taken out papers to run for the seat on the Board of Trustees to be vacated when Jesse Adams finishes his term in December.

Bequest of Mary E. Flahive

Ms. Moulding reported that last month a notice was received that a bequest to Forbes Library was in probate court in Ohio. The bequest is from Mary Flahive of Sandusky, OH. Ms. Flahive was born in Northampton in 1917 and got a BS and MS from Smith College in geology. She worked at the Springfield Museum of Natural History until 1950 when she went to work for the Cleveland Museum of Natural History. Forbes Library is to receive 5% of her estate which is estimated to be about \$55,000.

Meeting with Lieutenant Governor Tim Murray

Ms. Burnham and Ms. Hess attended a meeting with Lieutenant Governor Tim Murray at the City Council Chambers on July 15. They reported that it was very well attended. Mr. Murray primarily answered questions which included questions about high-speed rail, the incarceration of minors, and the bill proposed by Representative Jim O'Day "An Act to Invest in Our Communities" (SB1416/HB2553) which proposes raising revenue to maintain services by asking more from high income households and investors. There were also people from out of town asking about biomass.

Children's Room Renovation

Ms. Moulding reported that the renovation of the Children's Room is complete. The project is a great success, but did run over budget. The project was estimated at \$88,000 and cost \$118,000. There is sufficient money in the MacFarlane Fund to cover the amount. The overage is due mainly to technology upgrades from the original plan and electrical problems and necessary furniture modifications encountered during the installation. Jude McGowan and Jason Petcen completed an excellent renovation without the help of an architect or contractor, whose fees may well have cost as much as the overage without resulting in the much appreciated technology upgrades.

Ms. Hess made a motion to approve a transfer from the MacFarlane fund of up to \$70,000 to cover costs for the children's room renovation. Ms. Burnham seconded the motion, which was passed unanimously.

Pleasant Street Video

Ms. Moulding reported that Forbes has received approximately 50 boxes of DVDs from Pleasant Street. Each box holds about 127 movies. It is a laborious process to get these out to the public since each DVD has to have a slip typed, a value has to be assigned, a record has to be created in the catalog, barcodes and stickers need to be attached, and cases modified. Paula Elliott, Head of Technical Services, and her assistants, Kathy Mizula and Jason Mazzotta, are working with volunteers to get the videos on the library shelves as quickly as possible. Paula and Kathy are putting in extra hours to make it happen even faster. The first box which contained musicals went on the shelf last week. The Pleasant Street markings have been left on the video cases so patrons and donors will recognize them.

Ms. Moulding reported that \$56,000 has been received as of yesterday, and she expects to get the full \$60,000. The library will continue to accept money to use for cataloging and processing expenses, which she estimates to cost about \$34,000. Ms. Moulding said that she will bring a proposal to the Trustees in September about how to fund processing costs that are not covered through fundraising.

Jonathan Edwards Conference

Ms. Moulding reported that the 2011 Jonathan Edwards Conference will be held in Northampton on October 6. Archivist Julie Bartlett is communicating with event organizers as to the library's involvement. Forbes always allows access to its Edwards collection and some years has hosted meetings and presentations. Ms. Moulding added that Forbes has the second largest primary source collection on Jonathan Edwards, second to Yale.

Reports on workshops/meetings/activities

None this month

At 4:05 PM Ms. Hess moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 4:05 PM.