

TRUSTEES OF FORBES LIBRARY
Meeting of February 15, 2012

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Brian Tabor, representative of the Forbes Library Employee Association (FLEA). **Absent:** none.

The meeting was called to order at 4:05 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 January 18, 2012 be accepted and placed on file with a few minor corrections. Mr. Rowe seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Burnham moved that the Treasurer's Report of January 31, 2012 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed January with a surplus of \$14,700. Part of the State Aid income was received this month which helped reduce the deficit. Expenses are under budget by \$10,000 so far this fiscal year. The Book Fund has a \$33,000 surplus. Actual income for the year is \$4,300 over budget, and expenses are \$700 under budget. The Garvey Book/Media Fund will have a balance of \$5,000 by the end of February. The Second Century Fund has been activated with the \$3,500 deposit from the Delacour Family Foundation. Mr. Morin will also transfer the deposits indicated in last month's minutes into the Second Century Fund (\$1,250). The Annual Fund has a balance of \$8,700. The Auxiliary Fund tracks the sales of coffee, tins, tote bags, USB drives, beverage mugs, and other sales of items that are not books.

Mr. Morin will consult with Ms. Moulding about the Cox Health Grant fund, which is over budget by \$560. Expenses will be reassigned to the Doland Fund or Information Services supplies, depending on the expense.

Mr. Rowe made a motion to transfer \$5,000 from the Richard Garvey Book/Media Fund to the endowment. Ms. Burnham seconded the motion, which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

At last month's meeting, the café in the Billerica Library was mentioned as a model to be investigated. Ms. Downing called the Billerica Library about their café service and was informed that it has now been closed. After several unsuccessful ventures with outside vendors who were unable to make a profit they, like Forbes, have decided to explore vending options for snacks, soda and coffee.

Jude McGowan, Head of the Children's Department, reports that The Forbes Library Giving Tree sponsored by the Children's Department for the 22nd year was an overwhelming success last December. The gifts that were collected benefited families who would otherwise be denied assistance from other agencies. The Hampshire County United Way supports this annual drive by finding and registering families who need help during the holiday season. Forbes receives donations from patrons, as well as the Disney Corporation.

Administrative Report (continued)

Ms. McGowan has had a long standing collaboration with Disney and has been rewarded with large donations over the past 5-6 years of brand new books and toys. This year the Hampshire County YMCA was added as a partner. They collected toys and gifts from their members and then delivered them to Forbes for the distribution on December 20th. This year Forbes assisted families who represented 75 needy children, ages 0-16. The gifts that were not distributed before Christmas were sent to the party for 200+ children celebrating the Three Kings Festival sponsored by Casa Latina. This annual event not only assists many of our needy neighbors but also forges relationships with our community partners.

There are new book display cases in the lobby on either side of the kiosk. These will have rotating displays based on themes decided upon by Information Services/Readers Advisory and the Circulation Department.

Ms. Moulding distributed a handout prepared for the Legislative Breakfast by the Western Massachusetts Library Advocates supporting the 2012 Library Legislative Agenda. Ms. Moulding also distributed a revised version of the Trustees' address list.

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

Mr. Rowe attended The Friends of Forbes meeting on February 1st, and reported that they have two vacancies on their board and need a president for 2012-13. The amount of the Florence Savings Bank Community Grants award is still unknown. The Friends reluctantly decided to cancel the wine tasting in March because they are still working on incorporating and do not yet have a wine pouring license. It will be rescheduled for later this year. The Friends are reviewing the library's wish list and will vote on it at their next meeting. Naturalist Laurie Sanders will speak at the Friends annual meeting on April 4th about the "Meadows" in Northampton. The annual Garden Tour has been scheduled for June 9th.

Next Meetings

The next regular meeting of the Trustees was scheduled for Wednesday, March 21, 2012 at 4:00 PM in the Community Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, March 7th, at 6:30 PM. Ms. Hess will attend the March 7th Friends meeting, and Mr. Twarog will attend the April meeting, which will be a short meeting just prior to the annual meeting.

The Coolidge Advisory Committee will be meeting in 2012 at 4:00 PM on Mondays, March 5, June 4, September 10, and December 3. Ms. Burnham will attend the March 5th meeting.

Communications

Mr. Carrier received a letter from Jason Petcen notifying the Trustees of the Forbes Library Employee Association (FLEA) election of officers: Mr. Petcen, President; Dylan Gaffney, Vice President; Molly Moss, Secretary; and Benjamin Kalish, Treasurer. Mr. Carrier and Mr. Twarog will serve on the labor negotiations sub-committee this year.

Finances

No report this month.

Response to CCPLM letter

Mr. Rowe requested that the topic of whether or not the Trustees should respond to the issue of The Coolidge Museum (CCPLM) being housed at Forbes Library be discussed. A copy of the letter to the editor of the Daily Hampshire Gazette by Archivist Julie Bartlett Nelson was distributed. The Trustees agreed by consensus that Mr. Rowe should draft a letter for approval at the next Trustees' meeting. The Trustees believe strongly that the CCPLM should stay in Northampton, although not necessarily at Forbes if there is another organization in a better situation to maintain and promote the collection. Ms. Bartlett has sought grants and federal funding in the past, only to have the funding withheld by Congress; however the Trustees believe more could be done both in terms of seeking private funding and promoting the collection nationally. The existing Coolidge Advisory Committee advises the Archivist and makes recommendations about the CCPLM to the Trustees. The Trustees asked Ms. Burnham to discuss the situation with the Coolidge Advisory Committee at their next meeting on March 5, and ask them what they might like to do with the CCPLM if they had more support, and to gauge whether there is interest in more actively pursuing options for funding and promoting the collection.

Appointment of Trustees as Legislative Liaisons

In accordance with the Strategic Plan and the Trustees' goals for 2012, the Trustees discussed appointing two Trustees to monitor legislation relevant to library funding and to be a liaison to local legislators on an ongoing basis.

Mr. Rowe and Ms. Hess met to discuss this position, and said that it is part of the Trustees' expected role, as outlined in Chapter 9 of the Trustees' handbook, to advocate on behalf of the library. The Massachusetts Board of Library Commissioners (MBLC) already does a lot of advocacy, and has identified legislation pertaining to libraries. The Trustees appointed to this position could become familiar with relevant legislation, provide updates to the rest of the Trustees on the current status of legislation, and attend Legislative Day with state representatives.

Ms. Hess asked for clarification from the Trustees on when to speak on behalf of the board and how much should be brought to the board for approval before advocating. Mr. Rowe said that if it is a political issue it should be brought to the board in advance, but issues relating solely to the library could be advocated on one's own. Mr. Carrier said that if there were any doubt, to bring it to the board first.

Ms. Burnham made a motion that Ms. Hess and Mr. Rowe should serve as the Legislative Liaisons to the Trustees. Ms. Twarog seconded the motion, which was passed unanimously.

The Trustees discussed ideas of how to do outreach to the teenage and young adult population. Ms. Downing said that up to a certain age, parents are targeted, but then it becomes more difficult to draw young adults to the library until they are older and/or have children of their own. The library is in the process of surveying other libraries and schools to see what types of services and programs they need and what will bring them in to the library. Ms. McCormick said that the high school has a very good library and that faculty consult with the librarians there, so the school library often has all the materials the students need. Mr. Carrier suggested sponsoring events, such as a poetry slam or other type of "art" event.

Treasurer's Compensation

Mr. Morin, Treasurer, presented a detailed request that his compensation amount be reviewed for the FY13 budget. Since he became Treasurer in 2001, both the amount of work and the level of work have increased significantly. Additionally, changes in financial regulation and industry standards put in place to ensure more financial transparency now require Mr. Morin to keep a full set of books, including a balance sheet tracking assets and depreciation for the building and its contents. Ms. Moulding agreed that Mr. Morin is now required to put in a lot more time than previously in order to meet the requirements of the job. Mr. Carrier said that the sub-committee met to discuss Mr. Morin's request and agreed unanimously that Mr. Morin's salary should be increased at the beginning of the next fiscal year on July 1. The Trustees reviewed and discussed a revised job description for Treasurer. Ms. Moulding and Mr. Morin will formalize the language in the revised job description and present it to the Trustees at the next meeting, at which time the Trustees will vote on the matter.

Gifts, Bequests, Sales, etc.

The following designated gift was received since the last Trustees' meeting: \$5,000 from an anonymous donor through the Friends of Forbes Library to be deposited in the MacFarlane Fund.

Mr. Rowe made a motion to approve the allocation of the designated gift as proposed by Ms. Moulding. Mr. Twarog seconded the motion, which was passed unanimously.

Annual Fund and Capital Campaign

Ms. Downing reported that the 2011 Annual Fund wrapped up with about \$9,000 in donations. Special Collections is working on a prioritized wish list of expenditures and will present it to the Trustees at the March meeting.

Library staff has been alerted about plans for the capital campaign and the Second Century Fund has been established to receive donations. Once the cost estimates are finalized, the campaign will move forward.

Doland Reference Room Upgrade Plan

Jason Petcen and Molly Moss are continuing to get specifications and exact costs for furniture, carpeting, and lighting fixtures for the renovation.

Library Legislative Breakfast

Ms. Moulding reported that seventy-five people attended the Library Legislative Breakfast at Forbes on Friday morning, January 27. Wonderful breakfast treats and decorations were supplied by the Friends of Forbes. Coffee was donated by Northampton Coffee. Representatives Kocot, Scibak, Kulik, Story, and Mark all spoke. Senator Rosenberg could not attend because of his health, but did send an aide. Representative Scibak gave a memorable speech about the importance and uniqueness of the western part of the state and encouraged libraries in Western Mass to be proud and to continue to be the "squeaky wheel" in the system. Greg Provenitz, Executive Director of the Massachusetts Library System, declared publicly that MLS is committed to maintaining a western MA presence. Bonnie Isman and Sharon Sharry spoke for the Western Massachusetts Library Advocates and CWMARS respectively. Forbes Trustee Vice-President, Peter Rowe, gave a spoken tour of the library, describing the building and what it contains. He effectively painted a verbal picture of our distinctive library. City Council President and former Pleasant Street Video employee, Bill Dwight, spoke about the Pleasant Street Video collaboration and Susan Stinson, Forbes Library Writer in Residence,

Library Legislative Breakfast (continued)

told some powerful stories of the impact of the library on the community. The legislators basically said that FY13 is going to be tight again and that librarians need to keep advocating and encourage library patrons to keep advocating both for libraries in specific and for measures (like single payer health care) that will free up money for worthy causes like libraries. Everyone seemed to really enjoy the program and refreshments. Overall a success!

Handicap Accessibility Plan

Ms. Moulding reported that since the block grant application is due by the end of the month, City Procurement Officer, Joe Cook, has determined that Architect Tom Douglas can develop the design, which will then go out to bid for construction, including the architectural oversight. Mr. Douglas will present the design to the Trustees at their March meeting.

Trustees Award

Kari Knapp and Chris Nolan were both pleased to be chosen for the 2012 Trustees Award. The date for the event is Saturday, May 19th, at 2:00 in the Coolidge Museum.

Smoke Free Property

Ms. Moulding talked to Ben Wood of the Northampton Department of Health about making Forbes a smoke-free property. He said the Trustees have the right to do that. Looking at the literature for other institutions that have gone smoke free, it seems advisable to begin with an information campaign explaining the reasoning for the change and when it will happen.

Reports on workshops/meetings/activities

Responsive Acquisitions Taskforce (Janet Moulding)- February 8, 2012. Formed to explore ways that CWMars and individual libraries can stay current with emerging media and content formats, the first meeting split the members into working groups. Those groups will examine possible responses to issues facing libraries right now, ways to keep all libraries within CWMars aware of changes in technology and format, policies to insure resource sharing within the consortium, and a liaison to the MBLC and MLS to encourage state wide resource sharing. Ms. Moulding is researching a new ebook source, Freading, which was created as an alternative to Overdrive.

At 5:30 PM Mr. Rowe moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:30 PM.