

TRUSTEES OF FORBES LIBRARY
Meeting of April 18, 2012

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Mr. Chuck Patterson and Mr. Joshua Paul of Bartholomew Inc.; Dee Michel, observer for the Friends of Forbes Library; Stephanie Levine, representative of the Forbes Library Employee Association (FLEA). **Absent:** none.

The meeting was called to order at 3:50 PM in the Community Room in Forbes Library.

Bartholomew Inc. Report

Mr. Patterson introduced himself and Mr. Paul who presented the Forbes Library Investment Strategy Report dated April 18, 2012, giving background information on Bartholomew Inc. and an overview of the economy over the past year. It has been a volatile year with global events causing rises and drops in the market. The 4th quarter of 2011 ended up on a positive trend which was carried over into the 1st quarter of 2012. The economy appears to have stabilized and the market has gained some traction. The stock market indices are up over the last year, but bonds have not performed as well. The Forbes portfolio is about 54% equities (stocks), 31% fixed income (bonds), 11.5% alternatives consisting of a combination of asset types, 3% specific sectors, and 1% cash. These percentages will vary in relationship to the target allocation percentages due to market and portfolio fluctuations. In response to a question from Mr. Rowe, Mr. Paul said that he chooses funds based on their consistency and 3-5 year performance numbers, not the most recent 1 year. There are no charges to buy or sell positions since Forbes is a fee based account, which gives Mr. Paul more leeway to make shifts in investments. In response to a question from Ms. Burnham, Mr. Paul said that typically bonds are used to stabilize a portfolio, but since bonds are not currently performing well, alternatives are being used in addition. In response to a question from Mr. Morin, Mr. Paul said that the Forbes asset allocation is fairly moderate and is based on the risk tolerance of the Board. If the Board has specific financial targets, they can let him know and he can adjust the allocation as needed. He said to keep in mind that it is easier to add risk to a portfolio than to take it away. In response to a question from Ms. Hess about socially responsible investments, Mr. Paul said that the Trustees should let him know if they have either specific companies or industries they would like him to avoid. Avoiding investments in a few companies will not significantly affect the portfolio's performance, but avoiding an entire industry, such as banking, might limit some ability to diversify and maximize performance. Mr. Paul said that socially responsible investments have performed well recently which wasn't always the case. Ms. Hess said that this is something the Trustees should discuss at a future meeting. The trustees thanked Mr. Patterson and Mr. Paul for their presentation.

Mr. Patterson and Mr. Paul left the meeting at 4:40 PM.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of March 21, 2012 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Hess moved that the Treasurer's Report of March 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 March with a deficit of \$5,800 due to February being a 3 pay period month. The Book Fund has a balance of \$17,400. The library has collected \$7,750 more in income than budgeted and has spent \$17,400 more in expenses. The Garvey Book/Media Fund has a balance of \$2,091, and another \$5,000 will be transferred to the endowment before the end of the fiscal year. The Pleasant Street Video fund has a deficit of \$5,800. The April Treasurer's report will show two transfers from the endowment: \$20,000 from the Doland Fund and \$4,000 from Lyman Special Collections.

In response to a question from Mr. Carrier, Ms. Moulding said that processing the Pleasant Street Video collection will likely cost \$10,000 above the amount received in donations. Ms. Moulding said that the security cases are expensive, and that more than half of the collection has been done.

Ms. Hess made a motion to authorize Mr. Morin to transfer funds in \$5,000 increments from the Garvey Book/Media Fund, collected from the parking meters, into the Garvey Book/Media Fund in the endowment whenever the Garvey fund amount in the operating account exceeds \$5,000. Mr. Rowe seconded the motion, which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that Laurie Sanders was the guest speaker at the Friends of Forbes Annual Meeting and spoke about "The Human and Natural History of the Meadows." The event was standing room only and very well received. Martha McCormick was elected president of the Friends board for the upcoming year and Serena Smith will be the vice president.

In celebration of National Poetry Month, Forbes is participating in a statewide poetry initiative called Common Threads. Nine poems with a connection to Massachusetts have been posted on each floor of the library. Two displays of poetry books have been set up, including those from the Susan Howard Case Collection of non-circulating poetry books and journals by local authors and presses. The weekly poetry discussion group, now in its eighth year, continues to meet on Monday evenings.

On Wednesday, April 11, Forbes took part in a statewide effort to document "a day in the life of Massachusetts Libraries" called Snapshot Day. Brian Tabor and Faith Kaufmann took photographs throughout the day. They can be viewed at <http://www.flickr.com/photos/forbeslibrary/>. In addition, various statistics are being compiled including attendance and circulation. The photos and numbers will be sent in to the Massachusetts Board of Library Commissioners (MBLC).

CWMars has announced plans to migrate to the new Evergreen system over Memorial Day weekend. There have been many migration deadlines set but ultimately deferred. There is some hope that this one may actually happen.

One of the two Forbes Trivia teams, *Check it Out Yourself*, came in third amongst heavy competition at the April 6th Trivia Night at the Harp to benefit the new Shutesbury Library. It was a spirited competition with very difficult questions developed by a high school history teacher. The event raised \$1,600 for the library project.

Administrative Report (continued)

The 2012 Trustees Award will be held at 2:00 on Saturday, May 19 in the Coolidge Museum. Former Friends of Forbes board members Kari Knapp and Chris Nolan will be recognized for their volunteer services to Forbes.

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

Friends of Forbes

Mr. Twarog attended The Friends of Forbes regular business meeting on April 4, and reported that they discussed the gift baskets to be raffled in the lobby, one including Red Sox tickets and the other focused on gardening, and the Xeric grant for filmmaking workshops. They have received their incorporation papers, but are still awaiting their tax-exempt status. The Edible Book event is April 22, and the Garden Tour is June 9. Greeters are needed for each garden on the tour. The Wine Tasting is tentatively scheduled for the fall, and will need to be confirmed by June 3. The Friends approved funding the customer service program requested by Ms. Moulding which will be scheduled for June. Martha McCormick was elected president of the Friends board for the upcoming year and Serena Smith will be the vice president. The Annual meeting with Laurie Sanders as guest speaker was very well attended.

Next Meetings

The next regular meeting of the Trustees was scheduled for Wednesday, May 23, 2012 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, May 2 at 6:30 PM. Ms. Hess will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2012 at 4:00 PM on Mondays, June 4, September 10, and December 3.

Communications

Ms. Moulding received an email from the MBLC dated April 11, 2012 announcing the House Ways and Means budget recommendations for public libraries for FY2012. Libraries will be level funded, but the MBLC will receive an additional \$114,000, some of which may trickle down.

Ms. Moulding received a letter from the Pioneer Valley U.S.O. thanking Forbes for their generous donation of paperback books to deploying military personnel.

Ms. Moulding received a letter from Mayor David Narkewicz dated April 13, 2012, about the ESCO project funding impact on Forbes.

FY12 Third Quarter OM Report

Ms. Moulding distributed a spreadsheet showing ordinary maintenance spending through the third quarter of FY12. It is a tight budget, but looks to be okay so far. The biggest overage is in Labor & Repairs which had unexpected expenditures for the HVAC system, lighting and electrical work, and large repairs for the handicap lift this year.

FY13 Budget

Mr. Carrier, Mr. Twarog, Ms. Moulding, and Ms. Downing met with Mayor David Narkewicz, Finance Manager Susan Wright, and Head of Central Services, David Pomerantz on Thursday, March 29, to discuss the library's FY13 budget.

FY13 Budget (continued)

The library presented evidence that Forbes has not saved significant money from the energy upgrades made by ESCO in the summer of 2010 and therefore should not be charged \$35,000 a year for energy savings. David Pomerantz said he would look into the matter with ESCO. Since then, Ms. Moulding has received a letter from Mayor David Narkewicz proposing that instead of charging Forbes \$35,000, the city will charge \$15,051.21, which is the actual amount of the library's share of the debt service on the value of the project implemented at Forbes, \$228,479. This amount includes the cost of improvements, as well as a share of the pre-construction costs such as the audit, engineering work, and expenses for bonding, etc.

Ms. Moulding said that the original agreement was that Forbes would pay only the amount of actual savings, and that if the library were to choose to spend \$228,479, it would have spent it on window replacement which is a much higher priority. At this point, Ms. Moulding estimates that actual savings will amount to \$2,000-\$3,000 for this fiscal year. The appropriation for FY2013 proposed by the Mayor is \$15,000 less than requested by Forbes, and will represent a crisis if not restored. Mr. Carrier, Mr. Twarog, and Ms. Moulding will schedule a meeting with the Mayor soon to discuss the matter before the Mayor submits a final budget to the City Council on May 3.

Forbes Library Employee Association (FLEA) Negotiations

Mr. Carrier, Mr. Twarog, Ms. Moulding, and Ms. Downing met with FLEA members Jason Petcen, Ben Kalish, Molly Moss, and Dylan Gaffney on Monday, April 9 and made an offer. Mr. Petcen said they would take it back to their membership for discussion.

Secretary Job Description

Ms. Moulding distributed copies of the job description for the secretary to the Board of Trustees.

Ms. Burnham made a motion to approve the job description for the Secretary to the Board of Trustees as presented. Ms. Hess seconded the motion which was passed unanimously.

Annual Fund Wish List

Ms. Moulding distributed a wish list compiled by Faith Kaufmann and Julie Nelson for the use of the money from the 2011 Annual Fund which was for Special Collections. The Annual Fund amount is \$7,915. The total requested is \$11,550: \$4,300 for new shelving, \$550 for book trucks, \$3,200 to scan maps of Northampton and make them available online, \$1,200 for new Photoshop software, \$2,000 to professionally photograph Coolidge artifacts, and \$300 for new display stands for the Coolidge law office door and Massasoit Street sign.

Mr. Rowe made a motion to approve spending \$11,550 on the wish list prepared by Ms. Kaufmann and Ms. Nelson, \$7,915 from the 2011 Annual Fund and \$3,635 from the Special Collections Fund. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Downing will publicize the use of the Annual Funds in the library and on the library's website.

Gifts, Bequests, Sales, etc.

The following designated gift was received since the last Trustees' meeting: \$25 from the Lathrop Community, Northampton, in memory of Walter Reiss, to be deposited in the Book & Media Fund.

Gifts, Bequests, Sales, etc. (continued)

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

Annual Fund and Capital Campaign

Mr. Carrier reported that the front entrance and elevator project are not eligible for Community Preservation Act (CPA) funds and that there are no Community Block Grant funds or capital improvement funds from the City available either. Ms. Downing said that she recently heard from another librarian that Forbes might be able to get a discounted rate on donor database software and she is looking into it. The Trustees will vote to approve the plan and budget for the handicap accessible front entrance project at the May Trustees' meeting and will then begin work on the capital campaign.

Doland Reference Room Upgrade Plan

The Doland Reference Room Upgrade subcommittee will meet on Thursday, April 19. It is hoped that final decisions on funding and renovation details will be made at that meeting and presented to the full board in May.

Trustees Award

The 2012 Trustees Award honoring Kari Knapp and Chris Nolan will be Saturday, May 19, at 2:00 PM in the Coolidge Museum. The Heart of the Valley a cappella group will sing. Both Kari and Chris are members of the group. It promises to be a fun and entertaining event.

Smoke Free Property

Ms. Moulding is starting to assemble the promotional materials for going smoke free at both Forbes and Lilly Libraries. She has contacted the Health Resources in Action, EAP, HCC, and the American Lung Association for information.

Response to CCPLM letter

Ms. Moulding distributed a copy of a letter written by Peter Rowe that was sent to the Daily Hampshire Gazette. Ms. Moulding received confirmation that the letter was received and will be published.

Advocate Letter

Ms. Moulding distributed a copy of a letter written by Marjorie Hess advocating for library services. It was sent to Governor Patrick, Senator Rosenberg, and Representative Kocot. Ms. Hess has received responses from the Governor and Senator Rosenberg.

Pride March

Forbes Library will participate in the 2012 Pride Parade in Northampton on Saturday, May 12. Everyone is invited to participate and march along.

1940 Census

The 1940 Census was released on April 2. The release of this information has been eagerly awaited by genealogists and historians. The format and searching is very different than that of the previous years as NARA is only releasing it online (no microfilm) and without a name index. Family Search (LDS) will begin working with volunteers to create a name index. Julie Bartlett Nelson will be doing classes for the public on April 23 at 7 PM and April 24 at 1:30 PM. She and Elise Feeley will do a staff class on Tuesday April 17 to give staff a chance to test out this new resource.

CCPLM Highway Sign

Ms. Nelson spoke with the Mass Highway Department about the possibility of putting up a sign on Route 91 to advertise the Coolidge Museum. The 91 North Exit 18 has only two empty spaces and they have been spoken for by the city for a visitor's center and the Calvin Theater. There is a spot available on 91 South Exit 20. The application fee for the space on the sign is \$250 with a \$1,200 maintenance fee per year. Mr. Carrier suggested that the CCPLM Advisory Committee could look into other locations in town where a sign might be placed publicizing the CCPLM.

Gazette Library Ad

Forbes Library participated in a full page ad in a special Daily Hampshire Gazette and Amherst Bulletin supplement about recycling. A group of libraries got together to place the ad promoting libraries as early and enthusiastic recyclers.

Reports on workshops/meetings/activities

WMLA meeting (Janet Moulding)- Thursday, April 12, 2012. Ms. Moulding attended the Western Mass Library Advocates annual meeting at the Stockbridge Public Library. Michael Colford, the Director of Library Services at the Boston Public Library, was the guest speaker. Last year the BPL changed its designation from "the library of last recourse" to "the library of the commonwealth". They have changed from focusing on research and reference materials and staff to focusing on providing better access to the collections both in person and virtually. They have partnered with Digital Commonwealth to attempt to provide an accessible state wide digital archive containing materials from throughout the state. Their ecard program offers simple access to all state residents to the BPL's econtent materials.

Other Business

Ms. Hess made a motion that the Trustees post their by-laws on the Trustees' page of the library's website. Ms. Burnham seconded the motion which was passed unanimously.

Ms. Hess requested that the issue of socially responsible investing be placed on a future agenda. Mr. Carrier reminded Ms. Moulding to invite City Treasurer George Zimmerman to the May Trustees' meeting to discuss the Clarke and Earle funds.

Mr. Twarog met with Ms. Nelson to talk about a new brochure for the CCPLM and will obtain cost figures for printing a 3-fold brochure.

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