

TRUSTEES OF FORBES LIBRARY
Meeting of December 17, 2012

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Chris Mason, Energy and Sustainability Officer; Martha McCormick, observer for the Friends of Forbes Library; Jason Petcen, 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

Mr. Rowe moved that the Secretary's Report of November 26, 2012 be accepted and placed on file with a few minor corrections. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

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

Mr. Morin reported that the Aid Fund closed October with a surplus of \$29,400, and the Book Fund with a surplus of \$8,100. The E.F.T. fund will be reconciled by the end of the calendar year. A \$5,000 transfer was sent from the Richard Garvey Book Fund, collected from the parking meters, to the endowment.

Mr. Rowe moved that the Treasurer's Report of November 30, 2012 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the AID Fund closed November with a balance of \$40,000. There is one three-pay period month left this fiscal year. The electricity category is now within budget after the increased summer usage. The Book Fund has a balance of \$8,900. Total income for the year is \$2,700 under-budget, and total expenses are \$3,000 over-budget. The annual gift of \$2,000 for staff development was received from the Friends of Forbes. In response to a question from Mr. Twarog, Mr. Morin said that the asterisks indicated figures based on a full five months.

Mr. Rowe made a motion to transfer \$2,300 from the endowment to the Special Collections Fund in the operating account, and \$10,000 from the endowment to the Stahl-Halberstadt Fund in the operating account. Ms. Burnham seconded the motion, which passed unanimously.

Energy Savings Calculation

Chris Mason, Northampton's Energy and Sustainability Officer, attended the meeting to speak about how the ESCO energy savings at Forbes Library were calculated. Mr. Mason distributed a handout "Savings from Efficiency Improvements and Fuel Switching at Forbes Library" and went through the charts explaining how the figures were calculated. Mr. Mason determined the total energy savings from fuel conversion, HVAC efficiency, and lighting upgrades in FY11 to be \$19,137 and in FY12 to be \$27,471. Mr. Mason converted the number of therms of natural gas used after the conversion in FY11 to BTUs, and then determined the equivalent number of gallons of oil that would be required to generate the same number of BTUs. He then determined what the cost of the oil would have been at the same rate paid by the city at that

Energy Savings Calculation (continued)

time. In FY11, he determined the savings from fuel conversion to be \$15,998 and in FY12 to be \$18,574. He estimated the savings from increased boiler efficiency and the new energy management system to be negative \$3,074 in FY11 and positive \$2,460 in FY12. The savings from the lighting upgrade was determined to be \$6,213 in FY11 and \$6,437 in FY12.

Mr. Carrier said that he understood how Mr. Mason arrived at his figures, but that the library hadn't budgeted the amount he calculated would have been the cost for oil if Forbes hadn't converted, and therefore Forbes was being asked to return funds it did not receive from the city to begin with. Ms. Moulding said that if Forbes hadn't converted, it would have received a larger city appropriation for oil. Ms. Moulding said that the efficiency savings are partly due to lowering the temperature in the Children's Room to 68, which is too cold for small children, and that Forbes is now being asked to pay the cost of those savings back to the city. Mr. Mason said that he would raise this issue with Central Services. Ms. Moulding said that other areas in the building were also cold, especially areas near windows. Mr. Mason said that the window problem is independent of the energy conversion and that the cost of replacing the windows is prohibitively expensive and would take a significant amount of time to recoup the cost through savings.

Mr. Mason said that savings from the Energy Management System were from the creation of set points and fans that ramp up and down with a finer level of control. Ms. Downing said that Special Collections needed to be maintained at consistent climate control levels. Mr. Mason said that had not been accounted for in the Energy Management System due to the cost of installation, but that they were working on developing a less expensive way of setting aside that section of the building for climate control separate from the rest of the building. Ms. Moulding said that library staff were never consulted or informed of any of these issues or decisions during the conversion process, and had they been, these issues could have been addressed earlier. Mr. Mason said that his role is determining the amount of energy savings, and questions about the repayment agreement need to be discussed with Susan Wright, the City Finance Director.

Mr. Carrier thanked Mr. Mason for his presentation and explanation of how the energy savings were determined. Mr. Mason left the meeting at 4:45 PM.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding distributed parking passes for 2013. The alarm code for the back door will be changed on January 2nd.

Forbes now has its own Twitter account. To sign up, follow the link from the library's homepage.

Forbes staff members created a video for the Valley Gives Day. It can be seen on the library's homepage. It was done entirely by staff members and volunteer Alicia Ralph, who did the camera work. It is proving very popular on YouTube and started bringing in donations right from the first day.

The recently formed Teen Advisory Board continues to meet. They are planning a movie and pizza event Saturday afternoon, December 22. The Children's Department is also sponsoring their annual Giving Tree to collect toys for needy families. As well as accepting toys from patrons, Jude McGowan has partnered with the YMCA who will also collect toys and with the Disney Corporation who will donate samples of books and games.

Administrative Report (continued)

On November 27, a group of about twenty librarians from the various Smith College Libraries visited Forbes. After a tour of the building, Forbes staff met with them in the Community Room to discuss programming and collections at Forbes and answer questions. The visit was arranged by Josten librarian Janet Sponberg who is a regular Forbes user. She has long been impressed with the creative programs and services here at Forbes and wanted to give Smith librarians a chance to see for themselves how the Forbes staff collaborate to produce such creativity and perhaps take away some ideas for themselves. Forbes librarians will visit the Smith libraries in January to get an idea of what resources are there.

The 2013 Legislative Breakfast for Senator Rosenberg's district has been scheduled. It will be Friday, January 11, 2013, from 8:00-10:00 AM at The Nahman-Watson Library at Greenfield Community College. The Trustees were encouraged to attend to let legislators know how important libraries are to Massachusetts.

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

Friends of Forbes

Mr. Carrier attended the December 5th meeting of the Friends of Forbes and reported that he presented information to the Friends about the upcoming capital campaign, "Forbes for All," and asked the Friends to consider making donations individually and as a group. The Friends asked questions and there was good discussion. They will make a decision at their January meeting. Ms. Downing requested \$2,500 for programming, \$860 for the library's newsletter, and \$1,055 for museum passes, all of which were funded by the Friends. Their membership mailing is going out this month and the Friends have renamed the Publicity committee to be the Special Events committee.

Next Meetings

The next regular meeting of the Trustees was scheduled for Thursday, January 17, 2013 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, January 9 at 6:30 PM in the Calvin Coolidge Presidential Library and Museum. Ms. Burnham will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2013 at 4:00 PM on Mondays, March 4th, and June 3rd. Mr. Rowe will attend the March 4th meeting on behalf of the Trustees.

Communications

Mr. Carrier received a letter dated November 24, 2012 from the Northampton Dollars for Scholars thanking the Trustees for sponsoring the Forbes Library team in the Local Legend and Lore Scavenger Hunt.

Ms. Moulding received an email on December 13th from the Western Massachusetts Library Advocates (WMLA) asking for donations to help fund the library legislative breakfast.

Ms. Hess made a motion to make a \$50 donation from the "Miscellaneous" fund to the WMLA to help fund the legislative breakfast. Ms. Burnham seconded the motion, which was passed unanimously.

Communications (continued)

Ms. Moulding received a letter from the Massachusetts Board of Library Commissioners (MBLC) with Forbes Library's state certification certificate, and notice of the first state aid disbursement this fiscal year of \$21,740.55. Forbes will receive 80% and Lilly Library will receive 20% of the disbursement. Ms. Moulding will send a letter to City Treasurer George Zimmerman requesting the funds.

Mr. Carrier received a holiday greeting card from Boisselle, Morton & Associates, the library's auditing firm.

Finances: Status of ESCO

The Trustees discussed the best way to proceed with the ESCO payment of \$15,051.21 requested by the city. Ms. Moulding said that this payment combined with the repairs the library has had to make on the HVAC system and the handicapped lift will have a significant impact on the library's budget. In the past administration, the city had paid for major repair expenses, but the new administration is not aware of it. Susan Wright, City Finance Director, has asked for copies of invoices the city has paid for repairs at Forbes Library in the past. Since Forbes did not pay those expenses, it does not have copies of the invoices. Mr. Carrier asked Ms. Moulding to send a letter to Ms. Wright detailing the expenses Forbes has had this year for labor and repairs totaling about \$10,000. The Trustees asked Ms. Moulding to invite Ms. Wright to a Trustees' meeting to talk about the ESCO payment and the labor and repairs expenses. Mr. Carrier instructed Ms. Moulding to ask Ms. Wright to bring a copy of the ESCO contract relating to the work at Forbes Library, since the library has never received a copy.

Doland Reference Room Renovation Fund

A report on the status of the Doland Renovation Project finances was presented by Ms. Moulding. The amount budgeted was \$186,000, and the actual amount spent so far was \$181,464, with about \$2,000 in outstanding expenses coming in approximately \$2,000 under-budget. The Doland Fund in the operating account currently has a deficit of \$75,536.29. The Doland Fund in the endowment has a balance of about \$24,000 over the one million balance the Trustees have agreed to maintain as principal. The Trustees previously voted to borrow from the MacFarlane Fund in the operating account, \$56,091.58, to pay off the deficit in the Doland Fund, and then to pay back the MacFarlane Fund from the Doland Fund income in the endowment over time. After transferring the balance in the MacFarlane Fund to the Doland Fund in the operating account, there will remain a deficit of approximately \$19,500. The Trustees discussed transferring the excess over one million in the Doland Fund in the endowment to the operating account.

Ms. Hess made a motion to transfer \$23,400 from the Doland Fund in the endowment to the Doland Fund in the operating account. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Moulding and the Trustees thanked Mr. Petcen and Ms. Molly Moss for their work in designing and executing the Reference Room renovation, and for bringing the project in under budget.

Socially Responsible Investing

The Trustees discussed Socially Responsible Investing (SRI) and agreed by consensus to ask Bartholomew Inc. to implement the plan they discussed at the last Trustees' meeting, implementing SRI in particular asset classes when it is available and has been carefully researched. Mr. Carrier said the Trustees

Socially Responsible Investing (continued)

will formalize this agreement with Bartholomew Inc. the next time they attend a Trustees' meeting.

Gifts, Bequests, Sales, etc.

A donation of \$3,500 from the DeLaCour Foundation, New Hampshire, was received. No other designated or undesignated gifts, or receipts from sales/rents were deposited since the last Trustees' meeting.

Ms. Burnham made a motion to deposit the \$3,500 donation from the DeLaCour Foundation in the Second Century Fund. Ms. Hess seconded the motion, which was passed unanimously.

Valley Gives Day

Valley Gives Day was December 12, 2012 and Forbes participated. The money collected will go into the Second Century Fund and be used for the new elevator project. It was entirely an online event, so most of the library's promotion was done virtually with Twitter, Facebook, email, and on the website. As well as the online messaging, a promotional video was made which was posted on Youtube and the library's homepage, handouts were given to all patrons checking out items, and prizes were offered to donors. Ms. Downing reported that 60 donors gave a little over a total of \$5,000. The check will be issued in January.

Ms. Hess made a motion that the funds received from Valley Gives Day be deposited in the Second Century Fund. Ms. Burnham seconded the motion, which was passed unanimously.

After the deposits from the DeLaCour Foundation and Valley Gives Day, the Second Century Fund will have a balance of approximately \$20,000. The goal is to have \$50,000 before launching the capital campaign. The goal of the campaign is to raise \$200,000.

Fundraising Committee

The Fundraising Committee has been meeting regularly and has finalized the literature and mailings, which are now in the process of being printed. Work continues on the donor mailing list, and the Trustees should submit names for potential committee members. At the February meeting, a chair and co-chair will be chosen, and the list of donors will be divided up. Mr. Carrier said that all of the Trustees will participate in the asking. Ms. Downing said that a website and a video are planned. Ms. Hess suggested using a graphic of an elevator going up, similar to a thermometer, to indicate progress. It could be displayed in the lobby or outside the building. Mr. Carrier distributed pledge cards to the Trustees and asked that they be returned before the end of the year.

Handicap Lift

The handicap lift was finally repaired on November 20, but not inspected until December 3. It has remained intermittently functional since then.

Reports on workshops/meetings/activities

Coolidge Advisory Committee Meeting (Janet Moulding) - Notes from the December 3rd meeting of the Coolidge Advisory Committee meeting were distributed.

At 5:35 PM Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 5:35 PM.