

TRUSTEES OF FORBES LIBRARY
Meeting of March 20, 2013

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; Faith Kaufmann, 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. Burnham moved that the Secretary's Report of February 20, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Hess moved that the Treasurer's Report of February 28, 2013 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed February with a balance of \$20,800. Heating gas is over budget for the month reflecting the colder weather. Payroll expenses this month include the printing of W-2 forms. The library received a \$76 credit on worker's compensation insurance. The Book Fund has a \$16,600 surplus. Income for the year is \$5,000 under budget and total expenses of \$6,500 are under budget. Mr. Morin transferred \$10,000 collected from the parking meters to the Richard Garvey Book Fund in the endowment. Mr. Morin transferred \$30,000 in February and an additional \$36,000 in March from the endowment to the Doland Fund to cover remaining expenses from the Reference Room upgrade. The market value of the Doland Fund in the endowment is currently \$1,032,719.11. A disbursement of \$11,000 from the Clark and Earle funds was received from the City in March. Mr. Morin said that there is approximately \$56,000 in both the MacFarlane Fund and the Bak-Halberstadt Fund, and \$41,000 in the O'Connor Fund. Ms. Moulding and Mr. Morin will make a recommendation at the next meeting about a spending plan for the Garvey Book and Media Fund.

Doland Reference Room Fund

Ms. Moulding reported that all expenses are now in for the Doland Reference Room renovation. The final cost is \$188,129.59. The estimate was \$186,000, but since the renovation also included a couple of things not budgeted for, like carpet in the circulation desk area and electrical outlets and carpet in the reading room, the project should still be considered under budget and Molly Moss and Jason Petcen commended for their management. The Trustees expressed their gratitude to Mr. Doland for providing the funds for the project.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that congratulations are in order for the Friends of Forbes who placed fourth in the Florence Savings Bank Customer Choice Community Grants and were awarded \$3,500. Forbes once again was the highest placing library. The Friends work hard to gather votes and it clearly pays off.

Forbes sponsored a team for the Amherst Cinema Screen Test Trivia contest held on Sunday, March 10. The team, The Raiders of the Lost Archives, consisted of Dylan Gaffney, Jason Mazzotta, and Steven Stover and they were

Administrative Report (continued)

awesome. The questions were very obscure and arcane, yet between the three of them they quickly answered correctly again and again. They were so good they were the last team eliminated before the final round which effectively put them in third place out of twenty-four entries.

During the month of April Forbes is holding an online poetry contest using the words and layout on the spines of books to assemble a poem. This is an idea the library borrowed from another community and there has already been quite an enthusiastic response when it was announced on Facebook. There is a grand prize of a \$25 gift certificate to Broadside Bookshop for teens and one for adults. Ms. Moulding distributed two examples of book spine poetry.

Every two years the state requires all public employees and elected officials to take an online conflict of interest test. Ms. Moulding sent the Trustees a link to the test and asked them to take it, print out the certificate and give it to her. She will give them to the city clerk to keep on file.

Ms. Moulding distributed an updated address list created by Ms. Sheirer for the Trustees, and asked them to review their contact information and let Ms. Sheirer know if corrections are needed.

Ms. Moulding reminded the Trustees that the Library Legislative Day this year will be Tuesday, March 26. Western Massachusetts Library Advocates (WMLA) will be sponsoring a bus to Boston.

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 Meeting

Ms. Hess attended the March 6 meeting of the Friends of Forbes and reported that the Friends of Forbes received \$3,500 from the Florence Savings Bank Customer Choice Community Grants awards. They made \$998 from the raffle baskets in February. The Friends have agreed to purchase annual liability insurance for the library to be able to serve alcohol which is necessary for the planned wine tasting and will also allow the library to serve alcohol at other events. The garden tour committee is planning a talk and reception for this special anniversary year of the garden tour. The Friends granted the library's request for funding for Northampton Reads. They are planning for their annual meeting on April 17 and the Edible Book event on April 21.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, April 25, 2013 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, April 3 at 5:30 PM, followed by the annual meeting at 6:30 PM. At 7:00 PM guest speaker, Kristin DeBoer will give a presentation about the Kestrel Land Trust. Ms. Burnham will attend the business meeting on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2013 at 4:00 PM on Mondays, June 3, September 2, and December 2. Ms. Hess will attend the June 3 meeting on behalf of the Trustees.

Communications

Ms. Moulding received a letter dated February 13, 2013 from the Northampton Survival Center thanking Forbes for its donation of 706 pounds of food from the "Food for Fines" program.

Ms. Moulding received a letter dated February 24, 2013 from City Treasurer George Zimmerman notifying her of the forecast of disbursements from the Clarke and Earle funds for FY2014 in the amount of \$11,250.

Ms. Moulding received a letter dated February 28, 2012 from the WMLA thanking the Trustees for their contribution to the Library Legislative program.

Mr. Carrier received a letter dated March 4, 2013 from the Cooley Dickinson Hospital thanking the Trustees for their memorial contribution in memory of Barbara Rowe.

The Trustees received a thank you note from Mr. Rowe for their condolences and memorial contribution in memory of his wife, Barbara Rowe. The Trustees also received a thank you note from Mr. Twarog for their condolences and flowers sent in memory of his mother.

FY14 Budget

Ms. Burnham, Ms. Hess, Ms. Moulding, and Ms. Downing met with Mayor Narkewicz and Finance Manager Susan Wright on Monday, March 4. Nothing was settled definitely, but the mayor indicated that the library would get the amount required by the MBLC Municipal Appropriation Requirement which is an increase of \$17,003 over last year for a total of \$1,114,225. That is not an increase sufficient to give step raises and cola raises to staff as stipulated in their contract.

Maintenance Costs

At this same meeting, Forbes requested that the city reimburse the library for \$19,000 worth of extraordinary maintenance costs in FY13 as has been the city's practice in the past. The Trustees also gave the Mayor the memo of understanding they voted upon at the last meeting. The Trustees have not yet received a response. Mr. Carrier said this was an important issue and that the Trustees would be doing a disservice to the library if they didn't pursue it diligently, by appealing to the City Council or hiring a lawyer if necessary. Mr. Twarog added that building maintenance is clearly stipulated in the will of Judge Forbes as being the city's responsibility.

Pride March

Ms. Hess requested that the Trustees discuss whether or not Forbes should participate in the 2013 Pride March. Ms. Hess said that the event is good visibility and community involvement for Forbes and the library has been enthusiastically received in the past.

Ms. Hess made a motion that Forbes participate in the Pride March again this year on May 4. Mr. Rowe seconded the motion, which passed unanimously.

"Show Us Your Bra" Donation

The Breast Form Fund, which sponsored the Northampton "Show Us Your Bra Contest" as a fundraiser for breast cancer survivors, has offered to donate to Forbes their archives and some artifacts. Along with the materials would be \$3,500 used to process and house the materials and provide programming if possible. Forbes Archivist, Julie Nelson, recommends that the Trustees accept

"Show Us Your Bra" Donation (continued)

this gift since it is an important piece of Northampton's culture and deserves a place in the Hampshire Room for Local History.

In response to a question from Mr. Rowe, Ms. Moulding said that the library is very selective about what it chooses to add to the collection and has a gift selection policy and criteria. Mr. Carrier said that since library space is limited, the Northampton Historical Society is an option for donated artifacts.

Mr. Rowe made a motion to accept the gift from the Breast Form Fund and sign the letter of acceptance. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Carrier signed the letter of acceptance. The \$3,500 donated for processing costs will go into the Special Collections fund.

Gifts, Bequests, Sales, etc.

There were no *designated gifts, undesignated gifts, or receipt from sales* this month.

Community Forum and City Resolution

Ms. Hess led a discussion with the Trustees about a resolution passed last week by the Northampton City Council urging the state legislature to consider two tax revenue generating proposals, one by Governor Patrick and one by State Representatives sponsoring the Act to Invest in Our Communities.

Ms. Hess moved that the Forbes Library Trustees support the City Council/School Committee resolution Of March 7, 2013, urging the State Legislature to adopt fair and equitable tax reform to raise substantial revenue, a sufficient portion of which will be allocated to local aid so that the City of Northampton can continue to provide the level of public service its citizens require and deserve and that the Trustees make a public statement of this support. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Hess will read a public statement at the next City Council meeting about the Trustees' vote to support the resolution and include the following library specific information: "Included in that public service is library service and in Northampton it is a significant public service. Over 60% of Northampton residents hold active Forbes library cards and last year's attendance and usage of the library increased by 20 %. In a recent survey of Forbes Library users the primary request was for 'more,' more programs, more presentations, but most of all more hours when the library is open. Instead, for the past four years we have been forced to close summer Saturdays and this year will be no exception. We join with the City Council and the School Committee in asking the legislature to adopt fair and equitable tax reform to raise substantial revenue in order to provide the library service our citizens require and deserve." Ms. Hess will also submit the statement as a letter to the editor of the Daily Hampshire Gazette.

Mr. Morin left the meeting at 4:45 PM.

Elevator Fundraising Committee

Ms. Downing reported that the planning committee will be sending out invitations to over 100 people inviting them to attend the Forbes For All kickoff meeting on Thursday, April 18 at 7:00 PM. Mr. Carrier asked that all of the Trustees attend the kickoff meeting.

CPA Application

Mr. Carrier, Ms. Moulding, Mr. Petcen, and architect Tom Douglas attended the Community Preservation Committee meeting Wednesday, March 6. Forbes had submitted a request for \$300,000 to replace the windows in the library building. Ms. Moulding and Mr. Douglas presented information about the project and then with the assistance of Mr. Petcen answered questions by the committee.

FLEA Negotiations

Mr. Carrier, Mr. Twarog and Ms. Moulding met with FLEA representatives Jason Petcen, Molly Moss, Dylan Gaffney, and Ben Kalish on Thursday, March 14, to discuss the upcoming contract renewal. It was a preliminary meeting to discuss the status of the FY14 budget and no offers or specific amounts were discussed.

Reports on workshops/meetings/activities

Coolidge Advisory Committee (Janet Moulding)- Notes from the March 4th Coolidge Advisory Committee meeting were distributed. Mr. Richard Szloskek, who wrote a guest column about Coolidge that appeared in the Daily Hampshire Gazette was invited and attended the meeting. Mr. Carrier encouraged Ms. Nelson to invite Northampton area community members who have expressed an interest in Coolidge to join the committee and bring their energy and ideas.

At 5:00 PM Ms. Hess moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 5:00 PM.