

TRUSTEES OF FORBES LIBRARY
Meeting of April 25, 2013

Present: Ms. Burnham, Mr. Carrier, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Martha McCormick, observer for the Friends of Forbes Library; Jason Mazzotta, representative of the Forbes Library Employee Association (FLEA). **Absent:** Ms. Downing.

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 March 20, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Burnham moved that the Treasurer's Report of March 31, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Morin reported that the Aid Fund closed March with a balance of \$35,400. Heating gas is over budget by \$3,000 as the report reflects cold weather gas usage. The annual Clarke and Earle disbursements were received from the City. The Book & Media Fund has a surplus of \$20,500 at the end of March. Income for the year is \$3,000 under budget and expenses are \$9,000 under budget. \$36,000 was transferred from the endowment to the Doland Fund in the operating account. The Trustees agreed by consensus to leave the remaining balance from that transfer, approximately \$7,000, in the operating account to be used in FY14 for Reference Room expenses. The market value of the Doland Fund in the endowment is now \$1,001,800. The Pleasant Street Video Fund has a deficit of \$7,600 due to the processing costs associated with the collection. The Trustees had previously voted in May 2012 to transfer the deficit to the Book & Media Fund. Ms. Moulding will make a recommendation at the next Trustees meeting.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that Ms. Downing is not attending this meeting because she is at the Massachusetts Library Association convention in Cambridge.

The Edible Book, a fundraiser for the Friends of Forbes and the Friends of Lilly Libraries, was held Sunday, April 21, at the Florence Civic Center. There were about 25 entries and over 100 attendees. Everyone had a great time and too much to eat. As always the entries ranged from cakes about their favorite board books by a preschool class to amazingly artistic representations of classics of literature. This year those included *Twenty Thousand Leagues under the Sea*, *Chew (To) the Lighthouse*, and *Lord of the Flies (Flies)*.

The last piece of furniture for the Doland Reference Room arrived last week. It is a custom made Reader's Advisory desk. It turned out quite handsome and very useful. It displays materials well and holds many more books than a plain table.

This spring the planting bed by the back door will be replanted with plants similar to the bed on the east side of the building. A Sweet Gum tree, which is native to North America, will be planted in the side yard at the intersection of the parking lot and entrance driveway.

Administrative Report (continued)

Ms. Moulding distributed the corrected address list created by Ms. Sheirer for the Trustees. She also distributed three postcards, one each addressed to Governor Patrick, Senator Rosenberg, and Representative Kocot, asking for support for library funding in the state budget. The Trustees are requested to sign and mail them. They are also being left at the reference desk for patrons to sign and mail.

The Northampton Pride Parade is Saturday, May 4th. The Forbes Library contingent will meet at 11:45 AM in the Municipal Parking Lot across from the Brewery.

The Teen Advisory Board has produced a Harlem Shake video to promote teen activities at Forbes. It can be viewed at <http://www.youtube.com/watch?v=AJBy35omE4c>.

Forbes Library will participate in the Northampton Arts Night Out Friday, May 10, from 7:00 to 9:00 PM. The Hosmer Gallery exhibit that month will be art from Northampton High School Students.

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

Friends of Forbes Meeting

Ms. Burnham attended the April 3rd business meeting of the Friends of Forbes and reported that it was a short meeting due to the annual meeting being held immediately afterwards. The membership committee reported that they had drafted a fundraising letter to send out. They discussed plans for the wine tasting in the fall and have now confirmed insurance coverage for the event. They will meet on May 7 to continue planning for the wine tasting. The garden tour is scheduled for June 9th, and is the 20th anniversary year for the annual tour. There are special events planned for May, including a kick-off reception on May 29th. The Friends are planning two raffle baskets this summer including one Red Sox themed basket, and one children's themed basket. At the annual meeting, the Friends re-elected the current officers for another year including Martha McCormick as President, and accepted new member Joellen McKenzie. Kristin DeBoer of the Kestrel Land Trust was the guest speaker at the annual meeting.

Next Meetings

The next regular meeting of the Trustees is scheduled for Wednesday, May 22, 2013 at 3:45 PM in the Watson Room. Mr. Morin will invite the representatives from Bartholomew Inc. to attend the meeting.

The next meeting of the Friends of Forbes Library will be held Wednesday, May 1st at 6:30 PM. Mr. Rowe will attend 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.

Communications

Forbes Library received a Notice to Abutters from the Northampton Conservation Commission about Smith College seeking permission to dredge Paradise Pond, which is an area subject to protection under the Wetlands Protection Act and the Northampton Wetlands Protection Ordinance.

Communications (continued)

Mr. Carrier received a letter dated April 5, 2013 from the Massachusetts Board of Library Commissioners (MBLC) notifying the Trustees of the distribution of the second and final State Aid to Public Libraries of \$22,945.11 to be divided between Forbes and Lilly libraries.

The Trustees received an email on April 10, 2013 from the MBLC about the House Ways and Means budget recommendations. The MBLC is proposing to increase their operating budget, but State aid to public libraries would remain level-funded.

FY14 Budget

Ms. Moulding reported that since the last Trustees' meeting, Forbes Library has heard nothing from the Mayor's Office about the library's FY14 budget. The Mayor's override proposal includes a 2.75% increase for Culture and Recreation, which would include the library, but it is not specified how this would be applied if the override vote succeeds. In the meantime the library should assume a level-funded budget. Ms. Hess said that a constituent had expressed interest in participating in a group to speak to the Mayor about keeping the library open on Saturdays during the summer. Ms. Moulding said it would cost about \$10,000-\$12,000 to do so.

Maintenance Costs

Ms. Moulding reported that since the last Trustees' meeting, Forbes Library has heard nothing from the Mayor's Office about the library's request that the City refund the library for \$19,000 in extraordinary maintenance costs. Mr. Carrier asked Ms. Moulding to send a letter to the Mayor asking for a response, and indicating that the City is responsible for this cost whether the override passes or not.

Garvey Book & Media Fund

The Trustees voted that \$1,000 from the Garvey Book & Media Endowment Fund be transferred to the Book Fund for FY13. As of March 31, 2013, the Garvey Book & Media Endowment Fund has \$169,389.86 in it. Ms. Moulding would like a transfer of \$3,000, which is slightly less than 2%, from the fund to the Book and Media Budget Fund for FY14. The Trustees will ask the Bartholomew representatives next month for a recommendation of a spending plan from the fund appropriate to the total return approach.

MacFarlane Fund

The Trustees discussed whether to leave the MacFarlane Fund in Florence Savings Bank or move it to the endowment at Bartholomew Inc. As of March 31, 2013 there was \$56,061.98 in the fund. It is restricted by the donor to be used for renovation projects and building maintenance, and might be used to supplement the elevator project. Mr. Morin suggested it could be transferred to a Certificate of Deposit at Florence Savings Bank where it would earn about 1% interest, and avoids the risk of losing value in the endowment.

Mr. Twarog made a motion to transfer the balance in the MacFarlane Fund at Florence Savings Bank to a Certificate of Deposit. Mr. Rowe seconded the motion which was passed unanimously. Mr. Morin will explore options for the most favorable interest rate and terms.

Third Quarter Ordinary Maintenance Budget Report

Ms. Moulding distributed a spread sheet of ordinary maintenance expenditures through the third quarter of FY13. The library is estimated to finish the year about \$7,000 over spent. However, that includes \$19,000 in extraordinary

Third Quarter Ordinary Maintenance Budget Report (continued)

maintenance expenses that the library has requested repayment of from the City, but does not include any ESCO payment to the City. After 21 of 26 payrolls, the personnel budget is \$8,000 under budget, but there are still longevity payments of \$2,000 to be paid out in this fiscal year. Therefore the actual expenditures will be quite close to the budgeted amount. In response to a question from Mr. Carrier, Ms. Moulding said that if the library receives the \$19,000 from the City, it will be able to make the \$15,000 ESCO payment.

CPA Application

Ms. Moulding reported that the library's application to the Community Preservation Committee (CPC) for \$300,000 to replace the windows in the library building was not approved. Members of the committee did not seem convinced that the project needed to be done. They requested that if the library resubmitted the request that it include detailed assessments of each individual window and a recommendation for each window of what repairs are needed. Acknowledging that such an assessment could be very expensive, the committee indicated that it would be receptive to an application for funds to conduct the window inventory. Architect Tom Douglas offered to send an intern to help Jason Petcen do a survey of the windows. There will still be the cost of renting a cherry-picker to be able to survey the windows on the top floor. Mr. Carrier asked Ms. Moulding to discuss this plan with the chair of the CPC to make sure it would be acceptable to them. There are about 138-140 windows in the library, and the replacements must be historically appropriate. Installing storm windows would not be sufficient as the outside frames of the windows are also in disrepair.

Gifts, Bequests, Sales, etc.

There were no *designated gifts*, *undesignated gifts*, or *receipt from sales rents* this month. Contributions to the Second Century Fund will be included in next month's report.

Second Century Fundraising Committee

The Forbes For All fundraising campaign was officially launched on April 11 with a staff meeting to introduce everyone to the campaign and answer questions. Remittance envelopes were distributed about the campaign to patrons at the service desks that afternoon. The campaign's website, www.forbeslibrary.org/forbesforall was linked to from the library's homepage and a press release was sent to media outlets. There has been coverage in the Springfield Republican newspaper and it is hoped that the Daily Hampshire Gazette and other news outlets will write stories. The first fundraising committee meeting was held on April 18 and was attended by the library trustees, Friends members and invited guests. There were about 25 people in attendance for a program about the problems with the current lift, the need and the solution as well as a call to action to assist in the fundraising efforts. The presentations were well received including those by committee chairs Judy and Mike Ryan and everyone enjoyed the food provided by Bonnie Burnham and Janet Moulding. A mailing about the campaign to about 1,800 businesses and residents is going out this week. With lead gifts from the Friends of Forbes Library and Smith College along with donations that have come in so far, the total raised to date is \$73,000. The fundraising committee will meet again on Thursday, May 2 at 7:00 PM. The list of 1,800 names and businesses will be reviewed and discussed for follow-up contact.

MBI Anchor Institution

The Massachusetts Broadband Initiative (MBI) requested recommendations from then City Development Officer, Teri Anderson, of buildings that should be Anchor Institutions within the City of Northampton and house broadband hubs from which service could be distributed. Forbes Library, Lilly Library, and the Smith Vocational School were on that original list. At some point there was confusion between the City and MBI and those three buildings were removed from the list. CWMars is planning to switch all libraries in the MBI area from cable to broadband for CWMars service. Mr. Petcen and Ms. Moulding met with representatives from the City and from MBI to discuss the problem, and were assured that a solution would be found. Ms. Moulding talked to Joan Kuklinski, director of CWMars, and was told that Forbes and Lilly would be kept on cable until the problem was resolved. Ms. Moulding met again with MBI and City representatives last week, and it was decided that the City will run a cable to the library from City Hall. Forbes will have a broadband connection, but will not be an anchor.

Reports on workshops/meetings/activities

None this month

At 4:55 PM, Mr. Rowe moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 4:55 PM.