

TRUSTEES OF FORBES LIBRARY
Meeting of December 19, 2013

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Serena Smith, 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, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of the Executive Session of September 23, 2013 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Rowe moved that the Secretary's Report of the Executive Session of October 24, 2013 be accepted and placed on file. Ms. Hess seconded the motion which was passed unanimously.

Administrative Report (Ms. Moulding & Ms. Downing)

Ms. Moulding reported that Forbes will be offering the annual Food for Fines program from January 4-15. During this time patrons can pay off overdue charges with the donation of non-perishable food. Each item donated will be worth \$2 in fines. The food collected will be donated to the Northampton Survival Center.

On December 4, The Local History/Local Novelist program featured images from the new Daily Hampshire Gazette book of photos of historic Hampshire County. Faith Kaufmann and Dylan Gaffney showed slides and explained some of the photos in the book that are from the Forbes Library collection. Speaking to a packed Coolidge Museum, both were eloquent and informative about local history and the Forbes collections. Photographer and Historic Northampton board member, Stan Sherer showed historic and contemporary photographs side by side and discussed the importance of documenting our history through images. The program was such a success that it is planned to take it on the road to select venues. It will be a great promotion for Forbes, its special collections and knowledgeable staff. The Gazette gave Forbes 37 copies of the book to do with as we wish. Several have gone into the collection and the rest will be sold at the main desk.

Smith College's Josten Library and Forbes Library collaborated on the first open Holiday Jam and Sing-Along held on December 7, in the Coolidge Museum. About thirty people attended, many bringing their own ukuleles or ukulele-type instruments. Playing from a ukulele song book projected on the screen, the participants played and sang through nearly twenty holiday favorites. A delightful time was had by all. \$179 was raised for victims of Typhoon Haiyan.

Copies of the most recent Forbes Library newsletter were distributed to the Trustees. With this issue, the Friends of Forbes have "taken back" the newsletter. New Friends Board member Peter Kobel has volunteered to produce the newsletter and has done an excellent job.

Administrative Report (continued)

Valley Gives Day was Thursday, December 12. Forbes made a video and had a "cookie table" in the lobby that afternoon. Each donor received a cookie. Every twelfth online donor received a dozen cookies and a parking pass was given by a raffle which included all donors of \$48 or more and a parking pass was given to all donors of \$500 or more.

The Children's Department is celebrating the holidays with a giving tree for toys for children ages 0-16. Toys will be collected through January 6. The Children's Department hosted a "Polar Express Pajama Party" on Saturday, December 14, with hot cocoa, crafts and a reading of the Polar Express.

The Coke machine was brought into the building Thursday, December 12. It will be up to the patrons' use of the machine whether or not it stays in the library.

Archivist Julie Nelson will be on maternity leave as of December 29, and will return to work in March.

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. Moulding attended the December 4th meeting of the Friends of Forbes and reported that the Friends approved funding for the museum passes and adult programming. They have received 120 ballots so far that they know of in the Florence Savings Bank Community Choice Grants program. In response to a question from Mr. Carrier, Ms. Moulding said that the museum passes are listed in the online catalog, and there are signs posted at the circulation desk. Ms. Downing said that they are very popular and are often checked out, especially on weekends.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, January 16, 2014 at 4:00 PM in the Watson Room. Mr. Carrier asked Ms. Moulding to add items to the agenda including suggestions for the annual Trustees' Award, election of officers, and approval of Robert's Rule of Orders for meetings.

The next meeting of the Friends of Forbes Library will be held Wednesday, January 8 at 6:30 PM. Mr. Twarog will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting in 2014 at 4:00 PM on Mondays, April 7, June 2, September 8, and December 1. Mr. Rowe will attend the April 7 meeting.

Communications

Ms. Moulding received a letter dated December 12, 2013 from the Western Massachusetts Library Advocates (WMLA) requesting a donation to help fund the Library Legislative Breakfast on Friday, February 7, 2014 at the Jones Library in Amherst.

Mr. Rowe made a motion to make a donation of \$50 to be paid from Miscellaneous Funds to help fund the Library Legislative Breakfast. Ms. Hess seconded the motion which was passed unanimously.

Ms. Moulding received a letter dated December 12, 2013 from the Massachusetts Board of Library Commissioners (MBLC) announcing the first disbursement of

Communications (continued)

State Aid for Public Libraries in the amount of \$20,434.99. Forbes will receive 80% and Lilly Library will receive 20%.

Finances

There was no report this month.

Treasurer's Report

Mr. Morin reported that the Aid Fund closed November with a balance of \$13,000. The heating gas budget will be over-spent by the end of the winter season, then should align back within budget by late spring. The ESCO expense line item was removed and labor and repairs was increased by \$4,000 and employee wages by \$10,900. The Book Fund has a surplus of \$2,500 at the end of November. There was a payment of \$4,000 in the video category. The purchase of books and subscriptions and memberships categories are over-budget at the end of November. Mr. Morin transferred \$10,000 from the Lyman Special Collections Fund in the endowment to the operating account, per the instructions of the Trustees. A check for \$25,000 from the Friends of Forbes was deposited into the Second Century Fund.

Ms. Burnham moved that the Treasurer's Report of November 30, 2013 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following *designated and undesignated gifts* were received since the last Trustees' meeting: \$43,000 in donations to the Second Century Fund (list attached, including 25,000 from the Friends of Forbes).

Mr. Rowe made a motion to approve the allocation of the designated and undesignated gifts as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was passed unanimously.

Second Century Fundraising Committee

Ms. Downing reported that Valley Gives Day was very successful and raised a total of \$5,800, including a \$1,200 "golden ticket" award. There were 96 donors, and approximately one third were new donors who had not been previously solicited, one third were on the Forbes list but had not yet made donations, and one third were repeat donors. The check, minus a 4.9% fee, will be received in January. The Trustees agreed that the online donations were worthwhile pursuing in spite of the administrative fee because they reach a different group of donors. Mr. Carrier remarked that it was very nice to see that so many Forbes Library employees had made donations. Ms. Downing reported that with the end of the year donations and an anonymous gift of \$15,000, the Second Century Fund is at about \$305,000. There is a 10% contingency built into the elevator project budget, although it is estimated that costs have risen by 10-20% since the project was originally budgeted. The committee will continue to fundraise to be sure to have enough to cover the cost of the project.

Handicap Accessible Elevator Project

There have been no meetings of the elevator committee the last three weeks. Tom Douglas continues preparing his bid documents for February when it will go out to bid.

Reports on workshops/meetings/activities

Coolidge Advisory Committee Meeting (CCPLM)- Minutes from the December 3rd meeting of the Coolidge Advisory Committee were distributed. Ms. Moulding reported that CCPLM hours will be reduced while Ms. Nelson is on maternity leave. Ms. Downing will work extra hours, and there will be docents covering the museum when it is open. Dylan Gaffney will also help out. The Grace Coolidge program filmed at the CCPLM is available on the CSPAN website. The library will receive a copy on DVD which can be shown in the museum. Ms. Nelson has been looking into interactive software, but has not found anything suitable yet. The White House Christmas Tree ornament in 2015 will feature Calvin Coolidge. Several designers are working on it, and have contacted the CCPLM for information. Forbes may offer the ornaments for sale when they become available. The Pioneer Valley History Network's theme next year will be "Made in the Valley." Forbes will feature Coolidge as a president "made in the valley."

At 4:45 PM Ms. Burnham moved to adjourn the meeting. Mr. Rowe seconded the motion, which was passed unanimously. The meeting was adjourned at 4:45 PM.