

TRUSTEES OF FORBES LIBRARY
Meeting of February 24, 2014

Present: Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer, Mr. Twarog. **Also Present:** Peter Kobel, observer for the Friends of Forbes Library; Brian Tabor, representative of the Forbes Library Employee Association (FLEA). **Absent:** None.

The meeting was called to order at 4:00 PM in the Watson Room in Forbes Library.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of January 31, 2014 be accepted and placed on file with a minor correction. Ms. Burnham seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Morin distributed a corrected copy of the December 31, 2013 report. He noted that the \$12,000 deficit in the Aid Fund at the end of December disappeared in January. Expenses for electricity and heating gas will even out over the remaining fiscal year. Ms. Moulding noted that the amount of electricity and gas usage is about the same as last year, but the price has gone up significantly.

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

Mr. Morin noted that the endowment is now at approximately \$4.58 million. The deficit in the Aid Fund was \$1,200 at the end of January. The first State Aid funds for public libraries in the amount of \$16,000 was received and deposited. A check for \$15,399 was received from the city for the additional appropriation for personnel. Mr. Morin has adjusted the budget to reflect the additional appropriation and personnel expense. The Book Fund has a \$10,700 surplus in January. The subscriptions and membership category is over-budget, but should even out over the remainder of the fiscal year. Mr. Morin transferred \$5,000 collected from the parking meters to the Garvey Book & Media Fund in the endowment. Mr. Morin deposited bank interest to the funds this month based on the balance in the fund. In response to a question from Mr. Carrier, Mr. Morin said that the library should be receiving the FY14 Clarke and Earle distribution from the city soon.

Ms. Burnham moved that the Treasurer's Report of January 31, 2014 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 the Library Legislative Breakfast for Senator Stan Rosenberg's district was held Friday, February 7, at Jones Library in Amherst. Ms. Hess, Ms. Moulding, and Molly Moss attended from Forbes Library. There was a good crowd and enthusiastic speeches from representatives of various library organizations and State Representatives John Scibak, Ellen Story, Denise Andrews, and Senator Rosenberg. The message from the elected officials seemed to be that financially things were improving in the state. Residents of this district were great advocates and all their representatives considered library support a high priority. Handouts from the meeting were distributed to the Trustees.

Administrative Report (continued)

The library raffled off a Scott Prior print entitled "Window in June" as a fundraiser for the elevator project. The framed print is valued at \$775 and was donated by William Baczek Fine Arts gallery. Tickets were \$10 each or 3 for \$25. The drawing was held on Wednesday, February 19 and raised \$860.

The Friends of Forbes offered raffle baskets again this year. The baskets were on display in the library lobby. The Valentine Basket drawing was a few days before Valentine's Day and the drawing for the Winter Basket, which included a Kindle eBook reader, was February 19.

On Valentine's Day, members of the Friends of Forbes board once again decorated the staff room and loaded the table with homemade treats for staff. It was delightful and very much appreciated.

At 4:15 PM, Peter Kobel joined the meeting and was introduced to the Trustees. He was attending on behalf of the Friends of Forbes, and is now doing the Friends' newsletter.

Ms. Downing attended a public hearing with Comcast and the city of Northampton for the cable contract negotiation renewal for Northampton Community Television. She spoke about the productive relationship the library has developed with NCTV and emphasized the importance of documenting and archiving video footage for future historians.

Thanks to a generous gift by the Friends of Forbes Library, Forbes Library now offers passes to the Museum of Fine Arts in Boston. The Library has a book of 70 passes, which provide \$10 admission for up to two people. Children under 18 years old are admitted for \$10 during the week and are free on weekends. Passes are valid within the year printed on the ticket and since they are good for only one visit they need not be returned to the library.

A representative from the Coca-Cola Company reports that usage of the Coke machine in the library is acceptable so far. Diet Coke and Coke are by far the most popular items being sold.

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. Moulding attended the February 5th meeting of the Friends of Forbes and reported that the Friends' annual meeting is scheduled for April 2, at 6:00 or 6:30 PM, followed by a program on local history given by Elise Feeley. The Friends newsletter will come out in May. The Friends approved funding for children's programming. The Friends are trying to get their membership records in order.

Next Meetings

The next regular meeting of the Trustees is scheduled for Monday, March 24, 2014 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, March 5 at 7:00 PM. Ms. Hess 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 7th meeting on behalf of the Trustees.

Communications

Ms. Moulding received an email on January 23, 2014 from the Massachusetts Board of Library Commissioners (MBLC) announcing the State FY2015 budget, which has not yet been approved.

Ms. Moulding received a letter dated February 6, 2014 from George Zimmerman, City Treasurer, forecasting the FY2015 disbursements from the Clarke and Earle funds to be \$11,750, based on the formula agreed upon by the Trustees. This amount is \$500 more than in FY14.

Ms. Moulding received an announcement from the Western Massachusetts Library Association (WMLA) for Library Legislative Day, March 31, 2014. WMLA has arranged for a bus trip to the State House with various pick up and drop off points.

The library received a thank you note from the Mount Holyoke College Theater Department for "all of your help and for the generous donation of books." They needed a lot of books for the set of a play they did.

FY15 Budget

Ms. Moulding reported that the library's budget submission deadline was extended to February 13 because the city requested that the library prepare a 2% increase budget instead of a level services budget as originally instructed. When Ms. Moulding informed the mayor's office that a 2% increase budget would mean cutting services, she was asked to send in a level services budget and indicate what services would be cut to meet the 2% increase number. A level services budget would be a 4.6% increase or \$56,780 instead of the 2% increase of \$22,592. Ms. Moulding distributed copies of the budget she submitted to the mayor. Ms. Hess, Mr. Twarog, Ms. Downing, and Ms. Moulding have a budget meeting scheduled with mayor Narkewicz and Finance Manager Susan Wright on Friday, February 28.

The Trustees discussed the FY15 budget, including what information to present and questions to ask when they meet with the mayor on February 28. Ms. Moulding will also be prepared to discuss the labor and repairs budget. Ms. Moulding, Ms. Downing, Ms. Hess, and Mr. Twarog will meet at 1:30 PM to prepare for the meeting with the mayor at 2:00 PM.

Election of Officers & Meeting Rules

Mr. Twarog made a motion to elect the following officers for 2014, Mr. Carrier as President, Mr. Rowe as Vice President, Mr. Morin as Treasurer, and Ms. Sheirer as Secretary. Ms. Hess seconded the motion, which was passed unanimously.

Set Dates for Monthly Trustees' Meetings

The Trustees set dates for the following 2014 meetings: Monday, March 24 at 4:00 PM; Monday, April 14 at 4:00 PM; Tuesday, May 20 at 3:45 PM (Mr. Morin will invite the bankers to this meeting); and Wednesday, June 18 at 4:00 PM.

Doland Reference Room Fund

Ms. Moulding said that now that the Reference Room renovation has been completed and paid for, it is time for the Trustees to decide how to use future income from the Doland Reference Room Fund. Ms. Moulding distributed a proposal which recommends that at the end of each fiscal year, the amount of money in the Doland Reference Room Fund over \$1 million be distributed as follows in order of priority: 1) At least 20% returned to principal. 2) Up to \$10,000 would be added to the Doland fund for operating expenses at Florence Savings Bank. If there is money remaining in that fund from the previous year, an amount will be added to bring the balance to \$10,000. If the Doland

Doland Reference Room Fund (continued)

Reference Room Fund contains less than \$1 million at the end of the fiscal year, no money will be added to the Doland Fund for operating expenses. If the Reference Department has extraordinary expenses, the Trustees could be requested to allot extra funds from the Doland Reference Room Fund for each particular project. If at some time, the percentage of income to be returned to principal or the amount to be used for operating expenses is deemed inadequate, the Trustees could adjust those figures.

The Trustees discussed the proposal. Ms. Moulding said that expenses will be relatively low for the next few years since the computers in the reference room are all new and working. Mr. Morin said that as of January 31, 2014, there is \$1,026,000 in the Doland Reference Room fund in the endowment and \$4,829 in the Doland fund in the operating account. In 2013, there were earnings of about \$23,000 and the value of the account appreciated by about \$2,900.

Mr. Rowe made a motion to approve the use of income from the Doland Reference Room Fund as proposed by Ms. Moulding. Ms. Hess seconded the motion, which was approved unanimously.

Wireless Use Policy

Ms. Moulding said that Forbes Library needs to update its wireless usage policy to reflect changes in technology and services offered. She distributed a draft of a new policy. The new policy states that the Forbes wireless network is unencrypted and therefore not secure, and the patron assumes this risk when using it. By using the wireless, patrons also agree to abide by the Libraries Internet Use Policy, specifically for lawful purposes only. Prohibited uses are outlined in the policy. Computers in the library are located in public areas, and therefore may not be used to access materials and images which are disruptive to other patrons including pornography. The Library will take appropriate action against anyone violating any portion of this policy including asking them to leave, revoking their library privileges, prohibiting or quarantining patron-owned equipment from the network, and notifying law enforcement of illegal activity. Reference staff will help patrons connect to the network, but are not responsible for troubleshooting patrons' individual devices.

Ms. Hess asked how illegal is defined and Ms. Moulding said that it means prohibited by any State or Federal law. The policy does not attempt to list every law, which would require updating the policy every time a law is changed. Ms. Hess asked about how pornography is defined. Ms. Moulding said that material is considered pornographic when it is disruptive to other patrons. Library staff will bring the issue to the senior librarian who will make the decision as to whether the behavior or material is disruptive.

Mr. Twarog made a motion to approve the new Wireless Use Policy as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

Ms. Hess made a motion to approve the allocation of the \$7,405 in Second Century funds received as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

The following *designated gifts* were received since the last Trustees' meeting: Subscription to the London Review of Books, The New York Review of Books, & The Times Literary Supplement from Claire Cournand, Northampton;

Gifts, Bequests, Sales, etc. (continued)

\$350 from Lisa Ferree, Northampton, to be used to help purchase the Morningstar Database; The Christian Science Monitor Weekly from the First Church of Christian Science, Northampton; Rug Hooking Magazine from the Quabbin Chapter of the Association of Traditional Hooking Artists; Wise Traditions Magazine from the Northampton Chapter of the Weston A. Price Foundation

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

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$142.50 From NEBA for sale of book to be deposited in the Special Collections Fund.

Mr. Rowe made a motion to approve the allocation of the receipt from sales as proposed by Ms. Moulding. Ms. Hess seconded the motion, which passed unanimously.

Second Century Fundraising Committee

Ms. Downing reported that pledges continue to come in, but have slowed down in February. Donations and pledges now total about \$315,000. A final meeting with the committee will be scheduled in March to review and discuss follow-up plans for outstanding pledges and to discuss publicity for the end of the campaign. Once the date has been set, Ms. Downing will send an agenda to the committee members.

Handicap Accessible Elevator Project

Ms. Moulding reported that architect Tom Douglas has not yet finished the bid documents for the new elevator project. Engineers have run into some code and space problems, and continue to work on the plan.

Trustees Award

The 2014 Trustees Award will be given to Mike and Judy Ryan for their wonderful work on the Forbes For All fundraising campaign. The event will take place Saturday, April 12, at 2:00 PM.

Reports on workshops/meetings/activities

None this month.

Other Business

Mr. Carrier asked about the balance in the Annual Fund, which was designated for Special Collections. Ms. Moulding said that archivist Julie Nelson would like to purchase some shelving and has been working on digitizing collections. She is on maternity leave and will return in March. Mr. Carrier asked Ms. Moulding to discuss creating a media or interactive display presentation for the CCPLM about Coolidge's life. Ms. Moulding said that the focus has been on the online digital presence since that gets the most use by researchers, but that the digitized images can later be used for a display in the CCPLM. She will bring the idea to the Coolidge Advisory Committee when they meet in April. Mr. Carrier suggested that the funds could also be used for additional staff or scanners to help with the digitization process. Ms. Moulding said that the local history collection gets even more use than the Coolidge collection, and that she will discuss these ideas with Ms. Nelson when she returns from maternity leave.

At 5:20 PM, Mr. Rowe moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:20 PM.