

**TRUSTEES OF FORBES LIBRARY**  
**Thursday, February 22, 2018**

**Present:** Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Mr. Joshua Paul, representative of Bartholomew Inc.; Bill Breitbart, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA). **Absent:** Ms. Buckhout, Ms. Moss, Ms. Reall.

The meeting was called to order at 3:05 PM in the Watson Room.

**Endowment Report**

Mr. Paul of Bartholomew Inc. presented the Portfolio Review as of January 31, 2018. As of January 31, the value of the portfolio was approximately \$5.2 million. Mr. Paul said that the market last year was incredibly good, but there has been more volatility in the past few weeks. He said the overall economy is still doing well and a correction was expected. The portfolio has earned about an 8% per year rate of return since 2009 when Bartholomew took over the account. The report includes a breakdown of how the funds are invested compared to benchmarks.

Mr. Carrier reported on a meeting on February 1 with himself, Ms. Buckhout, Ms. Downing, Ms. Moss, and representatives from Bartholomew Inc. to further fine tune the investment policy decision making. Questions included whether Forbes should approve a more aggressive investment strategy for all of the endowment or just the book funds to generate more income. The library has withdrawn an average of 3.6% from all funds over the past 5 years based on a five-year trailing average, but that includes large withdrawals from the Special Collections and MacFarlane funds, which were intended to be used for projects, not kept in perpetuity. Removing those funds from the equation would show a withdrawal rate closer 3%. The Trustees will consider raising the withdrawal rate to 4% and/or changing the asset allocation to hold more stocks. Mr. Carrier said the Trustees could also consider funding the Book & Media budget from book fund revenues only. Also discussed at the meeting of February 1 was the effect of the new tax laws and the role of the library's Treasurer in the investment policy. Someone at the library will need to sign the investment policy and Ms. Buckhout has concerns about what would be her responsibilities and she will bring them to the Trustees and Bartholomew Inc. The new tax bill has no direct intended effects on the library's investment portfolio, although there may be some unintended side effects. Also discussed was Socially Responsible Investments (SRI) or investments meeting the ESG (environmental, social, corporate governance) criteria.

Mr. Twarog joined the meeting at 3:25 PM.

Mr. Paul said there are many more options now than there were a few years ago for SRI and ESG funds, and they now have some accounts with track records. The city has moved to fossil fuel-free investments. He said it is up to the Trustees to decide what investments they want to exclude such as energy, fossil fuels, tobacco, guns, animal testing, etc. He brought 2 sample portfolios to get the discussion started, one with alternatives and one without. He said alternatives are not as transparent and it is more difficult to determine if they are socially compliant. Mr. Paul said that switching to an SRI portfolio would involve moving all of the current equity holdings and some of the bond holdings. Depending on the Trustees' wishes, the current alternative holdings would also be moved. Only about 15-20% of the current portfolio would remain the same. Once given direction, it will take at least a

**Endowment Report** (continued)

quarter, maybe longer, to move the holdings. Bartholomew Inc. pays the transaction fees, so it should not be a big factor in the decision. In response to a question from Mr. Twarog, Mr. Paul said that fossil fuel-free investments were easier to implement than eliminating energy investments which might include companies that invest in both fossil fuels as well as alternative sources of energy. He said he could provide the breakdowns of what companies are in each fund. He said there are some gray areas and varying levels of tolerance and implementation. Once the policy is implemented, it will need to be continuously monitored to make sure the funds all meet the new criteria. Another meeting will be scheduled to discuss the options further.

Mr. Carrier thanked Mr. Paul, who left the meeting at 3:43 PM.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Wight moved that the Secretary's Report of January 16, 2017 be accepted and placed on file with a few minor corrections. Ms. Hess seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms. Downing presented the Treasurer's Report of January 31, 2018 prepared by Ms. Buckhout. The General Aid Fund has a balance of \$64,177. The Book & Media Fund has a balance of \$34,582. The Auxiliary Fund has a deficit of \$260. The Externally Financed Transactions Fund has a deficit of \$1,859. The Hosmer Art Gallery Fund has a deficit of \$194. The MacFarlane fund has a balance of \$3,854. The interest income from operating accounts at Florence Bank are deposited into the Morin Fund which has a balance of \$98,640.

Ms. Downing said that the Hosmer Art Gallery fund expenses should come from the community engagement funds. She asked the Trustees for funds to pay for four building projects including \$2,325 for the Children's Department; \$1,700 for 2 research tables in Special Collections (\$1,000 to be paid from gifts in memory of Dr. Snook); \$1,700 for refurbishing a glass case; and \$90 for the cabinet in the Community Room.

Ms. Wight made a motion to approve spending \$5,000 from Special Collections and \$2,500 from the MacFarlane fund in the endowment to pay for the project proposed by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Wight moved that the Treasurer's Report of January 31, 2018 be accepted and placed on file. Ms. Hess seconded the motion which was passed unanimously.

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Nicole Sibley, Amherst MA to the Book & Media Fund; \$25 from Alexander George, Amherst MA to the Book & Media Fund; \$50 from Ellen Nigrosh to the Book & Media Fund.

The following designated gift was received since the last Trustees' meeting: \$40 from Mari Ada Crosbi, Florence MA to the Special Collections Fund in honor of Elise Bernier-Feeley.

There were no receipts from sales/rents this month.

**Treasurer's Report** (continued)

Ms. Wight made a motion to approve the designated and undesignated gifts as proposed by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously.

**Department Report - Facilities and Technology**

Mr. Petcen distributed a spreadsheet showing facilities and technology projects for FY17 and FY18, with budget estimates, funding sources, and progress notes. Completed projects include removal of 2 Pin Oaks and 2 White Pines, replanting of new trees in the fall, purchasing 2 new Adirondack chairs, upgrading the fire alarms system, updating the emergency lights in the basement, replacing the ceiling fans with multi-directional units, adding a hand rail to the main staircase, installing a new fish tank for Paco, a new kiosk for the lobby, a display for the museum passes, removing bookcases in Special Collections and adding new metal bookcases, a new automatic screen in the Coolidge Room, replacing 3 staff desk top computers, 2 new laptops for staff use, and replacing the computer and scanner in the Hampshire Room. Mr. Petcen also distributed a Capital Facilities and Equipment Inventory (Form CIP-3) for FY17 showing year acquired, condition, and repair/replacement target year. Mr. Petcen said all of the capital equipment was in good shape except for the John Deere tractor, which has been approved by the city for replacement. Mr. Carrier said the building maintenance sub-committee should review the list and make recommendations to the Trustees for the coming year.

Mr. Petcen said that internet access is still a problem, with the library down to one network. The library has been unable to connect to the city's wireless and is now looking into getting more robust service from Comcast. Mr. Carrier said good internet access is essential for the library and is a top priority. Ms. Downing said that technology expenses that directly benefit patrons can now be considered as book and material expenses when computing requirements for State Aid.

**Administrative Report**

Ms. Downing reported that it has been a busy month with various committees meeting to work on important long-term projects including fundraising and the structural review committee of the Coolidge Presidential Library and Museum.

The city alerted Forbes that they are going to start billing the library \$38.97 monthly to offset the administrative costs of the telephone. Staff has also been working closely with the city on projects to save the library money including troubleshooting for the LED light conversion project that was discussed last month.

Smith College Libraries staff invited Forbes' staff to an "e-resource petting zoo" where staff got to learn more about the many databases the college offers and try some of them out. All of these resources are available to community members on campus if they bring their own wireless device. Sam Masinter also reached out this month to invite Forbes' staff to participate in continuing education opportunities on campus that run the gamut from leadership to personal wellness.

Faith Kaufmann has welcomed a new set of Musicians in Residence at the library, the members of Rub Wrongways Records, a collective, independent record label from Northampton. The label's Jason Mazzotta, former Forbes staffer and longtime volunteer, and Henning Ohlenbusch, two well-known staples of the area's music scene, will curate a series of performances and workshops. Six events over the course of the year will each feature live

**Administrative Report** (continued)

music and an informative piece related to the life of an active musician. Participants can learn how to write a song, make a music video, become a rock 'n' roll podcaster, and more! All events are free and open to all ages.

The Arts & Music new 14-day books are now in the Reading Room, in their call number order among the new nonfiction. This move puts all of the new nonfiction in one place, and creates needed room in the Arts & Music department. It is expected this will also increase the circulation of these beautiful and fantastic books.

The Friends of Forbes showed their appreciation for the staff by filling the staff room with sweets and kind words on Valentine's Day. This has become an annual tradition that the staff always enjoys with gratitude.

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

**Friends of Forbes Meeting**

Ms. Moss attended the February 7 meeting of the Friends of Forbes and reported back to Ms. Downing. The Friends' secretary Mary Fagan is leaving the board and the new secretary is Jacquie Fraser. The Friends approved a staff development request and planned for their annual meeting. Mike Ryan will give a talk on the Angel of Hadley and Serena Smith is coordinating refreshments. The Trustees Award will also be presented to Tim Umbach. The Friends gave authority to their Treasurer to transfer their investment funds to Bartholomew Inc. They have begun planning for the wine tasting in September, and are coordinating fundraising with the Trustees.

**Next Meetings**

The next regular meeting of the Trustees is scheduled Tuesday, March 27, 2018 at 4:00 PM.

The next meeting of the Friends of Forbes Library is Wednesday, March 7 at 6:30 PM. Ms. Hess will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be meeting in 2018 at 4:00 PM on Mondays March 5 and June 4.

**Communications**

Ms. Downing received a letter dated February 1, 2018 from the Northampton Survival Center thanking Forbes for the donation of 360 pounds of food during the Food for Fines month.

Ms. Downing received a letter dated January 22, 2018 from the Community Foundation informing her that Forbes is a recipient of the Lucey Family Endowment Fund and will begin receiving distributions in early 2019.

Mr. Carrier received a letter dated January 16, 2018 from the Massachusetts Board of Library Commissioners (MBLC) notifying Forbes of the planned State Aid distribution. Forbes will receive a total of \$19,946.28. The first payment will be received within a few weeks, and the second payment by the end of the fiscal year.

Elise Bernier-Feeley received a thank you note dated February 5, 2018 from Mari Ada Crosbi thanking her for meeting with her and helping with genealogy research.

**Communications** (continued)

Ms. Downing received a note today from Susan Enz, thanking the library for its patience and courtesy towards the homeless and less advantaged especially during the winter months.

Mr. Carrier received a notice from the Massachusetts Library Trustees Association (MLTA) that the annual board membership dues of \$100 are due.

Mr. Twarog made a motion to pay the \$100 MLTA board membership dues from the Macomber Fund. Ms. Wight seconded the motion, which was passed unanimously.

**Financial Report - FY 19 Preliminary Operating Budget**

A copy of the preliminary FY19 budget request was distributed to the Trustees. Susan Wright, the city's Finance Manager, alerted Ms. Downing that Forbes should submit an FY19 budget with a 3% increase which is the same that is being offered to Lilly Library and the schools. The total appropriation for FY19 from the city is \$1,311,381, an increase of \$38,196 from FY18. Mr. Carrier, Ms. Hess, Ms. Downing and Ms. Moss will meet with Mayor David Narkewicz and Susan Wright on March 16 to discuss the library's FY19 budget request. Ms. Downing has begun a list of topics to discuss with the mayor.

The Trustees were very happy to see that the new budget includes funding for open Saturday hours next summer. Ms. Downing was able to increase the personnel line item because of reductions in utility expenses and lowering of the fees paid to CWMars. Because of the increase in ebooks, a larger proportion of the CWMars expenses can be moved out of the Aid Fund and into the Book Fund. Ms. Downing is hoping for additional savings from the HVAC project and LED bulb replacement. Ms. Downing has also been working on scheduling staff more effectively and efficiently. The Trustees suggested writing a press release, and Ms. Downing will put this on her list of things to talk about with the mayor.

**Smith Collaboration**

Mr. Carrier, Ms. Hess, Ms. Downing and Ms. Moss met with Sam Masinter, Associate Vice President of College Relations and Susan Fliss, Dean of Libraries on Thursday January 11. The group came to an informal agreement including what each library can offer the other and minutes from that meeting were distributed to the Trustees.

Mr. Carrier summarized the similar founding purposes of both institutions and our long history of beneficial connections as outlined in the November 29, 2017 letter that Forbes sent to Smith.

Ms. Downing acknowledged and thanked Smith for the recent work study changes that will help Forbes reopen on Saturdays during the summer. She also summarized the considerable increase in Smith student use of Forbes due to the closing of Neilson Library which, among other things, has led to a doubling of circulation materials to Smith students. Ms. Fliss asked if Forbes can provide more detailed information about the student borrowing statistics and Ms. Moss will follow up on this matter at a future date.

Ms. Downing then reviewed what Forbes may be able to offer Smith:

- Publicizing Smith exhibits, etc.

**Smith Collaboration** (continued)

- Unique offerings for students, faculty, and staff including musical instruments, museum passes, and Coolidge museum resources
- Cross-promoting events
- Study space and meeting space for students
- Additional support for Smith Campus School
- Increasing publicity of Smith's contributions
- Additional internship opportunities

Ms. Downing next presented a list of potential ways that Smith could further assist Forbes:

- Assigning a Campus Liaison: Because of our long-standing relationship with Smith, Mr. Masinter indicated that we can contact Smith staff directly if we know who handles the issue we need help with. However, we should contact him as our campus liaison if we don't know who the appropriate individual is. He will share this information with Laurie Fenlason, Vice President for Public Affairs/Strategic Initiatives.
- Ms. Fliss suggested regular meetings to keep the line of communication between both institutions open which all present agreed was a good idea. No schedule for future meetings was set.
- Encouraging Smith Faculty to offer public programs at Forbes: Mr. Masinter is the contact to let us know who to approach in different areas of expertise, if needed.
- Professional Development: Mr. Masinter will forward the weekly e-digest to us so we can forward it to our staff.
- HR Professional Development: Smith HR can host up to 2 Forbes employees at trainings, as long as they aren't technology-based. Mr. Masinter will talk to Larry Hunt about putting us on the Smith distribution list.
- Providing Professional Consultation: Mr. Masinter suggested that Forbes contact him and he will connect us with the appropriate Smith people.
- Smith PR of Forbes Services: It was agreed that Forbes can have a table at the central check-in late summer, ideally next to Smith Libraries, and that the usual vendor fee will be waived.
- Advertising Forbes events to Smith Community: Forbes can advertise if Smith is co-sponsoring the event, but Smith policy forbids 3<sup>rd</sup> party advertising in their media.
- Providing free space for Forbes events: Mr. Masinter said this would have to be on a case-by-case basis. Smith can drastically reduce or waive fees and Forbes needs to have proper insurance. Smith has something of a space crunch, so events scheduled outside of academic hours will be easier to approve.
- Parking garage: Mr. Masinter agreed that Forbes can continue to use the white line spaces after 5 during the week, on weekends, and with permission from him on special occasions, but due to the limitation of parking on campus, additional parking is not available on a regular basis.
- Co-sponsoring events: All agreed this is good for everyone and this can be handled on a case-by-case basis through Mr. Masinter.
- Donating used technology: Mr. Masinter will send us the link to add us to the Smith list and we can request specific items.

**Smith Collaboration** (continued)

- Negotiating with vendors: (i.e. copiers, landscaping, databases) this violates agreement to be 2<sup>nd</sup> party, but Smith can help with vendor information. Database use is also very restricted legally.
- Providing catering, flowers, photography: Instead of providing catering Smith could do sponsorships of Forbes events on a case-by-case basis. The Friends of the Smith College Libraries might also be asked to sponsor events at Forbes. Smith's generosity would be publicized at the events. Smith uses the photographer Jim Gipe at Pivot Media in Florence and Nuttleman's in Northampton for flowers.
- Work study students: The percentage of salaries that Forbes is responsible for cannot be further reduced at this time.
- Providing grounds support: Tim Johnson is very excited about landscaping as a learning opportunity for Smith students. Mr. Masinter suggested we might partner with Historic Northampton to help us with design. The Conway school of Landscape design is moving to Northampton (Village Hill, old carriage house). They might also be a resource.
- Cross-promotion of events etc. whenever possible. Talk more about publicity in the future. Presidential talks, medal winners, have displays to help promote Smith events.

Ms. Hess discussed the positive changes in the relationship between Smith and the community of Northampton in the years since she graduated. Mr. Masinter said that Northampton itself is now one of the best selling points for the college. Ms. Fliss said she hears many comments similar to Ms. Hess's when she meets with alumna groups and it would be an interesting oral history project to talk to Smith alumna about their remembrances of how they viewed/used the city.

Ms. Wight made a motion to approve the arrangement as outlined in the meeting notes. Ms. Hess seconded the motion, which was passed unanimously.

**Unattended Child Policy**

Ms. Downing asked the Trustees to approve the following policy regarding unattended children that was recommended by the Administrative Team.

The Forbes Library seeks to provide a welcoming environment for patrons of all ages. The safety of children left alone in a library building is a serious concern. Librarians, staff and volunteers are not responsible for children who are unattended. Children under the age of 10 must be accompanied and supervised at all times by a parent or caregiver. If a child under the age of 10 is found unattended at any point, including during closing time, library staff will attempt to contact an adult or family member. Staff are not permitted to remain after hours with an unattended child nor give the child a ride home. If an adult or family member cannot be reached, the Northampton Police will be called to escort the child home or stay with the child until the child's parents can be reached. The staff member will remain with the child until the police have arrived. The Library Director will be informed whenever this action becomes necessary. The Director will contact the child's parent or guardian to explain the library policy and why the action was required.

**Unattended Child Policy (continued)**

In response to a question from Mr. Twarog, Ms. Downing said the policy will be posted, and library staff are attentive to children who are left unattended.

Ms. Hess made a motion to approve the Unattended Child Policy as proposed by Ms. Downing. Mr. Twarog seconded the motion, which was passed unanimously.

**Document Retention Policy Committee**

Ms. Downing asked the Trustees to assign a Trustee to serve on an ad hoc committee to develop a document retention policy for the library. She has conducted an inventory of administrative files and the library needs a policy of what documents to keep and for how long. Municipal entities are required to follow the municipal records law, and Forbes will use them as a guideline for their policy. It was agreed that Ms. Hess will serve on this committee.

**Landscaping and Grounds Meeting**

Ms. Downing asked the Trustees to schedule a meeting to discuss landscaping and grounds enhancements and invite Rich Parasiliti from the city's Department of Public Works. The Trustees agreed that Ms. Downing should schedule a meeting including Ms. Reall and Mr. Twarog who are on the landscape sub-committee.

**125th Anniversary Committee**

Ms. Downing reported that Forbes Library construction was completed in 1893 and doors opened in October of 1894. In celebration of Forbes' 125th year, the Trustees were asked to create an ad hoc committee to plan for the anniversary year. Ms. Wight will serve on the committee on behalf of the Trustees.

**HVAC Project Update**

Ms. Downing reported that the second construction meeting was held on February 14 where a revised timeline was distributed. There is a delay on the shipment of the air handler units by about two weeks which has the potential to delay completion until mid-April. The contractors have not had any other unexpected surprises so far into the project. Mr. Petcen said the project is moving along smoothly.

**LED Conversion Project**

Ms. Downing reported that Mr. Petcen has been working with Enercon and Easthampton Electrical to identify and install a sample LED bulb that will work with the library's pendant lights. On Thursday, February 15, a match was found and it appears that the project can now move forward. The contract process will be overseen by Chris Mason, the city's Energy and Sustainability Officer and hopefully will move along quickly.

**Trustees Award**

Ms. Downing reported that Tim Umbach was delighted to learn that he will be awarded the Gertrude P. Smith Trustees Award. The award will be presented at the Friends of Forbes annual meeting on Wednesday, April 4 at 6:30 P.M. Ms. Downing will coordinate with the Friends board on refreshments and the order of the program. Martha McCormick, the Friends' president, will speak about Mr. Umbach's exemplary service.

**Legislative Breakfast**

Ms. Downing reported that Forbes Library hosted Senator Rosenberg's district Library Legislative Breakfast on February 2. The breakfast was well attended



**Legislative Breakfast** (continued)

with 80+ people from the library and local communities coming out to support adequate state funding for libraries. A copy of the program was distributed to the Trustees. The Friends of Forbes organized the refreshments and decor.

**Community Engagement**

Ms. Downing reported that artist David Barclay created a stunning art sculpture at Forbes Library in advance of the Northampton Ice Art Festival. Ms. Downing distributed a list of recent and upcoming community engagement events.

**Reports on workshops/meetings/activities**

Labor Relations Meeting - Ms. Downing and Ms. Moss met with Forbes Library Employee Association officers Dylan Gaffney and Susan Schaeffer earlier this month and had a very cordial and productive discussion. A copy of the meeting notes were distributed to the Trustees. Mr. Twarog said the Trustees should consult with Ms. Reall about the legality of comp time.

Fundraising Meeting - Ms. Downing reported that the fundraising committee met this month and a copy of the meeting notes were distributed to the Trustees. The priorities include phase 3 of the children's department renovation. The committee is working on coordinating efforts between the Friends and Forbes going forward, and making improvements to the donor software.

Staff Meeting - Ms. Downing reported that a full staff meeting was held this month to review a draft emergency response plan that a committee of staff members has developed with assistance from the Northampton Police Department. Forbes is seeking additional guidance from the Northampton Fire Department and aim to have a final draft to discuss at the March Trustees' meeting.

CCPLM Structural Review Committee - Ms. Downing reported that the structural review committee for the Coolidge Presidential Library and Museum met this month and have formed a subcommittee to develop a revised mission statement and a second subcommittee to develop bylaws. Mr. Carrier said one of the goals is to give the committee more power and identify what needs to be approved by the Trustees and what they can do on their own.

**Socially Responsible Investments**

In response to concerns of Mr. Twarog, Mr. Carrier said that he, Ms. Buckhout, Ms. Downing, and Ms. Moss will meet again with the representatives of Bartholomew Inc. to continue the discussion about socially responsible investments. It will also be added to the agenda of the March Trustees' meeting, so the board can have a full discussion about what approach to take and what investments to exclude from the portfolio. Mr. Breitbart said that this is also a relevant consideration for the Friends and he will bring it up with them.

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