

TRUSTEES OF FORBES LIBRARY
Tuesday, March 27, 2018

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Faith Kaufmann, Arts & Music Librarian; 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 4:00 PM in the Watson Room.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of February 22, 2018 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Arts & Music Department Report

Ms. Kaufmann presented the Arts & Music Department Report with recent accomplishments, highlights of ongoing and in progress projects, and future needs. She showed the Trustees several digital galleries recently created on the library's website using Omeka. Omeka is a platform for putting digital collections online, and adding narratives to create online exhibits. Items can include photographs of 3-dimensional objects, scans of historical documents, and images. She showed exhibits including *150 Years of Northampton Photography*, created from a physical exhibit done in 2004; *Community Sing*, displaying photographs and news stories from the community sing in 1918; and *Civil War*, which is a work in progress by Dylan Gaffney with portraits, letters, and multi-page documents. She also showed the digital collections, which are organized by how the items are held in the archives, including the *Fine Arts* collection and *Northampton Photographs*. The metadata from the collections are harvested and crawled by Google, and she hears regularly from people across the country who have found these items online. Ms. Kaufmann also showed the Trustees the Gregory Wilson post card collection, which was purchased and donated to the library by the Gutterman-Pohlman family. There are 2 boxes with 5 binders of 800 items including images, printed advertisements of Northampton businesses, and post cards. A work-study student is making a finding aid and scanning the images into PastPerfect, so they can be uploaded to Omeka to create a digital exhibit. In response to a question from Mr. Carrier, Ms. Kaufmann said when the project is completed, she will do a press release.

Ms. Kaufmann then reviewed the list of future needs including a computer workstation and scanner for the Arts & Music office to facilitate working with work-study students; increased funding for Kanopy in the Book & Media budget; a secure display case in Reference for expanded temporary exhibits of Special Collections items; better wifi in the Bak study room; replacing the wall covering fabric on the panels in the Hosmer Gallery; a new theme for the library's website; and software to automate the computer updates and maintenance of both staff and public computers. Ms. Kaufmann said that over time, usage of DVDs will shift more towards streaming services such as Kanopy, which offer non-mainstream movies of interest to Northampton users. Currently the library is charged \$2 per view and there is a limit of 5 views per month per patron, and a monthly spending cap.

Mr. Carrier thanked Ms. Kaufmann for her presentation and asked her to get estimates and work with Ms. Downing on funding sources.

Ms. Kauffman left the meeting at 4:30 PM.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of February 28, 2018. The General Aid Fund has a balance of \$58,608. The Book & Media Fund has a balance of \$34,520. The Auxiliary Fund has a deficit of \$283. The Civil War Grant Fund ended this month and has a balance of zero. The Community Engagement Fund has a balance of \$283. Transfers were made from the Doland Fund including \$1,500 to the Book & Media Fund, \$1,420 to CWMars and \$356 for the Wowbrary sponsorship, and it now has a balance of \$5,064. The Externally Financed Transactions Fund has a deficit of \$4,649. The Halberstadt Technology Fund has a balance of \$11. The Hosmer Art Gallery Fund balance was transferred to the Community Engagement Fund and it now has a balance of zero. After expenses of \$3,100 for painting at the bottom of the stairs in the children's room and \$280 for open/close signs, the MacFarlane fund has a balance of \$474. The interest income from operating accounts at Florence Bank are deposited into the Morin Fund which has a balance of \$98,649. The Staff Development Fund has a balance of \$210. As of February 28, the balance in the endowment at Bartholomew Inc. was \$5,039,336.93.

In response to a question from Mr. Carrier, Ms. Downing said she did not think it was necessary to transfer additional funds into the Halberstadt Technology Fund at this time.

Ms. Hess moved that the Treasurer's Report of February 28, 2018 be accepted and placed on file. Mr. Twarog 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; \$50 from Elizabeth Garvey in memory of Mary Chetham and in appreciation for her three marvelous daughters.

The following designated gift was received since the last Trustees' meeting: \$100 from Claudia & Steven Ewing, Edgartown, MA to the Special Collections Fund in appreciation of the genealogy assistance they received.

There were no receipts from sales/rents this month.

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.

State Aid Notification

Mr. Carrier received a letter dated March 8, 2018 from the Massachusetts Board of Library Commissioners (MBLC) notifying him of the distribution of the second and final state aid payment. Forbes will receive \$20,637.75.

Dual Signatures

To improve security, Ms. Buckhout recommended that two authorized signers be required on checks over \$10,000. In addition, she recommended adding "Void after 180 days" on the checks. Mr. Carrier is already authorized by the bank to sign checks.

Mr. Twarog made a motion to approve the recommendations of Ms. Buckhout. Ms. Reall seconded the motion, which was passed unanimously.

AmazonSmile Bank Account

Ms. Buckhout reported that AmazonSmile is a program where 0.5% of the purchase price of eligible products will be donated to the charitable organization of a shopper's choice. Forbes has received its first check and Ms. Buckhout would like to set up a separate bank account to allow external deposits from AmazonSmile and no debits except transfers to the main Florence account to minimize risk to the main bank account. Ms. Moss added that this account can also be used for Valley Gives Day.

Ms. Reall made a motion to authorize Ms. Buckhout to set up a separate bank account to receive deposits from AmazonSmile. Ms. Wight seconded the motion, which was passed unanimously.

Socially Responsible Investing

Mr. Joshua Paul of Bartholomew Inc. provided a report containing three distinct Morningstar portfolios reflecting socially responsible investing based on the conversation with Trustees last month. He offered to attend an upcoming meeting and answer questions. Mr. Twarog said that socially responsible investing has been gathering steam and in the long run the returns are not much different from other investments. The Trustees discussed what approach to take and which categories to exclude from the Forbes portfolio such as fossil fuels, tobacco, carbon emissions, human rights abuses, guns, etc. Mr. Carrier noted that the city has excluded fossil fuels from their investments. Ms. Reall suggested using climate change as a theme in deciding what to exclude. The Trustees discussed guns, but could not come to a clear consensus on whether to ban all guns or specific types of weapons, as the same guns can be used in law enforcement as well as by civilians to perpetrate crimes. The Trustees agreed by consensus that fossil fuels and technologies that have a negative effect on climate change are a good place to start.

Ms. Buckhout left the meeting at 4:50 PM.

Administrative Report

Ms. Downing reported that Ewan Hill has been hired as an assistant in the Children's & Young Adult Department replacing Ralph Holley who left for a position closer to where he is planning on attending school. Ewan began with Forbes as a work-study student and the library is delighted to have them expand their service to the library. Ewan as a background in history and poetry and brings lots of creativity and passion to their work.

This year's summer reading theme is "Libraries Rock" and staff from all departments of the library are working together to present a fantastic and engaging program that will engage and inspire reading for people of all ages. The kick-off event will take place on Saturday, June 2 and includes the third annual book sale to benefit the book budget. This sale, spearheaded by Stephen Stover in Circulation, has become an important revenue stream for the Book & Media Budget. The sale will run from 9-2 and volunteers are being sought to assist. The Trustees should let Ms. Moss or Ms. Downing know if they are able to help out.

The Friends are raffling off a gorgeous quilt as part of their 25th Annual Garden Tour. The quilt is on display in the front lobby and tickets are on sale. The Friends are also holding three special events related to gardening in advance of the tour on June 9. Flyers with more information about the quilt and the programs were distributed to the Trustees.

Administrative Report (continued)

Forbes was notified that the Massachusetts Library System will begin charging \$1,000 to sort delivery bins between items being returned to Forbes' collection and those that are on hold for a library patron. This was previously a complimentary service for the top 10% busiest interlibrary loan libraries but due to budget cuts on the state level they can no longer provide it for free. Bins could come unsorted, but would take a couple of hours per day to sort. Ms. Reall suggested using work-study students, and Ms. Downing will look into it, but work-study students are not here every day on a regular basis.

The first meeting of the 125th Anniversary Committee has been scheduled for early April. Chaired by Ms. Wight, the committee includes Jacquie Frasier from the Friends of Forbes board along with several staff and community members. Regular updates by the committee will be given to the Trustees.

The internet troubles at Forbes continue, leading to great frustration among library patrons and staff. A solution has been identified whereby Forbes will divide the network. One side will have staff computers and the phone system on it and use the city line and equipment. The other side will have the public computers and the wireless network on it and use a Comcast line and library owned equipment. Ms. Downing said this issue will likely cause the Labor & Repairs category to go over budget this year, and it is possible this new solution will not solve the problem. There may be a line quality issue with Comcast.

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

Friends of Forbes Meeting

Ms. Hess attended the March 12 meeting of the Friends of Forbes, rescheduled from March 7 due to a snow storm, and reported that Jacquie Frasier agreed to serve on the library's 125th Anniversary Committee. The Wine Tasting committee is meeting March 28 and a timeline was distributed. Serena Smith applied for a grant from the Greenfield Savings Bank, who gave money for the garden tour, but not the wine tasting. The Friends are moving their endowment to Bartholomew Inc. and discussed how to use the funds. They approved the community engagement request for \$2,000. They will look at Ms. Downing's wish list, and decide what they can fund. They discussed their upcoming annual meeting and made plans. This year the meeting is combined with the Trustees' award. They discussed the election of officers for next year. Chris Hannon volunteered to be secretary if voted to membership. Forbes came in second for the Florence Bank Community Choice Awards.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, April 24, 2018 at 4:00 PM.

The next meeting of the Friends of Forbes Library will be held Wednesday, April 4 with the business meeting beginning at 5:00 PM, the Annual Meeting beginning at 6:00 PM, and the Trustees Award Presentation beginning at 7:00 PM. Mr. Carrier will attend the business and annual meeting on behalf of the Trustees.

The next meeting of the Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be Monday, June 4 at 4:00 PM. Mr. Carrier and Ms. Wight will attend on behalf of the Trustees.

Next Meetings (continued)

The May meeting of the Trustees was changed to Wednesday, May 16 at 4:00 PM.
The July meeting of the Trustees was changed to Tuesday, July 31 at 4:00 PM.

Communications

Mr. Carrier received a letter dated March 23, 2018 from the Forbes Library Employee Association (FLEA) requesting to open contract negotiations. Mr. Carrier and Ms. Reall will serve on the negotiating committee. Once the budget has been approved by the city, they will set up a meeting with FLEA.

FY19 Budget Meeting

Ms. Downing, Ms. Moss, Mr. Carrier and Ms. Hess met with Mayor David Narkewicz and City Finance Manager Susan Wright on March 16. Ms. Downing distributed notes from the meeting. Discussed were recent projects involving cooperation between Forbes and the city; highlights from the Forbes FY19 budget, including reopening on Saturdays during the summer for the first time in 10 years; an agreed upon Clarke & Earle distribution amount; the status of the Capital Improvements Project window replacement project; the recent agreement between Forbes and Smith College; the city's next charter review committee in 2020; the 125th anniversary of Forbes and the upcoming Coolidge 100th anniversary; the work of the CCPLM Advisory Committee; and an update on the satellite location of the Franklin Hampshire Career Center in Forbes. Ms. Downing said that Ms. Wright has followed up on some questions including the possibility of EAP coverage for Forbes employees and an early release of FY19 funding for a new lawn tractor. The city has been supportive with the ongoing internet problems. Ms. Downing also distributed copies of the FY19 Forbes Library budget proposal.

Easement Agreement for Valley Bike Share

Ms. Downing reported that Wayne Feiden sent an easement agreement for the bike station for the Valley Bike Share program. Attorney Lucentini reviewed the agreement and made a few changes which were accepted. The agreement includes a plan for the size and location of the bike station. It will be about 6 feet wide and 50 feet long and will hold 15 bikes. After the agreement is signed, it will be installed this spring in time for the summer season.

Mr. Twarog made a motion to authorize Ms. Hess to sign the agreement on behalf of the Trustees. Ms. Wight seconded the motion, which was passed unanimously.

Trustees Award

Ms. Hess asked if a decision had been made to permanently combine the Friends' annual meeting with the Trustees award ceremony, and that it could potentially raise concerns if there were two speakers and programs at a single event. The Trustees agreed by consensus to handle it on a case by case basis, combining the events when it makes sense to do so.

HVAC Project Update

Ms. Downing reported that the HVAC project is nearing completion and has gone very smoothly. Mr. Petcen said the project should be completed in April. Mr. Carrier said there have been a couple of issues requiring extra money, and that the city has been very cooperative.

Facilities Projects Update

Ms. Downing reported that Mr. Petcen worked with her, Ms. Moss and others to fine tune the facilities list in advance of the Trustee's meeting. The two

Facilities Projects Update (continued)

big areas that are still being defined in scope are the next phase of renovations to the Children's & Young Adult Department and upgrades to landscape and grounds. Ms. Downing met with staff in Children's & Young Adult, who are visiting other libraries for ideas. The Landscape & Grounds committee has been meeting to come up with ideas and a plan later this year.

Word of Mouth Marketing Grant

Ms. Moss reported that all of the requirements have been completed for the Word of Mouth Marketing Grant administered by the Massachusetts Library System. The focus of the grant was to: increase marketing through friends and family recommendations; build new partnerships with local organizations that serve 0-5 year-old children; and encourage new parents to sign up their young children for library cards. All of the objectives were exceeded including the number of outreach events, program attendance, and library card sign-ups. The Trustees commended Sarah Johnson and Kat Janaczek from the Children's & Young Adult Department for their wonderful efforts and the great results achieved.

Community Engagement

Ms. Moss reported that Forbes staff members Faith Kaufmann, Josh Vrysen and Tex Teghtsoonian represented Forbes Library at the annual Northampton Education Foundation (NEF) spelling bee on a team sponsored by Rebekah Brooks Jewelers. They did well and fun was had by all.

Ms. Moss distributed a list of recent and upcoming community engagement events at Forbes.

Reports on workshops/meetings/activities

Landscape & Grounds Meeting - Ms. Downing distributed minutes from the landscaping and grounds meeting with Tree Warden Rich Parasiliti on March 16. They brainstormed ideas including adding more trees, additional plantings near the bike station, new perennial beds, turf management, additional seating, a stage for the west lawn, and possible playground. The soil is being analyzed by the UMass Extension service and they hope to improve the lawn organically. UMass is also looking at the remaining pin oaks, which will at some point need to come down. The consensus was that the library should have an overall design plan.

Fundraising Meeting - Ms. Moss distributed meeting notes from the fundraising committee meeting on February 28. Valley Gives day is May 1 this year. The Community Foundation has changed the platform, which will be better. The percentage they take has not been figured yet, but is hoped to be lower than last year. An annual fund drive is being considered for the fall and statements from past donors will be used to help advertise it. The Friends have replaced the donation boxes in the library and they are getting more donations. The committee will meet again in May.

CCPLM Structural Review Committee - Ms. Downing reported that the CCPLM Structural Review Committee met this month and have completed a draft of the bylaws and mission statement. The next step is for the draft to be reviewed by the existing advisory committee. Mr. Carrier said that Attorney Lucentini will also review the by-laws.

CCPLM Coolidge Advisory Committee - Ms. Downing distributed meeting notes from the quarterly meeting of the Advisory Board on March 4.

Press Clippings

Mr. Carrier asked Ms. Downing about one of the press clippings she distributed to the Trustees about having Narcan on hand in the library and asked if it is necessary here. Ms. Downing said there have been two overdoses in the library requiring staff to call emergency personnel, and that the response time was very quick. She consulted with a public safety officer who said it did not make sense for library staff to be trained to administer Narcan since emergency personnel can get to the premises so quickly. She said she has been working on improving safety through staff training and clearing sight lines to minimize isolated spots in the building.

Idea Share Breakfast

Ms. Hess asked if any Trustees were going to the Idea Share Breakfast sponsored by the Western Massachusetts Library Advocates (WMLA) on Thursday, April 19. Ms. Moss and Ms. Hess will attend.

FLEA Negotiation Executive Session

At 5:45 PM, Ms. Hess moved that the Trustees go into executive session to discuss contract negotiations with FLEA because negotiation in open session would be detrimental to the library's bargaining position. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor. The Trustees invited Ms. Downing, Ms. Moss and Ms. Sheirer to remain as guests at the executive session. Ms. Smith and Mr. Petcen left the meeting at 5:45 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 6:02 PM, Ms. Reall moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

At 6:02 PM Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously. The meeting was adjourned at 6:02 PM.