

TRUSTEES OF FORBES LIBRARY
Tuesday, September 11, 2018

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present** Alene Moroni, Head of Reference; Ben Kalish, 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.

Reference Department Report

Alene Moroni presented a report on the activities of the Reference Department. Highlights include an increase of approximately 30% in adult participation in the summer reading program, a new Disabilities Committee led by Ben Kalish, and full staffing of the Reference Department. Ms. Moss and Heather Diaz worked together to win a Community Conversations Research grant, which is a good fit for Forbes' programs and services. The problems with the internet service caused disruption to patrons, but now appears to be resolved. Ms. Moroni presented the department's wish list. New first floor public computers have already been approved to be funded from the Doland Fund. Once the computers are purchased, Ms. Moroni would like software to automate their maintenance and updating so that they perform consistently for patrons and free up staff time spent in manually updating them. In response to a question from Mr. Carrier, Ms. Moss said the software cannot be funded from the book budget. Ms. Moroni would also like to replace the outdated and large microfilm reader/printers with modern desktop models. Ms. Moss said she does not believe these could be purchased with Book and Media funds, but will investigate. Mr. Carrier said this request could wait until next year. Ms. Moroni also suggested purchasing graphic design software for the computers in the Arts & Music Department, which has been requested by patrons, but she needs to do more research on what software suite to purchase.

Mr. Carrier thanked Ms. Moroni for her hard work and she left the meeting at 4:10 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Report and Executive Session minutes of July 31, 2018 be accepted, and that the Secretary's Report be placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of August 31, 2018. The General Aid Fund has a balance of \$80,098. The surplus is the result of multiple factors including \$5,575 in expenses incurred in FY 18, but paid by the city in FY19; the annual lump sum distributions from Clark and Earle funds of \$8,000 each; the timing of city appropriations when compared to payroll and utility expenses; and expenses being under budget across the board. The Book & Media Fund has a balance of \$6,687 after the annual transfer of \$10,000 from the Garvey Book & Media Fund in the endowment. The Auxiliary Services Fund has a deficit of \$573. The Community Webs Fund has a balance of \$149. The Garvey Book & Media Fund has a balance of \$583, after a transfer of \$6,000 to the endowment. The Halberstadt Technology Fund received its annual endowment distribution of \$10,000 and now has a balance of \$8,155. The Lyman Special Collections Fund has a balance of \$6,806 from a \$5,000 endowment

Treasurer's Report (continued)

transfer and \$1,260 in proceeds from items sold at auction. The Morin Fund has a balance of \$82,012. The Programming Fund - Adult has a balance of \$6,777. The RCCR Centennial Fund has a balance of \$1,496. The Staff Development Fund has a balance of \$1,922. As of August 31, the endowment was valued at \$5,100,991.

Ms. Buckhout has continued to refine the budget and account for all line items appropriately. Once the numbers are finalized, the budget will be sent to the city. Ms. Buckhout plans to send out a letter seeking an auditor in November. Mr. Carrier asked Ms. Buckhout to include a list of the monthly balances in the endowment for a rolling 12-month period in future Treasurer's Reports.

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

Gifts, Donations, and Bequests, etc.

The following undesignated gifts were received since the last Trustees' meeting: \$50 from Nicole Sibley, Amherst, MA to be deposited in the Book & Media Fund; \$25 from Alexander George, Amherst, MA to be deposited in the Lyman Special Collections Fund; \$100 from Dr. Lewis Cohen & Dr. Joan Berzoff, Northampton, MA to be deposited in the Book & Media Fund.

The following designated gift was received since the last Trustees' meeting: \$2,974.12 from Friends of Forbes towards the wireless installation on the ground, mezzanine and second floors.

The following receipt from sales/rents was received since the last Trustees' meeting: \$21 from New England Auctions, LLC from the sale of deaccessioned and donated books to the Lyman Special Collections Fund

Ms. Wight made a motion to approve the designated and undesignated gifts, sales/rents, and the donations as proposed by Ms. Downing. Mr. Twarog seconded the motion, which was passed unanimously.

The Trustees asked Ms. Buckhout to invite the representatives of Bartholomew Inc. to the next Trustees' meeting on Tuesday, October 16 at 3:45 PM.

FY18 City Indirects

Ms. Downing reported that she and Ms. Moss met with Susan Wright, City Finance Director, to review the FY18 budget and discuss the "city indirects" or money spent on the library's behalf that did not run through the library's books. Subsequently, Ms. Wright provided a summary of indirects for FY18 including \$227,806.92 for health insurance, \$227,314.12 for retirement, and \$346,303.55 for capital project appropriations. Ms. Downing said Forbes is thankful for the generosity of the city in providing this additional support with capital projects and major repairs. Ms. Wright will maintain a list of indirects to provide to Ms. Buckhout at the end of the fiscal year, and provide information about employee benefits twice a year. In response to a question from Mr. Carrier, Ms. Downing said that the indirects will not be included when computing the Municipal Appropriations Requirement for State Aid to Public Libraries.

Minimum Wage Increase

Ms. Downing reported that the state passed a minimum wage increase at the end of June that begins with an increase to \$12 per hour in January. The FY19

Minimum Wage Increase (continued)

budget had been built with an IPT hourly rate of \$11.67 per hour. This increase in the new minimum wage for the second half of the fiscal year will cost approximately \$700. The minimum wage will continue to increase by \$.75 per year for the next 4 years, ultimately reaching \$15 per hour in 2023, which will have direct budgetary implications as well as create wage compression with benefitted staff members. This concern was discussed in the meeting with Susan Wright and she said that almost every department of the city will be impacted by this increase. She encouraged Forbes to budget for the increase based on a level service model in coming years.

Doland Fund

Ms. Moss reported that Bartholomew Inc. presented Forbes with a range of yields in planning for this fiscal year and the board approved a prudent 3% yield for the book funds. Ms. Moss requested that the Trustees approve a 3% yield, approximately \$33,250 for FY19 from the Doland Fund to be used as follows: \$1,500 to cover additional work-study student for Information Services; \$1,000 to Staff Development Fund; \$10,750 to Book & Media Fund; \$17,000 to replace the public computers; and \$3,000 discretionary for Information Services. Ms. Moss said these expenditures are appropriate and fall within the constraints of the Doland Fund.

Ms. Hess made a motion to approve spending \$33,250 from the Doland Fund as proposed by Ms. Moss. Ms. Wight seconded the motion, which was passed unanimously.

Annual Fund

Ms. Downing reported that the Development Subcommittee has been working on an annual fund appeal letter to launch in October to benefit the Book & Media Budget. The theme of the mailing is around the 125th anniversary and a draft appeal letter was distributed to the Trustees. Ms. Downing asked the Trustees to approve the letter and funding up to \$1,000 for printing costs from the Macomber Fund. This is the first appeal since the elevator campaign and will provide an opportunity to clean up the donor database and attract new donors.

Ms. Wight made a motion to approve the draft fundraising letter and up to \$1,000 for printing costs from the Macomber Fund. Mr. Twarog seconded the motion, which was passed unanimously.

Computer Replacements

Ms. Downing reported that the staff computers at the circulation and children's desks are several years old and have significant performance issues that are affecting patron service. They are very slow which increases patrons wait time during transactions and increases the error rate. The accompanying barcode scanners are also old and have increased error rates. Ms. Downing asked the Trustees to approve \$6,500 from the Morin Fund to replace the five computers and accompanying scanners.

Ms. Reall made a motion to approve spending \$6,500 from the Morin Fund to replace the computers and bar code scanners at the circulation and children's desks. Ms. Hess seconded the motion, which was passed unanimously.

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

Administrative Report

Ms. Downing reported that the library's annual staff, volunteer and retiree barbecue took place on Thursday, September 6. Despite the oppressive heat

Administrative Report (continued)

everyone enjoyed the good company and delicious food. It was announced that 6,000 hours of volunteer service were given at Forbes Library last year with a total value of \$150,000. Mayor Narkewicz presented Elise Bernier-Feeley with a Certificate of Recognition in honor of her 50th year as a professional librarian which has included 36 years at Forbes Library. The event is a highlight of the year and would not be possible without the efforts of several hard-working staff who do the shopping, cooking, setting up and cleaning. Ms. Downing would like to recognize staff members Jennie Lamour, Frank Gessing, Jason Petcen, Tex Teghtsoonian, and Jo Ann Petcen.

The self-service holds and self-check stations were launched on August 7. During August, they were used by 1,988 people to check out 3,866 items. Patrons have found it quick, easy to use, and fun! The biggest concern is that it will reduce library staff. Patrons are being reassured that circulation and services have expanded while staffing has been flat. The self-check stations will allow staff to get more work done and to provide more in-depth assistance to patrons who need additional time with a staff member.

Faith Kaufmann developed the 2019 Hosmer Gallery schedule, which was distributed to the Trustees. The year includes space to feature local history content in conjunction with Forbes' 125th anniversary year.

The first-ever Forbes Library Young Poets Award launched this summer as a way to engage teens in writing and performing poetry. The contest was judged by local poet Robbie Dunning. On August 4, a crowd of more than 40 poetry-lovers gathered in the Coolidge Museum to see Olivia Gatwood perform from her book *New American Best Friend*, and from her new book forthcoming in 2019. The contest winner, Josie, and the two finalists, Dima and Ruthie, opened the show with their winning poems.

Forbes now has lightning-to-USB and micro-USB-to-USB cables at the Reference and Arts & Music desks available for patrons to use in the library. Soon USB-to-outlet adapters will also be available, to allow plugging into table outlets for patrons to use to charge devices.

The Friends of Forbes Wine Tasting will take place on Friday, September 28 from 6:00-8:00 PM. Tickets are on sale at the main desk. The Friends are also beginning to plan their next membership drive. Joining the Friends and filling out a Florence Savings bank ballot is a great way to show your support for the library. Membership envelopes were distributed to the Trustees.

Ms. Moss has submitted the annual statistical report to the Massachusetts Board of Library Commissioners (MBLC). She will present an overview of the report at the October Trustees' meeting. In the meantime, Ben Kalish worked with Ms. Moss to produce an infographic with service highlights from FY18.

Ms. Downing and Ms. Moss had lunch with Susan Fliss, Dean of Smith College Libraries this month and discussed continued collaborations. One outcome of this meeting is an invitation to participate in the first-year library orientations taking place this month.

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

Friends of Forbes

Ms. Hess attended the September 5 meeting of the Friends of Forbes and reported that they introduced Maxine Schmidt who is considering joining the board. The garden tour netted \$12,000, slightly more than last year. The Friends are still in the process of transferring their endowment funds to Bartholomew Inc. The Membership committee is looking into other mailing options. They discussed plans for the upcoming wine tasting and publicity, and are considering a month-long membership drive. They approved \$2,974.12 for phase 2 of the wireless project, and funding for design software. They also discussed selling t-shirts with a Paco fish design.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, October 16, 2018 at 3:45 PM. Ms. Buckhout will invite the representatives from Bartholomew Inc. to this meeting.

The next meeting of the Friends of Forbes Library is scheduled for Wednesday, October 3 at 6:30 PM. Ms. Reall will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee is meeting at 4:00 PM on October 1. Ms. Wight and Mr. Carrier will attend on behalf of the Trustees.

Communications

Ms. Hess received an email from Brian Foote on September 6, 2018 asking for support for Northampton's 34th annual First Night celebration. The Trustees agreed by consensus that Forbes supports First Night by hosting events and covering the costs of keeping the building open and staffed.

Coolidge Standing Committee Nominations

Ms. Downing reported that the Coolidge Standing Committee had its first meeting under the new bylaws on Monday, September 10. The committee has been asked to submit membership nominations to the President of the Board of Trustees for appointment. Ms. Downing verified how to handle this procedure with Attorneys Eric and Sandra Lucentini under the board's new bylaws. Ms. Downing said that the existing committee members include J.R. Greene, Brian Tabor, Blaise Bisailon, Richard Szlosek, Lorna Blake, and Bill Scher. Rob Weir is a new member for a 3-year term. Daria D'Arienzo is an emeritus member, and Mr. Carrier is an ex-officio member. The goal is to fill out the committee with 13-17 people total. They will form a nominating committee to reach out to people with a variety of specialized backgrounds.

Invitation to New State Senator and Representative

Ms. Hess suggested extending an invitation to the new State Senator and Representative after the election. The Trustees agreed by consensus to extend an invitation for them to tour the library and attend the November or December Trustees' meeting.

Trustee Subcommittees

Ms. Downing distributed a list of the current Trustee subcommittees and their purposes. These and any future Trustee appointed sub-committees will follow the guidelines set forth in the new bylaws, which include following the parameters of the open meeting law. Ms. Sheirer developed guidelines and a template for posting meetings as well as recording and approving minutes. So far there have been two meetings in September. Ms. Downing posted them and responded to questions from the mayor's office. She clarified that the subcommittee minutes should be approved by the subcommittee. A summary

Trustee Subcommittees (continued)

statement can be included in the Trustees' regular meeting minutes, with action and informational items listed as appropriate in the regular agenda. After the subcommittee minutes are approved, Ms. Downing will send them to Ms. Sheirer to include in the permanent record. In response to a question from Ms. Wight, Mr. Carrier said it would be best to continue to limit Trustee membership on subcommittees to two Trustees so that subcommittees will not be able to make binding votes for the full board.

Ms. Reall raised concerns about setting up a Negotiation Subcommittee. Under the new by-laws, subcommittees are required to post agendas and meeting notices and hold open public meetings. However, negotiations in open session are detrimental to the Trustees' bargaining position.

Mr. Twarog made a motion for the full board to authorize the Negotiation Subcommittee to enter into executive session for the purpose of privileged and confidential discussions of negotiation strategy because discussions in open session would be detrimental to the libraries' bargaining position. Ms. Wight seconded the motion, which was passed unanimously.

HVAC Project Update

Ms. Downing reported that an outstanding change-order to the HVAC contract to allow the house system to shut off at night while the Special Collections system continues to run has not been completed yet. There is also a low water flow issue in the new air handlers. It appears that all of the other issues around the project have been resolved.

Window Restoration Update

Ms. Downing has been working with David Pomerantz, Director of Central Services, on an application to the Community Preservation Act Committee for matching funding to the \$400,000 previously approved Capital Improvement Funds. After three bid rounds, it is clear that additional funding is needed to be able to move this project forward. The application is due mid-September and it is anticipated that Forbes will have the opportunity to present to the committee about this project in October.

Ban Kalish left the meeting at 5:02 PM.

Air Movement & Quality Concerns Update

Ms. Downing reported that funding for the installation of a return duct in the Technical Services' office along with funding to have all of the air handling units in the building professionally cleaned has been approved by the city using the surplus from FY18. Ms. Downing anticipates work to begin in the next couple of weeks.

Summer Saturdays

Ms. Moss reported that Forbes Library remained open on Saturdays in July and August for the first time in ten years. In a community survey conducted last year, increased hours were cited as a top priority. In reviewing the data, it is clear that being open on Saturdays made a significant impact especially to children and their families. Data is still being gathered, but the following can be reported: The Children & Young Adult door count increased 16.5% from July 2017 to July 2018 and 9% from August 2017 to August 2018. There were 12 library programs on Saturdays in July and 11 programs on Saturdays in August. Total circulation increased 7.67% from July 2017 to July 2018 and 10.45% from August 2017 to August 2018. Children and Young Adult circulation increased

Summer Saturdays (continued)

more dramatically, 12.65% from July 2017 to July 2018 and 19.78% from August 2017 to August 2018.

Community Engagement

Ms. Moss distributed a list of recent and upcoming community engagement events. Planning is underway for All Hamptons Read, the new Civic Hub grant, and gearing back up for school. Ms. Downing said it was very gratifying to be able to do a story time for families at Grace House, an addiction treatment center, on August 29. She thanked Children's Librarian Sarah Johnson for taking the opportunity to help an under-served population, and Dean of Libraries at Smith, Susan Fliss, for facilitating the provision of more student work-study time to cover the desk allowing Forbes staff the ability to go offsite for programs of this kind. Ms. Moss added that Ms. Fliss said that Forbes is remembered very fondly by Smith alumnae.

Reports on subcommittee meetings/activities

CCPLM Standing Committee - Ms. Downing reported that the committee met on September 10 and brought forward the names of nominations to the new committee. The next meeting is October 1, and will be the annual meeting. It will take some time for the committee to get up to speed.

Development Committee - Ms. Downing distributed minutes from the August 8 meeting of the Development Committee. These will be approved by the Development Committee when they meet tomorrow.

125th Anniversary Committee - Ms. Wight reported that the anniversary year is kicking off this month with a Cookies with a Curator talk about the architecture and construction of the library which will be presented at 3:00 PM on Thursday, September 20 by Elise Bernier-Feeley. Just a few days later will be "Our Community Sing" on Sunday, September 23 at 6:00 PM. They will be meeting this week to discuss how else they can use the 125th Anniversary logo.

Forbes Library Employee Association (FLEA) Negotiation Executive Session

At 5:10 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. 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 5:17 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Reall seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

At 5:17 PM Ms. Wight moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:17 PM.