

TRUSTEES OF FORBES LIBRARY
Thursday, February 21, 2019

Present: Mr. Carrier, Ms. Downing, Ms. Hess (remote by phone), Ms. Moss, Mr. Twarog, Ms. Reall, Ms. Sheirer, Ms. Wight. **Also Present:** Maxine Schmidt, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA). **Absent:** Ms. Buckhout.

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. Wight moved that the Secretary's Report of January 16, 2019 be accepted and placed on file with a few minor corrections. Mr. Twarog seconded the motion, which was passed unanimously.

Treasurer's Report

The Trustees reviewed the Treasurer's Report of January 31, 2019 which was prepared and submitted by Ms. Buckhout. The General Aid Fund had positive net activity for the month of \$28,704 and a cumulative balance of \$61,573. The annual lump sum distributions were received from the Clark and Earle funds totaling \$16,000 as well as the state aid payment of \$20,637. The Book & Media Fund closed with positive net activity of \$1,636, and a cumulative balance of \$9,573. The Aldrich Accessibility Fund had negative net activity of \$668, for accessibility technology classes, and has a cumulative balance of \$23,798. The Civic Hub Grant had negative net activity of \$964 for payroll expenses and supplies, and a cumulative balance of \$6,163. The Community Webs Fund had negative net activity of \$908 for travel expenses and a cumulative balance of \$1,798. The Externally Financed Transaction Fund had negative net activity of \$469 and a cumulative deficit balance of \$1,509, due to \$2,000 being paid for the Sojourner Truth sculpture and the remaining balance of \$775 of the Baystate Music History Project grant. The Lyman Special Collections Fund had positive net activity of \$4,710 due to the \$5,000 transfer approved and moved from the Morin Fund, and now has a balance of \$2,048. The MacFarlane Fund had positive net activity of \$627 due to the \$627 transfer approved and moved from the Morin Fund. It now has a zero balance and will be closed out at the end of the fiscal year. The Macomber Fund had negative net activity of \$145 and now has a deficit balance of \$145. The Morin Fund had negative net activity of \$1,723 including interest and \$4,121 in donations and \$5,853 in expenses due to transfers to the Lyman Special Collections Fund and the MacFarlane Fund, and now has a balance of \$95,762. The Outreach Fund had negative net activity of \$590 for computer supplies and has a balance of \$9,376. The Programming Fund - Adult had negative net activity of \$597 due to allocated payroll expenses of \$594 and has a balance of \$5,397.

Ms. Hess moved that the Treasurer's Report of January 31, 2019 be accepted and placed on file. Mr. Twarog seconded the motion which was passed unanimously.

Ms. Wight moved that \$2,000 be transferred from the Morin Fund to the EFT Fund to cover the deficit and cost of the Sojourner Truth sculpture. Ms. Reall seconded the motion, which was passed unanimously.

Ms. Wight moved that \$145 be transferred from the Morin Fund to the Macomber Fund to zero out the account so it can be closed at the end of the fiscal year. Mr. Twarog seconded the motion, which was passed unanimously.

Gifts, Donations, and Bequests, etc.

The following undesignated gifts were received since the last Trustees' meeting: \$275 from the Abbott Family Trust, Nashville, TN to the Morin Fund; \$100 from Brian & Lindsey Silby, Florence, MA to the Morin Fund; \$25 from Joanna Campe, Northampton, MA in memory of Elizabeth Farnsworth to the Morin Fund; \$25 from Nicole Sibley, Amherst, MA to the Morin Fund; \$25 from Alexander George, Amherst, MA to the Morin Fund; \$20 from John Corbett, Northampton, MA to the Morin Fund; \$10 from Carla Cooke in memory of Elizabeth Farnsworth to the Morin Fund.

The following designated gift was received since the last Trustees' meeting: \$100 from Katharine Childs Jones, Arlington, MA in memory of Jean Russell Duncan to the Book & Media Fund.

There were no receipts from sales/rents since the last Trustees' meeting.

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

In response to a question from Mr. Twarog, Mr. Carrier said that gifts are now being put into the Morin Fund because the target gift income to the Book & Media Fund has been met.

Auditor Search Update

Ms. Downing reported that ten letters were sent to potential auditors and two proposals were received, one from Downey, Pieciak, Fitzgerald & Co. and one from Pascucci & Teixeira. The costs range from \$8,000 to \$10,500 including auditing services, tax preparation and filing. Ms. Buckhout, Ms. Downing, Ms. Moss, and Mr. Carrier will interview both firms and make a recommendation at the March Trustees' meeting. Ms. Downing also reported that the Form 990 was signed and will be submitted this week. Paper copies are available in her office; electronic copies are also available.

Facilities Annual Report

Mr. Petcen distributed a spreadsheet showing completed, in process, and new for FY19 projects. Completed projects include the purchase of a new lawn and snow removal tractor, 2 new Adirondack chairs, replacing filters and cleaning heating units, repair of 4 air handling units, safety plan implementation, LED light conversion, relocation of doorbells, new electronic signage, security alarm panel and keypad, magazine racks repair, circulation desk book return, relocation of the archivist's desk in Hampshire Room, Hampshire Room counter over map/file cabinets, and air quality improvements and new drawers and shelves in Technical Services. In process items include a new plaque for the Trustees' award, new HVAC in the Coolidge Room and Special Collections, and new metal shelving in the Hampshire Room. FY19 items include a turf management plan, repair of the slate roof, a water bottle filling station, replacing the outside door closer and lighting and space renovations in the Children's Room, a plaque for the Snook research tables and display case in Reference for Special Collections, new fabric covering for the Hosmer Gallery walls, and a conference table, desk and chairs, and blinds for the Director's office.

Mr. Carrier asked that a meeting be scheduled in early April to discuss projects with cost estimates and proposed funding sources. Ms. Downing said that Mr. Petcen has worked very hard under the new agreement with the City to complete projects. He was also very involved with working through the migration to the new wireless provider.

The Trustees thanked Mr. Petcen for his work and report.

Financial Report

There was no financial report this month.

Friends of Forbes

Mr. Twarog attended the February 6 meeting of the Friends of Forbes and reported that they received the second part of a large bequest and have moved their endowment to Bartholomew Inc. They discussed increasing membership and plan to do a high quality postcard mailing in March that targets library card renewals and new residents. They are also considering paid ads in social media that target new demographics. There are special events in planning stages including the edible book event on April 10. They are fundraising through the sale of "I love Paco" t-shirts and will be adding merchandise to the Forbes 125th Anniversary store. They discussed how to allocate funds and handle requests. They have created a budget including expected income and expenses based on the last few years. Core requests that repeat every year include funding for books & media, museum passes, and programming. Ms. Downing will submit requests individually for one-time expenses that occur throughout the year. They also discussed honoring Gerry Budgar, a long-time member of the Friends who passed away recently, by allocating \$500 in accessibility-themed programming in collaboration with the senior center. The Friends also provided Valentine's Day treats for library staff, and discussed a senior newsletter and garden tour. Friends' president Martha McCormick announced that she is retiring at the end of the year.

Administrative Report

Ms. Downing reported that the Massachusetts Board of Library Commissioner's (MBLC) FY2020 legislative agenda is focusing on budget lines affecting interlibrary delivery, digital resource collections, connectivity and a new bond authorization to support the library construction program. This agenda will be presented at Senator Comerford's district breakfast at the Jones Library at 7:30 AM on Friday, March 22. The board is invited and encouraged to attend.

Ms. Downing reported that Forbes has been awarded a \$900 Summer Learning Expanded grant by the MBLC for robotics programming for youth this summer.

At the January staff meeting, several staff with 25+ years of service were recognized. Mr. Carrier presented certificates of recognition and awarded a gift card in double the amount of their years of service. Congratulations to: Jason Petcen 25 years, Faith Kaufmann 30 years, Kathy Mizula 35 years, Paula Elliott 35 years, Brian Tabor 40 years.

Elizabeth Maguire, head of Interlibrary Loan, has announced her intention to retire this year. She will continue working through the end of June. She has held a variety of roles at the library over the last 20 years (and part time before then) and will be missed for her pleasant demeanor and dedication.

Kat Janeczek has been promoted to Young Adult & Children's Librarian. This adds a second professional position to the department which was discussed in the last two strategic plans. Ms. Janeczek is passionate about diversity in library collections and Ms. Downing is delighted to have her continue to grow in this new position. Ms. Downing said that the expense of the salary increase is being absorbed through other personnel changes.

Ms. Downing reported that this month we lost Gerry Budgar who was a 2011 Trustees Award Recipient and good friend to the library. He served for over a

Administrative Report (continued)

decade on the Friends' board and was instrumental in the establishment of their endowment fund. The Friends have pledged a \$500 donation in his memory to be used towards accessibility themed programming, a subject he cared deeply about.

Forbes is selling "I love Paco" t-shirts and library themed sticker sheets as a fundraiser for the Friends. Both items have been enthusiastically received on social media and in response to several requests the Friends have decided to sell adult sized t-shirts in addition to the juvenile sizes.

The Friends once again provided a table full of treats in the staff room for the staff for Valentine's Day. This tradition has become one that the staff really enjoy and appreciate.

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

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, March 26 at 4:00 PM. The following meetings for the rest of the year were previously scheduled: Thursday, April 25; Thursday, May 23; Thursday, June 20; Thursday, July 25; Thursday, September 19; Thursday, October 24; Tuesday, November 19; and Thursday, December 19.

The next meeting of the Friends of Forbes Library will be held Wednesday, March 6 at 6:30 PM. Ms. Reall will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Standing Committee is meeting at 3:45 PM on March 4, 2019. Mr. Carrier and Ms. Wight will attend on behalf of the Trustees.

Communications

The Trustees and Ms. Downing received a letter dated January 2019 from Elena Cohen in Senator Jo Comerford's office, announcing the creation of The People's Office, a plan to put into action the Senator's promise to be accessible to all constituents. Forbes is on the schedule for April 10.

Ms. Downing received emails from Nancy Kaye and Eric Kay on January 22 asking that the Trustees reconsider the recent change to the library's pet policy limiting pets in the library to service animals.

Ms. Downing distributed a flyer received from the MBLC outlining the FY2020 Legislative Agenda and budget impacts.

Ms. Downing received an email on February 5 from the Western Massachusetts Library Advocates (WMLA) thanking the Trustees for renewing their membership.

Meeting with Senator Comerford

Ms. Downing reported that the Senator's office said that a visit to the library on a Monday or Friday would work best because that is when she is in the district. They are currently scheduling for April and May. The Trustees discussed possible dates including April 5 (2nd choice), April 12, April 15, and April 19 (1st choice). Ms. Downing will schedule the meeting, which will be posted and treated as an open meeting.

Kingsley Painting Restoration

Ms. Downing reported that a treatment proposal was received for the Kingsley oil painting, *New England Elms*, from Williamstown Art Conservation Center. The frame is in good shape requiring no restoration, and the cost to clean and restore the painting is \$887.50.

Mr. Twarog made a motion to approve \$887.50 from the Special Collections Fund for the cleaning and restoration of *New England Elms* by Elbridge Kingsley. Ms. Hess seconded the motion, which was passed unanimously.

Pride parade

Ms. Wight made a motion that Forbes participate again this year in the annual Northampton Pride parade on Saturday, May 4, at 11 AM. Ms. Hess seconded the motion, which was passed unanimously. Ms. Downing will register Forbes.

Window Restoration Update

Ms. Downing reported that project architect Margo Jones of Jones Whitsett Architects has submitted a proposal to David Pomerantz from Central Services to prepare the bidding documents, and are awaiting approval to begin. This is the third time the project has gone out to bid and additional funding is required to prepare the bid documents. Ms. Downing will contact city Finance Director Susan Wright.

Special Collections HVAC Update

Ms. Downing reported that a modification was made to the air flow in the archivist's office which seems to have improved the heating concerns. She is still waiting on modifications to the programming for the system because it continues to rely heavily on the electricity driven components which has driven up the electricity bill significantly. The library is also seeking approval for one or two water circulating pumps that need to be replaced for the system to be able to adequately cool in the summer months. The pumps cost about \$32,000. Ms. Downing will also discuss this with Ms. Wright.

Forbes Library Drainage CIP Project

Ms. Downing reported that a project to replace the drainage system that serves the Forbes Library building and parking lot has been approved by the Capital Improvement Committee. It provides \$50,000 in design and engineering in FY 2020 and \$250,000 for the project in FY2021. Ms. Downing said that some of the land involved is leased to Old School Commons and she is concerned about the implications. Mr. Carrier suggested that she let Ms. Wright know of this situation before the annual budget meeting with the mayor's office.

Charter Review Committee Update

Ms. Downing reported that the revised letter to the city's charter review committee is complete and will be sent to the committee shortly. They have just begun meeting and will meet twice a month. Stanley Moulton was elected Chair and Sam Hopper was elected Vice-Chair. Dylan Gaffney also serves on the committee. The Trustees agreed by consensus to send the letter. Mr. Carrier thanked Ms. Reall for her work on the letter.

Adult Programming Annual Report

Ms. Moss distributed a summary and statistics for 2018 adult programming. Highlights include two large outdoor concerts, community sing, and musician-in-residence program; two outdoor movies, monthly film club series, participation in Northampton Film Festival, and hosting of the Resistance Film Series; monthly Cookies with the Curator series focusing on the 125th anniversary; a new series on accessibility with Rick Ely; the All Hamptons

Adult Programming Annual Report (continued)

Community Read program and Civic Hub programming; new writer-in-residence Art Middleton; literary collaborations with Straw Dog Writers Voices for Resistance, Write Angles, Writing Reading Room and NaNoWriMo; continued partnership with the Franklin Hampshire Career Center including weekly job readiness workshops and quarterly financial workshops; and several programs offered in partnership with Meadow City conservation, Cinema Northampton, Historic Northampton, UMass and more. There were over 14,000 participants at programs for adults. Ms. Moss expressed gratitude for the Friends for their ongoing support of programming. Fundraising totaled \$15,757 (including a \$6,500 match from the Friends) from 159 donors. \$2,500 for 2019 (plus \$2,000 for the writer-in-residence stipend) is being requested from the Friends. There will not be a Valley Gives Day this year and the Development Committee is exploring other options for fundraising including Library Giving Day on April 10, 2019. In response to a question from Mr. Carrier, Ms. Moss said that there were 12,810 total participants in 2017 and 14,071 in 2018.

Community Engagement

Ms. Moss reported that an elephant ice sculpture was created by artist David Barclay as part of the downtown festival. Unfortunately, the festival was cancelled due to warm temperatures but Mr. Barclay still carved on site and many patrons enjoyed watching its creation as well as taking pictures with the sculpture. Ms. Moss distributed a list of recent and upcoming community engagement events.

Reports on subcommittee meetings/activities

Development Committee - Mr. Carrier reported that the committee is exploring an online day of giving in place of Valley Gives Day. Some members of the committee met with Julia Riseman who is a development consultant to discuss plans for the future.

Meeting with Smith College - Ms. Downing reported that she, Mr. Carrier and Ms. Moss met with Sam Masinter and Susan Fliss from Smith College on February 15 about possible collaborations. There was a productive conversation about several projects including a pamphlet about the library's architect, Brocklesby.

Coolidge Committee - Ms. Wight reported that they hope to have a new member, Elizabeth Myers, who is Director of Special Collections at Smith College.

125th Anniversary Committee

Ms. Wight reported that the committee suggested a commemorative tree planting in conjunction with the library's anniversary year. One idea is to have that happen at the September 19 board meeting with a rain date of October. A culminating author reading is being planned with local authors celebrating Forbes Library in a reading to take place on September 18. Ms. Downing said she is anticipating a nice article in the Republican about the anniversary. The committee is still working on getting merchandise and a final list of programming.

Other Business

Ms. Hess reminded the Trustees to send her their evaluations of Ms. Downing so she can compile them for the March Trustees' meeting.

At 4:53 PM Mr. Twarog moved to adjourn the meeting. Ms. Reall seconded the motion, which was passed unanimously. The meeting was adjourned at 4:53 PM.

Respectfully submitted,
Elizabeth Sheirer