

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of November 26, 2013**

**Present:** Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Hess, Mr. Rowe, Mr. Morin, Ms. Moulding, Ms. Sheirer. **Also Present:** Faith Kaufmann, representative of the Forbes Library Employee Association (FLEA). **Absent:** Mr. Twarog.

The meeting was called to order at 4:05 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 October 24, 2013 be accepted and placed on file with a minor correction. Mr. Rowe seconded the motion, which was passed unanimously.

**Treasurer's Report**

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

Mr. Morin reported that the Aid Fund closed October with a deficit of \$800, which should become positive next month. The Book Fund, which had been running a deficit at the end of FY13, now has a surplus of \$7,800. The Lyman Special Collections Fund has a deficit of \$5,000 at the end of October. Mr. Morin requested a transfer of \$5,000 from the endowment to the Lyman Special Collections Fund per the instructions of the Trustees. The annual \$2,000 disbursement was received from the Friends of Forbes for staff development, bringing that fund out of a deficit. A disbursement of \$1,200 was received from the Friends of Forbes for the outreach vehicle. Mr. Morin transferred \$5,000 to the Garvey Book and Media fund in the endowment. Mr. Morin transferred \$10,000 from the endowment into the Stahl/Halberstadt fund in the operating account.

Ms. Hess made a motion to transfer \$5,000 from the endowment to the Lyman Special Collections Fund in the operating account. Mr. Rowe seconded the motion, which was passed unanimously.

In response to a question from Mr. Carrier, Ms. Moulding said that the outstanding financial issues with the City had all been resolved favorably. Mr. Morin said that the November Treasurer's report will reflect the revised budget voted on at the October Trustees' meeting.

Mr. Rowe moved that the Treasurer's Reports of September 30, August 31, and June 30 be accepted and placed on file. Ms. Hess seconded the motion, which was passed unanimously.

**Administrative Report** (Ms. Moulding & Ms. Downing)

Ms. Moulding reported the carpets throughout the library were cleaned November 11 when the library was closed for Veterans' Day. Also that weekend CWMars uploaded a new version of the Evergreen software. The changeover went smoothly because the Forbes staff was well prepared and put in extra hours to be sure everything was running and caught up by Tuesday afternoon.

Ms. Moulding, Ms. Downing, and Ms. Nelson met with the new director of Historic Northampton, Nan Wolverton, on Thursday, November 21, and gave her a tour of the library and its historic collections.

**Administrative Report** (continued)

Ms. Burnham arrived at 4:15 PM.

On December 4, The Local History/Local Novelist program will feature the launch of a new book of photos of historic Hampshire County. Faith Kaufmann and Dylan Gaffney will talk about the photos in the book that are from the Forbes Library collection and Stan Sherer will talk about those from Historic Northampton.

A Coke machine will be installed in the library. There is no cost to the library and the machine is completely maintained by the Coca Cola Company. The library does pay electricity, but since the machine is Energy Star rated and not outside in extreme temperatures, it should not be expensive to run. The library will receive 15% of sales for the first two months and 10% after that. The library or the Coca Cola Company can terminate the agreement at any time. The machine will offer Coke, Diet Coke, Sprite, energy water, and regular water. The distributor will make changes as requested or as seems appropriate. The small machine in the basement which staff uses will remain at the same pricing. Patrons have requested many times that the library offer cold drinks, so we will see if this machine works out for everyone. Funds received from the Coke machine will go into the Auxiliary Fund which currently has a balance of \$1,200.

Jason Myers and Ms. Downing attended a roundtable program on facilities management at MLS. The idea was to bring together facilities managers and librarians to discuss staffing, products, procedures and other aspects of successfully managing a library building. Mr. Myers impressed the attendees with his knowledge and expertise, many of whom were librarians without facilities managers at their libraries.

Smith College's Josten Library and Forbes Library are collaborating on the first open Holiday Jam and Sing-Along, to be held on December 7 at 1:00 PM. It will be an open sing and play along for all and promises to be great fun.

Ms. Moulding distributed 2014 computer monitor calendars to the Trustees. These are popular with the patrons and are a good reminder of the library throughout the year.

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. Hess attended the November 6<sup>th</sup> meeting of the Friends of Forbes and reported that the wine tasting event made a profit of \$2,600, which is comparable to past years. The Friends discussed ways to improve the event including selling raffle tickets ahead of time and making more use of social media. They are looking for someone to administrate their Facebook account. There is a new volunteer to do their newsletter, who made suggestions for changes to the layout, design, and paper. A second mailing will be sent to people who didn't respond to the June mailing, and the Florence Savings Bank ballots for the Customer Choice Community Grants Awards will be sent to all members. To date 94 ballots have been received by the Friends, which does not include ballots sent directly to the bank. Ms. Moulding requested \$500 more for staff development because transportation costs have been increasing, and Ms. Moulding has been encouraging staff to attend more meetings and workshops, especially around technology and E-books. Joe Manning, who has done research on the Lewis Hine project of photographs taken in Holyoke and Easthampton, will be the guest speaker at the Friends' annual meeting in April.

**Next Meetings**

The next regular meeting of the Trustees is scheduled for Thursday, December 19, 2013 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, December 4 at 6:30 PM. Ms. Moulding will attend on behalf of the Trustees.

The Coolidge Advisory Committee will be meeting at 4:00 PM on Monday, December 2. Mr. Rowe will attend on behalf of the Trustees.

**Communications**

Mr. Carrier received a letter dated November 25, 2013 from Jason Petcen announcing the results of the Forbes Library Employee Association annual election on November 7. Mr. Petcen is President, Dylan Gaffney is Vice President, Molly Moss is Secretary, and Benjamin Kalish is Financial Officer.

**Quarterly Ordinary Maintenance Budget Report**

Ms. Moulding distributed a report of ordinary maintenance expenditures during the first quarter of FY14. It is too early in the year to make accurate predictions of how the year will end, but as of now, there is nothing worrisome to report. The personnel budget is also right on target at the end of the first quarter.

**FY14 Budget**

At their meeting on November 21, the City Council was presented a request from Mayor Narkewicz to increase the FY14 appropriation to Forbes Library by \$15,399 in order to offer Forbes Library employees the same salary increases as other city departments. The Council voted twice to approve the appropriation, and the library should receive the funds soon. FLEA members will receive step increases plus a 2% cost-of-living-adjustment (COLA) and intermittent part-time workers will receive an increase in hourly wages to \$10/hour. The salary increases will be retroactive to July 1.

Mr. Rowe made a motion to approve the adjustment to the personnel budget to include step raises plus 2% COLA to eligible FLEA members plus \$.25 raises for intermittent part time workers who were earning \$9.75, retroactive to July 1. Ms. Hess seconded the motion which was passed unanimously.

The Trustees signed the contract with FLEA. Mr. Carrier said that Forbes' outstanding issues with the City had now all been satisfactorily resolved and he asked Ms. Moulding to draft a letter of thanks to the Mayor. Ms. Moulding said that she is still working on coming up with a realistic Labor and Repairs budget, for which the Mayor said he would find funds for FY15. Forbes is exploring options to merge service and supplies contracts with the City.

**Gifts, Bequests, Sales, etc.**

Ms. Hess made a motion to approve an attached list of donations, both designated and undesignated gifts, to the Second Century Fund. Mr. Rowe seconded the motion which was passed unanimously.

The following *designated gifts* were received since the last Trustees' meeting: \$500 from Todd Thompson, for children's services, to be deposited in the Book & Media Fund; \$500 from the Harris & Eliza Kempner Fund, as a matching gift for that from Todd Thompson, for children's services, to be deposited in the Book & Media Fund.

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

The following *receipt from sales/rents* was received since the last Trustees' meeting: \$24 from NEBA for book sold to be deposited in the Special Collections Fund.

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

#### **Second Century Fundraising Committee**

Ms. Downing reported that the response to the second mailing has been very good. A large anonymous gift was just received, bringing total pledges and donations to approximately \$300,000. There is still some fundraising activity in process including the upcoming Valley Gives Day and auction of a Scott Prior print. It is suspected that costs for the project may have risen by as much as 20%, so any additional funds are very welcome. It may also be possible to fix or replace the large heavy front doors. The fundraising committee will not meet in December, and will reconvene in January.

#### **Handicap Accessible Elevator Project**

The subcommittee met with architect Tom Douglas on Thursday, November 21. Mr. Douglas has hired an elevator consultant, structural engineer, and mechanical engineer to assist in preparing the bid documents for hiring the contractor. The Trustees signed the contract from Tom Douglas Architects and bids will go out in February. Mr. Douglas also agreed to donate his time to update the window replacement estimate, and to present the information in phases. Ms. Moulding will send the updated estimate to the Capital Improvements Committee in January.

#### **Reports on workshops/meetings/activities**

MLS Annual Meeting (Ms. Downing)- Several staff members traveled to the College of the Holy Cross in Worcester to attend the annual meeting of the Massachusetts Library System. During the business meeting the director announced the sale of the former WMRLS building in Whately that MLS has been using since reorganization as a central hub and training facility for Western Massachusetts. It is unclear what the future will bring but MLS once again assured the membership that they will maintain a presence in Western MA

At 5:00 PM Mr. Rowe moved to adjourn the meeting. Ms. Hess seconded the motion, which was passed unanimously. The meeting was adjourned at 5:00 PM.