

TRUSTEES OF FORBES LIBRARY
Meeting of January 17, 2005

Present: Mr. Bloomberg, Mr. Carrier, Ms. Downing, Ms. Harding, Mr. Morin, Ms. Moulding, Ms. Barone. **Also Present:** Kari Knapp, observer for the Friends of Forbes Library; Brian Tabor, observer for the Forbes Library Employee Association; Marjorie Hess; Diane Welter. **Absent:** None.

The meeting was called to order at 4:05 PM in the first floor reading room.

Secretary's Report

Ms. Harding moved that the minutes of the December 20, 2004 meeting be accepted as presented, and Mr. Bloomberg seconded the motion. In response to a question from Mr. Carrier, Ms. Moulding said that the nitrate and acetate negatives stored in the CCPLM do not present a fire hazard, as they are stored in a refrigerator. Also in response questions from Mr. Carrier, Mr. Morin said he would discuss the Clark and Earle fund in the presentation of his Treasurer's Report, and Mr. Bloomberg said he would report later on the Stahl bequest. The motion to accept the minutes was passed unanimously.

Treasurer's Report

Mr. Morin presented the Treasurer's Report noting that the payment of \$369.93 reported against the Centennial Fund on page 8, should have been assigned to the Coolidge Assessment grant listed on page 7, and that he would correct it and adjust the balances accordingly for the next report. Mr. Morin also noted that the deficit in the Aid Fund of \$14,000 was due to December being a 3-pay period month, and would correct itself over time. Ms. Moulding said that the library appears to be within budget this year, partly due to a more careful control of wages and expenses, but also because the budget for this year was more realistic. Ms. Moulding said that the city's Fire Department had recently negotiated their contracts at a 2% increase, and that the library's contract with Forbes employees calls for the same level of increase as other city departments. A 1% increase was budgeted, so if the other city departments also negotiate a 2% increase, then the library will be under-budgeted in this area. In response to a question from Ms. Harding, Ms. Moulding said that the pay increase is retroactive. However an adequate amount of money for the retroactive pay increase is being held in reserve. Mr. Bloomberg inquired what would happen if the other city departments negotiated a smaller increase and Ms. Moulding said that the contract was written to say that Forbes employees would receive the same increase as other city employees, and did not address a scenario where different city departments received different increases. Mr. Morin reported that some of the expenses that were attributed to subscriptions may in fact belong in the book category, and that he would reconcile these two accounts prior to the next meeting. In response to a question from Ms. Harding, Ms. Moulding said that the books that are sold and attributed to the Lyman Special Collections fund are either no longer current or have not circulated for 10 years. They may have become valuable, and are therefore no longer safe to leave on the shelf, and unless they have local historical value, they are sold. In response to a question from Mr. Carrier, Mr. Morin reported that he had been in touch with the city about the payments on the Clarke and Earle funds, but that there was some confusion on the part of the city about the funds. Mr. Carrier asked Mr. Morin to follow up.

Mr. Bloomberg moved that the Treasurer's Report be accepted and placed on file. Ms. Harding seconded the motion, which was passed unanimously.

Director's Report

Mr. Bloomberg moved that the Director's Report be accepted and placed on file. Ms. Harding seconded the motion, which was passed unanimously. In response to a question from Mr. Carrier, Ms. Moulding said that the position of Collections Manager was a new one and included the duties of assessing the collection, making decisions about whether to replace or deaccession materials, and analyzing the collection in terms of subject area and patron interest. In response to a question from Ms. Harding, Ms. Downing said that the library's Readers Advisory activities would include themed lobby displays, staff picks, and subject lists such as cookbooks, science fiction, etc. Mr. Carrier expressed thanks, on behalf of the Trustees, to all Forbes library staff.

Friends of Forbes Meeting

Mr. Bloomberg attended the Friends of Forbes meeting of January 5, and reported that the Friends would like more detailed information about the proposed brochure of giving opportunities that the Trustees would like the Friends to collaborate on and fund. He said there was some concern on the part of the Friends that the brochure would compete with the Friends' own fundraising activities. He also said funding such a brochure does not fall strictly within the mission of the Friends. Ms. Moulding said that she would like the Friends to be involved in the brochure precisely so that it will be a joint effort, and would not adversely affect the Friends fundraising. Mr. Bloomberg also reported that he sensed a surprised reaction from the Friends to the mention of the possibility of considering moving the CCPLM to some other location outside of the library. Mr. Carrier noted that some feel strongly that the CCPLM should stay in the building, while others feel that it is a drain on the library's resources, and would be better served by another location or organization, such as Historic Northampton. Ms. Harding said that the type of fundraising done by the Friends requires a lot of work on the part of a few individuals, and that the Friends should try to do activities that involve more of the community. Mr. Bloomberg also reported on a procedural change on the part of the Friends, whereby they used to give any checks received in their envelopes made out to "Forbes Library" to the library director, who would then issue a check for the same amount to the "Friends of Forbes", those checks are now just deposited. Mr. Carrier said that the Trustees would like to help the Friends with their 25th anniversary celebration. Ms. Moulding reported that the Friends had approved the request for a LED projector for \$1395, pending approval of the Trustees.

Next Meetings

The next regular meeting of the Trustees was scheduled for Monday, February 14, 2005 at 3:45 PM in the Watson Room. Mr. Morin will contact Bank North about attending and reporting at that meeting.

The next meeting of the Friends of Forbes Library will be February 2, 2005 at 7:00 PM. Mr. Carrier agreed to attend this meeting on behalf of the Trustees.

The next meeting of the CCPLM Advisory Committee will be February 7, 2005 at 4:00 PM.

Communications

Ms. Moulding reported on an announcement from the MBLC about a presentation on the "Economic Value of Today's Public Library" scheduled for Saturday, February 5, 2005 in Boxborough, MA. She also reported on an announcement from the Pioneer Valley Legislative Planning Committee for the Annual Library

Communications (continued)

Legislative Breakfast scheduled for Friday, March 4th at 7:30 AM. Ms. Moulding and Ms. Downing plan on attending.

Parking Project Finances

Ms. Moulding reported that the parking project is still on budget, and overages are still within the contingency fund amount. After receiving the \$35,000 for the new boiler agreed to by the city, the 2nd Century Fund is projected to have an unencumbered balance of \$21,573.69. \$25,000 was budgeted as a contingency fund for the parking project, so approximately \$15,000 of contingency has been used, with items left to be completed including fencing, landscaping, topcoat paving, and line painting. She also reported that the budget for the Clerk of the Works for the parking project is currently over budget by about \$2,000, nearly double what it was projected to be, and the project is not yet completed. In response to a question from Mr. Bloomberg about controlling further expenditures for the Clerk, Ms. Moulding said that Mr. Petcen is overseeing the project on a daily basis, but that Clerk expenses have still gone over budget.

Ms. Harding moved that one of the Trustees speak to the Clerk to get an estimate on how many more hours will be needed to complete the project. Mr. Bloomberg seconded the motion, which was passed unanimously. Mr. Carrier agreed to speak to the Clerk of the Works on behalf of the Trustees.

Ordinary Maintenance Budget

Ms. Moulding presented a report showing budgeted amounts, six-month expenditures, and projected remaining expenditures for the ordinary maintenance budget. Some items will go over-budget, while others will be under-budget, and the result is projected to be about breaking even. Ms. Moulding said that she has been watching expenses very carefully, and that the library is operating under a very lean and tight budget, which has not always been easy or pleasant for library staff. Mr. Carrier thanked Ms. Moulding for the report and asked if she could provide a similar report at the end of the 3rd quarter, in 3 months time. Ms. Moulding agreed, and also noted that she and Mr. Morin regularly discuss these budget items and will report any problems on a monthly basis.

Election of Officers and Board Business

Mr. Bloomberg moved to approve the reappointment for a term of one year the following officers: Russell Carrier as President, Mary Harding as Vice President, Scott Morin as Treasurer, and Elizabeth Barone as Secretary. Ms. Harding seconded the motion, which was passed unanimously. Ms. Harding moved that the Trustees continue to use Robert's Rules of order. Mr. Bloomberg seconded the motion, which was passed unanimously.

Mr. Bloomberg moved to continue to schedule the Trustees' meetings on the third Mondays of the month at 4:00 PM. Ms. Harding seconded the motion, which was passed unanimously.

Mr. Carrier suggested that the Trustees set goals including the completion of the parking and grounds project, preservation of the special collections, and strengthening the book fund. Ms. Moulding added that she would like to see any additional appropriations made by the city beyond what is needed for the operating budget go to personnel and staff salaries. She would also like to increase hours if possible, depending upon funding, especially keeping the Children's Department open to 8:00 PM one or two nights a week. Mr. Carrier expressed frustration at expanding hours and building programs during good

Election of Officers and Board Business (continued)

economic times, only to dismantle them when times are tough. He noted that the recent reorganization and redesign of processes has been very good for the library. Ms. Moulding said that the library has become more efficient, but that new demands are always being made, especially in terms of technology and increased usage. Ms. Harding added that she would like to see more community involvement in the library, and suggested involving home schoolers and the Clark School in library programming. Ms. Moulding said that home schoolers were already heavy library users, and that the library did a lot of outreach to local schools, and that she would be sure to add the Clark School to the list. In addition, Ms. Downing is working on a regular column to appear in the newspaper about community events at the library.

Trustees Award Nominations

Ms. Moulding suggested 2 possibilities for the Trustees Award, Mr. Joe Donohue, the retired Friends of Forbes president, and Ms. Diana Gordon, writer-in-residence for her poetry and writing workshops and discussion groups. Ms. Harding also suggested Jane Dyer for her many contributions to the library. After some discussion, Ms. Harding moved that Mr. Joe Donohue be the recipient of the Trustees Award this year. Mr. Bloomberg seconded the motion, which was passed unanimously. Mr. Carrier asked Ms. Moulding to contact Mr. Donohue and schedule the presentation of the award for a Thursday in May at 4:00 PM.

Funding Request to Friends of Forbes

Ms. Harding moved that the Trustees approve the request for funding of a LED projector for PowerPoint presentations for \$1,395, which was approved by the Friends at their last meeting pending approval by the Trustees. Mr. Bloomberg seconded the motion, which was passed unanimously.

Estimate for Replacement Window Project

Ms. Moulding presented the estimate from LPBA Architects for designing, cost estimating, preparing documents for bidding, and administrative costs for preparing an estimate to replace the windows in the Hampshire Room and Coolidge Room. Ms. Moulding agreed to go back to LPBA for clarification of the bid. At this preliminary stage, perhaps only Part A of the proposal is required. Mr. Carrier said that while it is important to be concerned about the historical accuracy of the windows, the library could not afford to pay 10 times as much for historically accurate windows. Ms. Moulding responded that there might be more grant money available for historically accurate windows.

Library Behavior Policy

Ms. Moulding reported that the library has been rewriting and developing some new policies and she presented the newly developed Library Behavior Policy. The policy was compiled from research done on other libraries' behavior policies, and has been approved by the department heads. Ms. Moulding said there is a need for such a policy, mainly to deal with a few recent problem patrons, who are disruptive and abusive to staff, and who have asked to see the library's policy in writing. The policy will be posted on the web site, and also at the Reference desk. In response to a question from Mr. Carrier, Ms. Moulding said that each of the rules were in effect in other libraries. In response to a question from Ms. Harding, rule #4 will be rewritten as "No person shall leave children age eight or younger unattended on library premises". Parents or caregivers are always responsible for the supervision and behavior of their children."

Library Behavior Policy (continued)

Mr. Bloomberg moved to accept the Library Behavior Policy with the above-mentioned change. Ms. Harding seconded the motion, which was passed unanimously.

Parking Project

Ms. Moulding reported that the Transportation and Parking Committee would be meeting on January 18 to vote on the ordinance allowing for the parking meters in the Forbes parking lot. They have asked that a representative from the library attend to answer questions, and Ms. Moulding has agreed to attend. Mr. Carrier suggested that the Trustees review the reasons for the need for the parking meters to help prepare Ms. Moulding for the meeting. First of all, the city provides no funds for materials for the library. The book budget relies upon income generated by several funds that have no income source other than interest. Establishing a new book fund, that would receive approximately \$25,000-\$35,000 per year in revenue from the parking meters, represents an extraordinary and unique opportunity to create a sustaining and growing book fund. Every penny generated from the parking meters will go to the new book fund, as there is no overhead involved. If the principal is not touched, within 10 years the fund will grow to \$300,000. Secondly, the Trustees do not feel that charging a quarter for parking in any way changes the "free" nature of the library. Materials will still be borrowed for free. Most libraries in urban settings do have parking meters, while only libraries in more rural areas can afford to permit free parking. Finally, the current system of free parking so close to downtown has created widespread abuse. Many people who are not using the library will park their cars in the lot all day. This makes it more difficult for patrons wishing to use the library to find a place to park. Charging for parking will level the field, so that library patrons will be able to find a place to park in the Forbes lot. While the Trustees recognize that charging for parking is not an ideal solution, they do believe it is a necessary compromise, especially in view of the cutbacks the library has been forced to implement in terms of staff and open hours.

Mr. Bloomberg inquired if any of the Trustees should be present at the meeting of the Transportation and Parking Committee on January 18th, and Mr. Carrier said that he could not attend on that day, but that Ms. Moulding would be prepared to present the reasons for the need for the parking meters, as well as the history of how the Trustees came to this decision. Ms. Moulding said that after the ordinance is approved by the committee, it would still need to be voted on by the city councilors, and that perhaps the Trustees could attend that meeting. Mr. Carrier agreed, and said that several city councilors had been contacted by people who do not wish to see the parking meters implemented, and that the Trustees need to present their side of the argument to these councilors.

Repainting Project

Ms. Moulding reported that the project has been advertised in the Daily Hampshire Gazette, and is on schedule.

Planned Giving Opportunities

Melody Foti, financial consultant with Smith Barney in Springfield, has offered to speak with the Trustees about strategies for planned giving. Ms. Foti would provide introductory information about various strategies and she would be available to answer questions. Ms. Downing provided the Trustees with an informational article about planned giving. Mr. Carrier said that the article was a bit overwhelming, and much more labor intensive than what

Planned Giving Opportunities (continued)

the Trustees were currently prepared to do. He questioned whether it was worth asking Ms. Foti to come to a meeting, if the Trustees were not prepared to tackle such a large project. Ms. Moulding said that she believes that the Jones Library in Amherst has a more scaled down program. Mr. Carrier asked Ms. Moulding and Ms. Downing to find out more about the planned giving program at the Jones Library, and report their findings at the next Trustees' meeting. Ms. Harding questioned whether the library should be doing more fundraising at this time, and said that she sees the planned giving as a way for people to donate stock, or make bequests. Mr. Carrier said that he would prefer to see fundraising for a specific project, rather than an annual fund drive. Ms. Moulding said that a brochure listing giving opportunities at the library would be very helpful, and that the brochure would list the Friends as one of those opportunities.

Clock Warranty

Ms. Moulding reported that the following clock warranty was supplied by Ray Bates: "Each one has been overhauled by us and will require no further attention for about 4-5 years, at which time they will require normal routine service which includes cleaning and re-lubricating. They are guaranteed for one year from the date of installation, but it is unlikely that any problems will arise, except for occasional premature oil frying which can be caused by environmental factors such as heat sources, radiators, or vents." Ms. Moulding added that the clocks have not been received yet, and she is holding the check until the clocks are delivered.

Japanese Prints

Ms. Moulding reported that John Scofield of Eldred, Co., in East Dennis, MA would come to the library on Friday, February 4, 2005 at 11:00 AM to assess the Japanese prints.

Committees, Conferences, and Workshops

Ms. Moulding reported that Hillary Garrett of the Reference Department received a scholarship to attend the Library Leadership Massachusetts Institute. The awarding of scholarships was quite competitive and Ms. Garrett is congratulated on her accomplishments, and the Trustees are proud to have her attend as a representative of Forbes Library. Ms. Garrett provided a report about the program.

Calvin Coolidge Presidential Library and Museum

Mr. Carrier reported that he, Ms. Moulding, and Ms. Downing attended a reception at Historic Northampton, and saw plans for their major planned expansion. Mr. Kerry Buckley of Historic Northampton was invited to visit the CCPLM, to view the collection, and explore possibilities of how the collection could be better served. With the approval of the other Trustees, Mr. Carrier would like to invite Mr. Buckley to attend the February Trustees' meeting to explore some of these options. Mr. Carrier emphasized that these discussions are very preliminary, that they rely heavily upon major fundraising on the part of Historic Northampton, and that no decisions have yet been made about moving the collection. Mr. Bloomberg inquired that if the scenario is so reliant upon major fundraising that it is unlikely to happen, is it worth stirring up emotions in people who feel strongly about the collection staying in Forbes. Mr. Carrier responded that the best interests of the collection should be kept in mind, and that another group might be better able to care for the collection, and also provide more programming and interactive exhibits. Ms. Moulding said that it is the responsibility of the Trustees to consider all options in order to choose the

Calvin Coolidge Presidential Library and Museum (continued)

best one. The Trustees agreed by consensus to invite Mr. Buckley to the next Trustees' meeting.

Dorothy Stahl Bequest

Mr. Bloomberg reported that he had been in touch with an attorney in Attorney Fogel's office about the status of the Stahl bequest. Procedurally the bequest is at an impasse, and attorneys have been retained by Attorney Fogel's insurance carrier due to a dispute between the estate and the purchaser of the property from the estate. Additionally, Mr. Bloomberg reported that the value of the bequest would indeed diminish because of the cost of this litigation. Mr. Bloomberg also made inquiries about whether the house was winterized, and was being properly maintained. The person he spoke with was not able to answer definitively and agreed to make some inquiries. Mr. Bloomberg said he would follow up on this question.

Gifts, Sales, Bequests

The following gifts were received since the last Trustees' meeting: \$25 from Nicole Ritchie for the Children's Room, \$200 from Mary Harding for Children's materials, \$500 from David Bloomberg for Staff Development, \$250 from the Brinkley Thorne family for Book fund, \$500 from Margaret McClamroch for Book Fund, and \$100 from Susan Alcock for Hampshire Room. The following receipts from sales/rents were received since the last Trustees' meeting: \$202.50 from NEBA to Special Collections.

The meeting was adjourned at 5:55 PM.