

TRUSTEES OF FORBES LIBRARY
Meeting of July 25, 2005

Present: Mr. Bloomberg, Mr. Carrier, Ms. Harding, Ms. Moulding, Ms. Barone.
Also Present: Charleene DeAngelo and Charles Leach, representatives of Banknorth; Chris Nolan, observer for the Friends of Forbes Library; Linda Knaack, observer for the Forbes Library Employee Association; Marjorie Hess.
Absent: Mr. Morin, Ms. Downing.

The meeting was called to order at 3:50 PM in the Watson Room.

Banknorth Report

Ms. Charleene DeAngelo, Senior Vice President at Banknorth presented an overview of the Forbes portfolio including total market value at fiscal year end (June 30, 2005) of \$2,866,863. The estimated income from fixed funds for FY06 is \$87,453 and the projected payouts to the book funds are \$93,400. The difference could be made up from the income cash balance of \$29,802 (as of June 30, 2005).

Mr. Charles Leach, Senior Portfolio Manager, presented a snapshot of the Forbes accounts, which have been performing well, up 2.85% in the last quarter (1.83% benchmark), and 7.12% in FY05 (5.40% benchmark). The current asset mix is about 50/50 with equities and fixed assets. Recently a \$50,000 bond matured and is now held as cash, and another \$100,000 bond is due to mature in November. The Trustees will need to decide how to allocate those funds (stocks or bonds), and whether or not to implement the Total Return approach as stated in the Forbes Investment Objectives. Forbes has been using bonds to generate income for the book funds; however the Total Return approach permits an asset allocation with a higher percentage of stocks to generate growth in the total value of the fund. The decrease in income from the bonds would be made up by a spending policy that would permit a small percentage of the total value of the fund to be spent each year. This approach would maintain current spending levels, while also allowing for more growth in the fund's overall value. If Forbes were to invest the \$150,000 from the bonds in equities, the asset allocation would be about 58% stocks, and 42% fixed income.

In response to a question from Mr. Bloomberg, Ms. DeAngelo and Mr. Leach said that most of their endowment clients are using a Total Return approach and that it is not a new approach. Mr. Leach said that this would not be a drastic change in the portfolio mix and that the position could be reconsidered at anytime based on current market conditions. Currently the bond market is flat yield, and it is not a good time to buy bonds. In response to a question from Ms. Harding, Mr. Leach said that he would put the \$150,000 towards equities that Forbes is already holding, including healthcare, information technology, financials, and consumer staples. In response to a question from Mr. Bloomberg, Mr. Leach said that with bonds you can project your income more accurately, but that stocks do carry the element of risk. They may go up or down in the short-term, but historically have out-performed bonds in the market.

In response to a question from Mr. Carrier, Mr. Leach said he would do a projection of what the Forbes portfolio would look like with this change, and how the income for the book funds would be generated, and to send it to the Trustees. Mr. Carrier asked Ms. DeAngelo and Mr. Leach to come to the October Trustees' meeting when the decision will be made as to how to allocate the funds.

Comments

Mr. Carrier said that Ms. Harding had made a suggestion to add a "Comments" section to the agenda at the start of each Trustees meeting where observers could comment on the proceedings. Ms. Moulding agreed to add this to future agendas.

Secretary's Report

Mr. Carrier requested that the total amount of the approved book fund for FY06 (\$139,000) be included in the minutes from June 20. Mr. Bloomberg moved that the minutes of the June 20 meeting be accepted as amended and placed on file. Ms. Harding seconded the motion, which was passed unanimously.

Treasurer's Report

The Trustees reviewed the Treasurer's Report in the absence of Mr. Morin who was not present due to illness. Ms. Harding moved that the Treasurer's Report be accepted and placed on file. Mr. Bloomberg seconded the motion, which was passed unanimously. Mr. Carrier asked Ms. Moulding to remind Mr. Morin to remove the completed Coolidge Assessment grant from the Treasurer's Report.

Director's Report

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

Ms. Moulding reported that the Calvin Coolidge Presidential Library and Museum will be visited by a consultant from the Museum Assessment Grant in August, and that Ms. Julie Bartlett would like the Trustees to meet with the consultant. Ms. Moulding and Ms. Bartlett will arrange for the meeting in consultation with the Trustees.

Mr. Carrier commented on the success of the adult reading program. Ms. Moulding reported that the library would soon have online access to downloadable books on tape. Ms. Moulding also reported on an increase of \$500,000 in State Aid to Libraries which will have a small positive effect on Forbes Library.

Friends of Forbes Library

No meeting to report on in July. The next meeting will be Wednesday, September 7, at 7:00 P.M. Mr. Bloomberg will attend.

Next Meeting of the Trustees

The next meeting of the Trustees was scheduled for Monday, September 19, at 4:00 P.M. in the Watson Room.

Communications

Mr. Carrier noted that a letter from Mr. George Zimmerman, City Treasurer, had been received with the third and fourth quarter distributions from the Clarke and Earle Trusts. Total distribution in FY05 was \$6,000. Projected distributions in FY06 are \$4,000.

Mr. Carrier also noted that a letter from Deb Jacobs, Chair of the Northampton Tree Committee, was received indicating the Committee's concern for some of the large shade trees on the Forbes property during the recent renovations and grounds projects. While the committee has no jurisdiction over the trees, they are concerned for their welfare. Ms. Moulding will meet with members of the Tree Committee on July 26 to discuss the matter further.

FY05 Budget

Ms. Moulding reported that personnel costs for FY05 were over budget by \$6,000 due to the illness and retirement of a long-time employee, but that the operational budget was under budget by \$4,000, so that the total budget was over by only \$2,000 of what was projected. However, a second State Grant payout of over \$15,000 eliminated the deficit, resulting in a surplus of approximately \$10,000-\$12,000. Ms. Moulding noted that the Forbes Library staff has worked very hard, under unpleasant circumstances, to achieve this balanced budget. Ms. Harding also recognized Ms. Moulding's hard work in meeting the stringent FY05 budget.

In response to a question from Mr. Carrier, Ms. Moulding said that the surplus should be treated as a cushion against unexpected expenses in FY06 and not used to reduce the amounts that will be used from the CCPLM and Local History funds to pay Ms. Bartlett's salary.

Ms. Moulding also said that the Book Budget was on target for FY05, and that income to the fund (\$12,000) was larger than projected due to \$10,000 received for overdue fines. Ms. Moulding said she believed the Library would be able to meet the 13% requirement of total budget provision to retain certification from the MBLC in FY06.

FLEA Contract

The Trustees signed the second copy of the Forbes Library Employee Association contract as requested at the last Trustees' meeting. This copy will be kept on file in the Director's office.

CCPLM/HVAC

Ms. Moulding reported that the Engineer's report on the HVAC system in the Calvin Coolidge Presidential Library and Museum had been received. The report contains 5 possible solutions. Solution #2 has already been done in-house by Jason Petcen. Solution #1, at a cost of approximately \$1,000, would be done by Johnson Controls to make further adjustments to the system. Solutions #3 and #4 involve improving the duct work in the CCPLM, tearing up ceilings and walls, and would be more expensive. Solution #5 involves improving the pumping system, and would benefit the entire library, but would again be more expensive.

Ms. Harding moved to approve the expenditure of \$1,000 for solution #1 to make adjustments to the controls of the HVAC system, \$500 from the Second Century Fund and \$500 from Labor and Repair in the General Aid Fund. Mr. Bloomberg seconded the motion, which was passed unanimously.

Outreach Car

Ms. Moulding reported that the outreach car, a 10-year old Ford Escort station wagon, broke down last week, and apparently needs the engine replaced at a cost of \$1,500-\$2,000. Before proceeding with the repair, Ms. Moulding will have the car evaluated to determine if otherwise it is in good shape. If it is determined that the car is not worth repairing, then a replacement car will need to be purchased at a cost of up to \$10,000. Mr. Carrier agreed that the outreach car was important to the library and should either be repaired or replaced. Ms. Moulding said she was also seeking donations for another car.

Mr. Bloomberg moved that the outreach vehicle be evaluated and repaired if feasible, or if not feasible, then a replacement car should be purchased at a price of up to \$10,000. The FY05 surplus will be used to pay for the

Outreach Car (continued)

repairs/replacement, and will then be replenished by the monies to be received from the Dorothy Stahl bequest. Ms. Harding seconded the motion, which was passed unanimously.

In response to a question from Mr. Carrier, Mr. Bloomberg said that the Stahl bequest was moving along, that the property had been sold, but that litigation was yet to be resolved between the purchasers of the property and the lawyers representing the estate. It is still unknown how much the bequest will be reduced by the cost of the litigation.

Local History Conference

Ms. Moulding requested that the Trustees approve funds for Ms. Bartlett to attend the Association of State and Local History annual meeting in Pittsburgh on September 21-24. Ms. Moulding said that it is important for Ms. Bartlett to attend at this stage of her stewardship of the Forbes' collections so that she can network with her peers and attend workshops on the important topics in the field. The Staff Development fund would pay \$200 for the conference registration, and Ms. Bartlett is requesting funds to cover travel and accommodations.

Mr. Bloomberg moved to approve the expenditure of \$500 from Special Collections to cover the airfare, hotel, and ground transportation expenses for Ms. Bartlett to attend the Association of State and Local History annual meeting in Pittsburgh on September 21-24. Ms. Harding seconded the motion, which was passed unanimously.

Parking Project

Ms. Moulding reported that the library is still awaiting the delivery and installation of the brownstone pilasters and benches, and the fence will be completed once the pilasters are in place. The handicap rails on the east front sidewalk have yet to be finished and another set of bike racks will be installed to the east of the entrance patio. Signs for the entrance and exit driveways have been ordered. Paving and plantings around the fire hydrant by the crosswalk will be done when the stones arrive. There are still "punch list" items to be attended to, such as uneven paving stones and cracked concrete. Final paving and line painting of the parking lot and driveway will occur during the first week of August. The parking lot will be closed for a day or two, but the library will remain open.

Repointing Project

Ms. Moulding reported that Phase I of the repointing project is essentially complete. Tyvec, a breathable plastic sheeting, has been applied around the bottom part of the building to keep out moisture. Ms. Moulding has talked to Mayor Higgins about Phase II of the project, repairing the base of the walls on the south and east elevations, and the Mayor has asked for a structural report from an engineer to help determine the seriousness of the situation. Funds for Phase III (\$2,000,000) including cleaning, repointing, and repairing the north and west elevations, as well as roof and portico repairs, will be requested for the next cycle of the city's capital improvement expenditures. Phase IV will include replacing windows and doors. Ms. Moulding and Mr. Petcen are working with Chris Pile, the city's Finance Manager, to phase the request based on the results of the forthcoming structural report. Ms. Moulding and Mr. Petcen will be making the request for extra funding of Phase II (\$200,000) on August 15 in the City Council chambers. Mr. Carrier asked that Ms. Moulding let him know of the time and place of that meeting.

Handicap Lift Project

Jason Petcen wrote the specifications for the replacement of the Handicap Lift. Joe Cook, City Procurement Officer, will put the job out to bid within the next few days, and the work, which will take about a week, will be completed in late August or early September. The project is funded by a Community Block Grant.

Parking Fees

Ms. Moulding reported that the library continues to receive a few complaints from patrons about the parking meters. In response, the library has designated a 10 minute parking space for book returns only. The library has also created an all-day parking pass that patrons can purchase for \$3, so that they will not have to leave the building to feed the parking meter if they plan on spending a long time in the library. The passes are good only for the day indicated on the pass and only one pass can be purchased at a time. The patrons seem pleased with these solutions.

Film Grant Awarded by NAC

The ongoing Forbes Film and Forum series was the subject of a recent grant proposal written by Adam Novitt to the Northampton Arts Council. The grant was funded for \$1,900 to cover 20 nights of film programming, the majority of which are to take place at Forbes Library. Several films will be shown at other locations in Northampton but with notice of Forbes sponsorship. The screenings will serve to bring the library out to the community. The NAC grant will cover staff time, some material expenses and a small amount of advertising, and will permit Mr. Novitt to devote more time to presenting quality programs which will better represent the library to the community while offering a unique service to Northampton.

Ms. Harding inquired what films would be shown, and where the remote screenings would take place. She requested that the Trustees be informed of the films, schedule, and locations ahead of time.

Special Collections Report

Mr. Carrier said that the report on Special Collections submitted by Faith Kaufmann, including the information that had been lacking about future plans, was now complete and very good. Mr. Carrier asked Ms. Moulding to request a similar report on the Local History Collection to be prepared every six months.

Library Leadership Institute

Ms. Hillary Garrett provided a report on the Library Leadership Institute conference she attended at Endicott College in Beverly, MA, on June 12-15. Mr. Carrier thanked Ms. Garrett for her report.

Children's Programming

Mr. Carrier thanked Ms. Jude McGowan for the information she provided on the Children's summer Reading Program and other programming in the Children's Room.

Library Program

Ms. Moulding reminded the Trustees that Blaise Bisailon will be presenting an illustrated talk about his travels and photography at 7:00 P.M. Monday, August 1, in the Coolidge Museum.

Sale of Japanese Prints

The Japanese Prints will be auctioned by the Robert C. Eldred Co. on August 25 in East Dennis, MA. The auction catalogue will be available in Ms. Moulding's office.

Sales/Gifts/Bequests

The following gifts were received since the last Trustees' meeting: Painting, *Reflection Elwell*, by Lewis Bryden; \$250 from Anonymous to book fund; and \$60 from the Splain family in memory of Eileen Lesko to Children's Department.

The meeting was adjourned at 5:50 PM.