TRUSTEES OF FORBES LIBRARY
Meeting of July 31, 2006

Present: Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Harding, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Barone. **Also Present:** Mr. Jason Petcen, observer for the Forbes Library Employee Association; Louise Kanus, Long Range Plan Committee; Ms. Julie Bartlett, Archivist; and Ms. Faith Kaufmann, Art & Music Librarian. **Absent:** none.

The meeting was called to order at 4:15 PM in the Calvin Coolidge Presidential Library and Museum.

Public Comment
There were no public comments.

Secretary's Report
Ms. Harding moved that the Secretary's Report of June 19, 2006 be accepted and placed on file with the following clarifications. On page 4, under "Board Self Evaluation", Mr. Rowe suggested a few minor changes to clarify that the draft of the proposed self-evaluation form and the document from the Western Massachusetts Regional Library System outlining the duties and responsibilities of library trustees were distributed to the trustees prior to the meeting. Mr. Rowe seconded the motion, which was passed unanimously.

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

Mr. Morin reported that the AID Fund was closing out the year with a surplus balance of approximately $2,000. He and Ms. Moulding will meet to review figures and to make sure that they are in agreement. In response to a question from Mr. Carrier, Ms. Moulding said that she now expects there to be a deficit of approximately $2,000-$3,000 in FY06 after all of the bills have been received, paid, and allocated to the correct fiscal year. The deficit will not be as large as Ms. Moulding had originally thought because of an increase in miscellaneous income and because work study cost less than anticipated. In response to a question from Ms. Harding, Ms. Moulding said she had built in increases to the budget for FY07 for the line items that went over budget in FY06. Also in response to a question from Ms. Harding, Mr. Morin said that the deficit in books was counterbalanced by the surplus in subscriptions/memberships, and was most likely due to his applying charges to books that should have been applied to subscriptions. These charges will be reconciled when he meets with Ms. Moulding.

In response to a question from Mr. Carrier, Mr. Morin said that he was in the process of making the next $5,000 payment to the City for the parking meter installation. Mr. Morin also said that he had opened a CD as instructed by the Trustees at the last meeting in the amount of $48,404.47, which represents the balance in the Halberstadt fund and the unnamed endowed fund that the $4,800 parking meter transfer was done from.

Auditor's Report
Mr. Morin reported that the auditors, Boisselle, Morton & Associates, LLP, have approved the library's financial statements and issued a management letter. The auditors recommended that the bank statements be reviewed by one of the trustees each month for purposes of internal control. Mr. Carrier asked Mr. Morin to make photocopies of the bank statements each month after

Auditor's Report (continued)
he has reconciled them, and distribute them to the trustees along with the Treasurer's report. Ms. Moulding requested that Mr. Morin black out the account numbers, and asked that the Trustees shred their copies of the bank statements each month after reviewing them.

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

Ms. Moulding reported there have recently been four vacancies in the Reference Department just as it was being combined with the Arts & Music Department to form the new Information Services Team. Two recent MLS graduates and one experienced reference librarian have been added as intermittent part timers. The library is currently advertising for a third Info Services team administrator, a full time position, and has received some very strong applicants. Interviews will begin the first week of August. The library has also advertised for a part time Children's Department assistant.

Ms. Moulding also reported that she has been elected to the executive board of CWMARS, the library's consortium, which means attending a meeting once a month in Worcester. Ms. Moulding feels that it is important to be part of their decision making process, since Forbes is so dependent upon their services and policies. Forbes has just signed on to one of the services offered by CWMARS, email notification of overdue books, which will save the library a great deal in postage costs. Mr. Carrier congratulated Ms. Moulding on her election.

Ms. Moulding reported that a customer service workshop facilitated by Elizabeth Morrison was offered to staff on July 19th, and staff attendance was excellent. There will be follow-up at every staff meeting including creating "scripts" to help employees handle common problems, and rewards for "extreme customer service" with a monthly cash prize raffle. Part of the new customer service initiative is that staff treat their fellow library employees with the same respect as they do library patrons, therefore staff who go above and beyond for another staff member will also be eligible for the monthly raffle. Mr. Carrier applauded Ms. Moulding's efforts in customer service, and especially by including staff appreciation of other staff in the effort.

Next Meetings
The next regular meeting of the Trustees was scheduled for Tuesday, September 12, 2006 at 4:00 PM in the Calvin Coolidge Presidential Library and Museum. The Bankers will attend the October meeting of the Trustees.

The next meeting of the Friends of Forbes Library will be on September 6, 2006 at 5:30 PM. Mr. Rowe agreed to attend this meeting on behalf of the Trustees.

Communications
Mr. Carrier reported that Ms. Downing received a letter dated June 12, 2006 from Mr. Ray Ellerbrook of Frank Newhall Look Memorial Park thanking her and the library for their assistance with the Park's Northampton Day celebration on May 20th.

Mr. Carrier reported that Ms. Moulding received a letter dated July 20, 2006 from Ms. Lisa Halbert of the law firm of Bacon & Wilson P.C./Morse & Sacks updating her on the status of the Dorothy Stahl bequest. Ms. Halbert states

Communications (continued)
in the letter that they are hoping to distribute the remainder of the estate to the beneficiaries by the end of the calendar year, at which time they will provide a detailed accounting of the income to the estate, together with all of the expenses and previous distributions. Ms. Halbert also writes that she and Bruce M. Fogel, Esquire are now associated with the Northampton law firm of Bacon & Wilson, P.C.

Mr. Carrier reported that he received a letter dated July 24, 2006 from Mr. Jason Petcen, newly elected president of the Forbes Library Employee Association (FLEA), notifying the Trustees of the recent election results for the following positions which were vacant: Jason Petcen, President; Faith Kaufmann, Vice President; Brian Tabor, Secretary, and Benjamin Kalish, Treasurer (previously elected).

Ms. Burnham reported that she received a letter from the Massachusetts Library Trustees Association (MLTA) requesting library trustees to join their board. Ms. Moulding said that the library would pay the membership fee of $25, and that Trustees should contact her if they are interested. Ms. Burnham reported that Forbes has agreed to participate in a workshop sponsored by the MLTA in November about community surveys and long range planning.

Second Century Fund
The Second Century Fund is still solvent, but the library is awaiting the final bills from the designer and the contractor for the parking and grounds project before Ms. Moulding can determine how much is left in the fund. Ms. Moulding expects that there will be enough in the fund to pay for what the trustees have already decided to do, but not much leftover after that. Ms. Moulding expressed her appreciation for Jason Petcen’s work on the project and reported much praise for Mr. Petcen from the architect and contractor.

City Funding
Ms. Moulding reported that she submitted a formal request for funds to the City to finish the repairs and restoration of the building envelope. Ms. Moulding distributed to the trustees copies of the forms that she submitted to the City asking for $1,370,596. The project could be done in phases, one wall at a time. Ms. Moulding and Mr. Petcen are scheduled to go before the Capital Improvement Committee at 6:00 PM on Wednesday, August 23rd in the City Hall Hearing Room on behalf of the library to answer questions and speak in favor of the request. Mr. Carrier said that he would attend, and all of the Trustees are also encouraged to attend. Mr. Carrier asked Ms. Moulding to send a letter to the Capital Improvement Committee prior to the meeting outlining some of the compelling reasons to fund the project, and including quotes from the engineer and architect expressing support of the project and warning of the cost in delaying the repair.

Ms. Moulding reported that Chris Pile, the City Finance Director, has promised that Forbes will be reimbursed for the approximately $17,000 in Cost of Living Allowances (COLA) increases for library staff. It has been suggested that the library go before the city Finance Committee to ask for that money to be added to the library’s monthly appropriation disbursement. Mr. Carrier asked Ms. Moulding to send a letter to the Finance Committee stating that the library has been told by a member of the Finance Committee that other city departments have come before the Finance Committee in cases such as this, where there has been a misunderstanding, in order to correct

City Funding (continued)
the problem at the beginning of the fiscal year instead of waiting until the end of the fiscal year.

Lilly Library Charter
Ms. Moulding reported that several months ago, library staff came across the Lilly Library Charter in the Hampshire Room for Local History. It has been suggested that it be presented to Lilly Library in time for the reopening of the renovated Lilly Library. Julie Bartlett showed the Lilly Library Charter to the Trustees, which is an 1891 certified copy of the original. Ms. Bartlett suggested presenting it to Lilly Library at their re-opening celebration in November. She is working on making a display copy with the seal on the front, which would be suitable for framing and displaying. The Lilly Library would also get the original copy for their archives.

Ms. Harding moved to transfer ownership of the Lilly Library Charter to the Lilly Library as proposed. Ms. Burnham seconded the motion, which was passed unanimously.

At 4:56 PM Faith Kaufmann joined the meeting.

Long Range Plan Goals
The Long Range Plan Committee submitted a revised draft of their goals, objectives, and activities for the library's next five years. The basic goals were approved by the Trustees at the last board meeting. Since then, the Long Range Plan Committee has made the language more consistent, added realistic time frames, and edited the objectives and activities in preparation for their insertion into the Long Range Plan.

At 4:58 PM Mr. Bloomberg joined the meeting.

Ms. Moulding stated that while the goals are ambitious, many of the activities are already in process, and some things can be checked off right away. Ms. Louise Kanus, a member of the Long Range Plan Committee, stated that the timelines are required by the MBLC, but are meant to be guidelines, not absolute deadlines, and can be readjusted each year with an annual action plan update. In response to questions from Mr. Carrier, Ms. Kanus said that overall the library's proposed Long Range Plan is comprehensive and based on the community survey that was conducted.

Ms. Harding moved to approve the Long Range Plan Goals document. Ms. Burnham seconded the motion, which was passed unanimously. Mr. Rowe reminded the Trustees that they will vote on the final document at the September meeting.

Remington Sculpture Donation
Ms. Moulding reported that Bruce Whittier of Northampton has offered to donate to the library four reproductions of sculptures by Frederic Remington based upon several conditions outlined in Ms. Moulding's report. Faith Kaufmann, Art & Music Librarian, reviewed the policy on accepting gifts from the 1996 Special Collections Policy. The policy lists several criteria including the uniqueness, usefulness, and appropriateness relative to the community; and its association with Northampton or Hampshire County. Ms. Kaufmann said that given the library's space limitation, she did not feel that the pieces were relevant enough to Northampton to warrant accepting and maintaining them. She said she believed the pieces would be more appropriately displayed in another institution. The Trustees discussed the

Remington Sculpture Donation (continued)
offer of the gift and Ms. Kaufmann's recommendations and came to agreement with her recommendation.

Mr. Rowe moved to reject the offer of the reproduction Remington sculptures from Mr. Bruce Whittier for the reasons outlined by Ms. Kaufmann. Ms. Burnham seconded the motion, which was passed unanimously. Ms. Moulding will call Mr. Whittier, and explain the reasons why the library did not accept his generous offer.

Book Drop
Mr. Petcen has been trying to get estimates and specifications for the proposed book drop at the back of the building. He has contacted duct work firms to devise a chute which would be required to have a smoke detection system installed. He has not had any response yet, but will continue to pursue it.

Special Collections Climate Control
Ms. Moulding reported that Mr. Petcen has been attempting to get estimates from engineers to determine the ultimate cost of installing a separate climate control system for the Coolidge rooms and the Hampshire rooms. He has been working from a list of engineers recommended by NEDCC for use by museums and archives. The only local firm on the list, Reinhardt Associates of Springfield, will charge $700 to give a rough estimate of the design and cost for the four rooms. Ms. Moulding recommends that the library have an engineer estimate the amount of work and costs so that the Trustees can have more realistic data upon which to make the decision of how to address the climate control issue. Ms. Moulding suggested that it might be more cost effective to run the HVAC twelve months a year until the time the current HVAC is ready for replacement. The engineer could estimate that time frame and perhaps the operation costs. Mr. Petcen has also called a firm in Boston, but hasn't heard back. The Trustees discussed the situation and asked Mr. Petcen questions about the current HVAC system and the proposed changes. Mr. Burnham said that the Lilly Library had heard good recommendations about Reinhardt Associates, although they did not end up using them. Once the estimate of the design and scope of work is completed the project would be put out to bid. If decided upon, the project would be paid from Special Collections or the Stahl bequest.

Mr. Bloomberg moved to authorize $700 to hire Reinhardt Associates of Springfield, MA to do an estimate of design and scope of work for a new climate control system for the Coolidge Rooms and Hampshire Rooms, to be paid from the Second Century Fund. Mr. Rowe seconded the motion, which was passed unanimously.

At 5:26 PM Ms. Kaufmann and Ms. Kanus left the meeting.

Gifts, Bequests, Sales, etc.
Ms. Moulding reported that the following gifts were received since the last Trustees' meeting and asked that the Trustees approve their designations: $5 from Dave Gleason, Leeds, to the Book Fund; $200 from Mary Harding, Florence, in memory of James Parsons, to the Hampshire Room; and $50 from Bill & Suzanne Duncan, Shrewsbury, in memory of James Parsons, to the Hampshire Room.

Ms. Moulding reported that the following receipt from sales/rents was received since the last Trustees' meeting, and asked that the Trustees

Gifts, Bequests, Sales, etc. (continued)
approve that it be deposited as requested: $3,623.75 from NEBA to Special Collections Fund.

Mr. Bloomberg moved to approve the allocation of the gifts and receipt from sales/rents received since the last Trustees' meeting as proposed by Ms. Moulding. Ms. Rowe seconded the motion, which was passed unanimously.

Parking Project
Ms. Moulding reported that the parking/landscaping project is completed. All bills have been paid except for the retainage of $11,000 which is awaiting completion of a few minor punch list items. Mr. Petcen said that one section of the sprinkler system is not working, and the fence is being repainted. Ms. Moulding said that the library has received many compliments from patrons about how beautiful the grounds look.

Repointing Project
Ms. Moulding reported that the repointing project is also now finished. The final walkthrough with the architect and contractor was this morning, July 31. The remaining $50,000 left from the money allotted by the City for the project will be carried over to next phase. Mr. Bloomberg asked Ms. Moulding to let the City know that the project was successfully completed.

Handicap Lift Project
Ms. Moulding reported that the handicap lift is completely finished and everyone is pleased.

Friends of Forbes Community Room Project
Ms. Moulding reported that the final details of the Community Room are being finished bit by bit. She is still awaiting delivery of the rug, more sound equipment, and the final sound dampeners. Everyone is pleased with the room, except for the sound problems which should be correctable with the proper sound dampeners. Ms. Downing said that the room is in high demand, and there is now an online form to book the room.

At 5:40 PM Mr. Petcen left the meeting.

Fundraising Committee
Ms. Harding reported that the Fundraising Committee met on Thursday, July 27th, but that Sue Wiggins did not attend. Ms. Harding reported that the committee still plans on sending out the fundraising mailing in September. In response to questions from Mr. Carrier, Ms. Harding said that there would be different levels of suggested giving, and that the brochure would indicate how the money is to be spent.

Special Collections Preservation Survey
Ms. Julie Bartlett distributed a summary report from the NEH grant funded project of a preservation survey conducted by the Northeast Document Conservation Center of the non-circulating collections (excluding Coolidge as they had recently done the CAP and Map surveys). Ms. Bartlett wrote the pre-survey questionnaire and facilitated the onsite visit on April 13, 2006 by Rebecca Hatcher, Field Service Representative from the NEDCC. Over the course of her 8-hour visit, Ms. Hatcher met with Ms. Bartlett, Ms. Kaufmann, Ms. Moulding, and Ms. Linda Knaack. As outlined in her May 10, 2006 43-page report which was distributed to the Trustees in June, Ms. Hatcher discussed, observed and randomly inspected collections in the Hampshire Room, Special Collections Room, Watson Room, and Reference Room. The Executive Summary of

Special Collections Preservation Survey (continued)
the Preservation Report highlights 3 main areas of concern: Disaster Prevention and Planning, Security, and Collections.

Ms. Bartlett discussed and summarized the findings for each of these 3 concerns in her summary report. Ms. Bartlett is in the process of creating a disaster plan which will take about 6-12 months to complete. The library will need to purchase disaster prevention and cleanup supplies, and will consider reshelving and reorienting the collection to make for easier evacuation if necessary.

The newly installed keypad on the back door addresses one of the security issues; however there are still some concerns since staffing is low at certain times. There is also a project underway to remove all pre-1900 materials from the stacks, and evaluate it for addition to special collections or deaccession it. In response to a question from Mr. Carrier about selling some of this older material, Ms. Moulding said it was responsible librarianship to offer it first to an appropriate repository, and that the Forbes Library had received many items this way. Ms. Bartlett said that the map collection was of special concern, and that some map pages from books were missing. The collection needs to be evaluated and the materials worth keeping need preservation. Mr. Carrier said that if the material was local in nature that perhaps the Friends would help with some of the preservation costs. Ms. Bartlett said that the City is doing a lot of large scale scanning of maps, which will also benefit Forbes.

In terms of Collections, Ms. Bartlett said that Ms. Hatcher went through all of the non-circulating collections, except for the Coolidge collection, randomly opening folders and spot checking. Some of the genealogy collection has suffered from heavy use, especially in the photocopiers, and is missing pages. Ms. Hatcher recommends examining issues of budgeting and staffing, acquiring more stable funding for special collections, and creating a formal budget with line items for reformatting, preservation, and repair work. Ms. Bartlett said that this survey could be used to obtain grant funding for some of this preservation work, including making the Past Perfect database available to patrons online, however Ms. Bartlett also said that digitizing does not mean that the library does not have to look at other issues of preservation in order to maintain the originals.

In response to a question from Mr. Carrier about the next steps, Ms. Bartlett said that she, Mr. Novitt, and Ms. Kaufmann would prioritize the collection preservation needs and look for NEH grant money to match the library’s needs. Mr. Carrier asked Ms. Bartlett to update the Trustees on a quarterly basis about their progress. Ms. Moulding said that she was impressed with the document Ms. Bartlett presented, and thanked her for her hard work on this project.

Reports on Workshops/Meetings/Activities
Reports on the following workshops, meetings, and activities are included in the supplemental materials for this meeting: Hampshire Room Outreach Activities (Julie Bartlett); and Sustainable Northampton Focus Group Report (Lisa Downing).

Forbes Library Employee Association (FLEA) Contract and Grievance Procedure
At 6:05 PM, Mr. Rowe moved that the Trustees go into executive session to discuss the Forbes Library Employee Association (FLEA) contract negotiations and to discuss the grievance procedure. Mr. Bloomberg seconded the motion, which was passed unanimously, with Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, and Mr. Rowe all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding, Mr. Morin and Ms. Barone to remain as guests at the executive session. Ms. Bartlett left the meeting at 6:06 PM. Ms. Barone, Ms. Burnham, Mr. Bloomberg, Mr. Carrier, Ms. Downing, Ms. Harding, Ms. Moulding, Mr. Morin, and Mr. Rowe were present during the executive session. No votes were taken during the executive session.

At 6:35 PM, Mr. Rowe moved that the executive session be ended and the regular meeting reconvened. Mr. Bloomberg seconded the motion, which was passed unanimously, with Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, and Mr. Rowe all voting in favor.

Ms. Harding moved to approve the proposed FLEA contract changes already agreed upon and signed by the FLEA officers. Ms. Burnham seconded the motion, which was passed unanimously. The trustees then signed the two copies of the proposed changes.

Board of Trustees Personnel Subcommittee
According to the Forbes Library Employee Association (FLEA) contract, at a certain stage grievances are brought before a Board of Trustees Personnel Subcommittee.

Ms Harding moved that Mr. Carrier and Mr. Bloomberg, who have been negotiating with FLEA, officially become the Personnel Subcommittee of the Board of Trustees, and that Ms. Moulding and Ms. Downing become ad-hoc members of the Personnel Subcommittee. Mr. Rowe seconded the motion, which was passed unanimously.

At 6:37 PM Mr. Rowe moved to adjourn the meeting. Mr. Bloomberg seconded the motion, which was passed unanimously. The meeting was adjourned at 6:37 PM.