

TRUSTEES OF FORBES LIBRARY
Meeting of October 16, 2006

Present: Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Harding, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Barone. **Also Present:** Sally Edelstein; observer for the Friends of Forbes Library; Brian Tabor and Jason Petcen, observers for the Forbes Library Employee Association. Arriving later in the meeting: Faith Kauffman, Attorney Elaine Reall, Attorney William Newman, and Linda Knaack. **Absent:** none.

The meeting was called to order at 4:10 PM in the Calvin Coolidge Presidential Library and Museum.

Public Comment

There were no public comments.

Secretary's Report

Mr. Rowe moved that the Secretary's Report of September 12, 2006 be accepted and placed on file with the following corrections: On page 5, under "Massachusetts Board of Library Commissioners", the second to last sentence should read "The matching dollars received from this fund must be deposited into a municipal account, opened by the town but controlled by the Trustees." Ms. Harding seconded the motion, which was passed unanimously.

Mr. Carrier asked Ms. Moulding to provide a paper copy of the Forbes Library Employee Association contract to each Trustee. In response to a question from Mr. Carrier, Mr. Bloomberg said that he had made some phone calls regarding the legal requirements for filling vacancies on the board, but had not yet received any responses. He will try to gather more information before the next Trustees' meeting.

Treasurer's Report

Mr. Bloomberg moved that the Treasurer's Report of August 31 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Rowe moved that the Trustees authorize Mr. Morin to make the final \$10,000 payment from the parking meter fund to the City. Ms. Burnham seconded the motion, which was passed unanimously. In response to a question from Mr. Bloomberg, Mr. Morin said that he would request the City to provide an invoice stating that this is the final payment. After this, the library will deposit all funds from the parking meters into the Richard C. Garvey Book Fund. In response to a suggestion from Mr. Morin, the Trustees agreed by consensus that the Richard C. Garvey Book Fund monies be transferred to BankNorth for investment in order to receive a better rate of return. In response to a question from Ms. Harding, Mr. Morin said that the fund would be listed separately, similar to the Cutter Book Fund, and that it would be invested according to the overall Forbes investment strategy using a mixture of stocks and bonds. Mr. Carrier reminded the Trustees that they had agreed not to spend from the fund until the principal reached \$100,000.

Ms. Harding moved that the Treasurer's Report of September 30 be accepted and placed on file. Mr. Rowe seconded the motion, which was passed unanimously.

Mr. Morin reported that the General Aid Fund has a healthy balance of \$23,194, and that the only category over-budget at this time is general supplies, with an overage of \$800, which should be close to equal by the end

Treasurer's Report (continued)

of the fiscal year. Mr. Morin also reported that the Book Fund has a surplus of \$78,594 which should be decreased over time. He suggested that the withdrawals from BankNorth could be decreased temporarily so those funds could continue to grow. Mr. Morin reported that the Second Century Fund has a balance of \$31,545, and that a payment of \$5,000 was made to Monaco LLC. The Watson/Copier fund now has a deficit of \$1,145, down from \$1,545 in August. The Richard Garvey Parking Fund has a balance of \$12,334 collected from the parking meters. Mr. Morin calculates that approximately \$250 is collected each week from the meters.

Mr. Morin also reported that he emailed Rob Morton, the library's independent auditor, asking his opinion of Mr. Morin's current procedures as Treasurer. Mr. Morton suggested that Mr. Morin transfer the library's records to Forbes as he finishes with them, and then transfer the entire year to Mr. Morton from there. Mr. Morin said he would like to keep several months at his house, since he occasionally goes back to review them, and transfer them to the library on a quarterly or half-yearly basis. In response to a question from Mr. Carrier, Mr. Morin said that he thought it would be a good idea to add a second signatory to the Forbes checking account, so that checks could be written in case he is unavailable for any reason. The Trustees agreed by consensus that the President of the Board of Trustees should be second signatory on the Forbes Library checking account. Mr. Morin said that he would initiate the paperwork to add Mr. Carrier as the second signatory on the account.

Director's Report

Ms. Moulding reported she, Julie Bartlett, and Susan Well attended the Chamber of Commerce Breakfast on September 19th, and accepted an award honoring the 50th Anniversary of the founding of the Calvin Coolidge Museum. Ms. Moulding displayed the award to Trustees.

Ms. Moulding also reported that seven of the library's Japanese prints are back in the library after being restored and framed, and that nine more are still at the restorers. She brought a sample print to the meeting to show the Trustees.

Ms. Moulding reported that the library's Dollars for Scholars team competed in the local history scavenger hunt on Saturday, October 14th. The team consisted on Captain Julie Bartlett, Blaise Bisailion, Janet Moulding, and Brian Tabor. The event was fun and successful, and the Forbes Library team came in second place.

Ms. Moulding reported that the library hosted two educational group tours this month, and offered a tour to the Trustees, some of whom have never "officially" been taken around the building. Ms. Moulding asked the Trustees to let her or Ms. Downing know if they are interested in a tour.

Ms. Moulding reported that the Information Services team is now complete with the hiring on October 3rd of Rick Hart. Mr. Hart is the former Head of Information Services at the Greenwich, Connecticut Public Library, and brings a great deal of knowledge and experience to the team. The Information Team Leaders, Faith Kauffman, Katie Krol, and Rick Hart will attend next month's Trustees' meeting to talk about the Information Services mission and goals at Forbes. Other Information Team members, including Faith Kaufmann, Kathleen Packard and Jennifer Ditkoff, inspired by the WMRLS Wiki Workshop, have created a Wiki for pathfinders and research links. The Wiki format allows

Director's Report (continued)

staff to post and update all reference desk bookmarks, patron handouts, and recommended websites in one place that all team members can easily add to, edit, and update. New content is added every week. Visit the work in progress at <http://www.forbeslibrary.org/> → Research → Subject Guides.

Ms. Moulding reported that September's Code Green winner was Susan Schaefer, who works both in Information Services and at the circulation desk. While working in Arts & Music, Susan "went the extra mile" to find materials for a patron, who left smiling and saying good things about Forbes.

Calvin Coolidge Presidential Library and Museum 50th Anniversary Celebration

Ms. Moulding reported that the 50th Anniversary celebration for the CCPLM went off very well. There were more than 80 attendees, and an interesting program with refreshments. Ms. Julie Bartlett deserves great appreciation for her superb ideas and amazing organizational abilities. Many members of the Forbes staff and Coolidge Advisory Committee enthusiastically contributed time and expertise.

Friends of Forbes Meeting

Ms. Harding attended the October 4th meeting of the Friends of Forbes Library and reported that the Friends discussed changes to their investment strategy and the new book plates that will be going into the books that the Friends purchase for the library. The Friends voted to renew Bookpage, and have begun preparations to participate in the Florence Savings Bank community fundraising program again next year. Ms. Moulding explained the MBLC matching funds program to the Friends, and offered them the use of the new municipal account. Funds deposited into this account are eligible for matching funds from the MBLC. Ms. Moulding also reported that the Friends received a \$35 donation from a patron who wished to thank the library for use of the computers and the helpful staff.

Next Meetings

The next regular meeting of the Trustees was scheduled for Monday, November 20, 2006 at 3:45 PM in the Calvin Coolidge Presidential Library and Museum. Mr. Morin will invite the BankNorth representative to attend this meeting.

The next meeting of the Friends of Forbes Library will be on Wednesday, November 1, 2006 at 6:30 PM. Mr. Bloomberg agreed to attend this meeting on behalf of the Trustees.

Mr. Carrier said that Monday at 4:00 PM was no longer a good day and time for him to meet, and he suggested either meeting later at 4:30 PM or meeting instead on Thursdays at 4:00 PM. After a brief discussion, the Trustees agreed that beginning in December, they would meet on the 3rd Thursday of the month at 4:00 PM.

Communications

Ms. Moulding reported that a letter dated October 1, 2006 from Ms. Julie Bartlett of the Calvin Coolidge Presidential Library and Museum (CCPLM) had been received thanking the Trustees for their efforts and support of the CCPLM. Ms. Harding expressed the Trustees' appreciation of Ms. Bartlett and said that it is the Trustees who should be thanking her.

Ms. Moulding reported that an announcement was received from the Western Massachusetts Regional Library System for a program entitled "Public Library

Communications (continued)

Trustees: A Statewide Perspective" to be held Thursday, October 26, from 6:00 to 8:30 PM. Ms. Burnham and Ms. Harding said that they would attend.

Mr. Carrier reported that he received a letter dated September 30, 2006 from Cynthia A. Kochan expressing concern over the departure of several reference librarians during the last year. Ms. Moulding said that the library is working hard on rebuilding the department through the creation of the Information Services team, and that new staff have been hired and are being trained.

FY07 Operating Budget

Ms. Moulding reported that while it is still too early to make estimates of how the operating budget will turn out for the year, an analysis of what data there is suggests that two areas of concern are personnel and utilities. Oil for heating costs are not expected to rise significantly this year, however, electricity, if it continues at the rate of the first quarter, will be \$5,000 over budget by the end of this fiscal year. Ms. Moulding hopes that with the end of air conditioning season, the library's use of electricity will go down. Ms. Moulding also reported that the current personnel budget is over-budget by \$2,300, which includes unbudgeted vacation payouts of \$3,400, the summer without work study student help, and covering for a benefited employee's extended sick leave. Ms. Moulding expects that the personnel budget will sort itself out by the end of the year and is not terribly concerned at this time.

Municipal Account for Matching Funds

Ms. Moulding reported that Chris Pile has set up a municipal account for Forbes Library to use to satisfy the MBLC matching funds requirement. The library can deposit into that account all fundraising proceeds and gifts to the library and the state will match, at a to-be-determined percentage, amounts up to \$100,000. The minimum required amount is \$2,000, but with monies from the ongoing lobby book sale and recent donations, the library has already surpassed that amount. Ms. Moulding also reported that Mr. Morin has made arrangements with Mr. Pile on how to deposit and withdraw from this special account. Ms. Moulding has also offered that the Friends of Forbes may deposit their funds into this account. The Friends are considering it, and will most likely want to talk to the Trustees about the details. In response to a question from Mr. Carrier, Ms. Moulding said that there is no limit on how long the money must remain in the account. It can be deposited one day, and withdrawn the next. The library will be eligible to apply for the matching funds in January or February.

Long Range Plan

Ms. Moulding reported that the Long Range Plan has been completed and mailed to the Massachusetts Board of Library Commissioners. Each Trustee has received a copy of the completed plan. In response to a suggestion from Ms. Moulding, Mr. Carrier asked Ms. Moulding to draft a letter on behalf of the Trustees thanking the members of the Long Range Planning Committee for all of their enthusiasm, effort, and time. Ms. Downing added that the library was now eligible to apply for LSTA grants.

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: undesignated \$250 from Anonymous in support of our "efforts in behalf of a better world", to the Richard Garvey Book Fund; \$150 from The Friends of

Gifts, Bequests, Sales, etc. (continued)

Susan Mulvaney at the TJX Corporation, Framingham, in memory of Donald Mulvaney, to the Richard Garvey Book Fund; and \$500 from Anonymous to the Children's Department.

Ms. Moulding reported that the following receipt from sales/rents were received since the last Trustees' meeting, and asked that the Trustees approve that they be deposited as requested: \$1,500 from Emerald City Partners for Old School Commons Lease to the Cutter Book Fund; \$503.50 from Eldreds Auctioneers for sale of Japanese prints to the Special Collections Fund.

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

Building Envelope Restoration Project

Ms. Moulding reported that Phase III of the project is under way. A Request for Proposals for the historical architect to design and oversee the project went out in September and the walk through is scheduled for Thursday, October 19th. About 15-20 firms have requested RFPs, most of which were sent out electronically. Mr. Petcen said that because the project has a set price of \$45,000 and the architect must agree to do the job for that amount, the library is free to choose the architect since it is not a low-bid situation. Mr. Petcen also said that the architect used for the previous phases has expressed interest in the project. Bids are due November 2nd and will be opened at 2:00 PM in the Director's Office at the library. The plan is to go out to bid for contractors in January or February.

Temporary Patron Cards

Ms. Moulding called the Trustees' attention to a newspaper article attached to their meeting materials about a lawsuit filed by a homeless person and the ACLU against the Worcester Public Library for refusing to issue a standard card to a local woman. Instead, the library issued, per policy, a temporary card which allows the patron to check out only two items at a time. This card type is part of the CWMARS system and is used by libraries, including Forbes, throughout the region. The library has been watching the progress of the lawsuit carefully and has decided to not use the temporary patron designation anymore. All Forbes patrons, whether they have a permanent address or not, will receive a card which allows them full borrowing privileges. Worcester now issues all patrons a temporary card and sends mail to the address given by the patron. When the patron returns the two items borrowed and returns the card mailed to them the account will be changed to a regular patron account. Ms. Moulding feels this method involves too much extra time and expense to make it worth while at Forbes. Currently only 55 of the library's approximately 16,000 card holders have temporary accounts. The library has lost 13% more items per patron to temporary card holders than to regular card holders in the last few years. However, the statistical sample is so small, that the results may not be meaningful. Ms. Moulding suggested tracking the amount of materials lost to patrons without a permanent address to continue to monitor losses, but does not expect it to be significant enough to change patron borrowing privileges. People without permanent address will have the designation "special" so library can track how many items are lost.

Fundraising Committee

Ms. Harding reported that the Fundraising Committee met last Friday and she distributed a rough markup of a fundraising brochure done by Sue Wiggins. Ms. Harding asked the Trustees to send her their comments and suggestions about the brochure. After a brief discussion, the Trustees agreed by consensus that the fundraising brochure and letter would go out in March or April, so as not to interfere with the Friends' fundraising appeal which goes out in November. In response to a question from Mr. Carrier, Ms. Harding said that the fundraising committee had not set a goal, but would use this first mailing as a test case, and later analyze what had worked or not worked. Ms. Harding said the initial mailing would be to about 500 names. Ms. Moulding added that a fundraising brochure could be given with each book checked out.

At 4:56 PM, Attorney Elaine Reall joined the meeting.

Reports on Workshops/Meetings/Activities

The following reports on workshop, meetings, and activities were included in the supplemental materials distributed to the Trustees: Privacy Rights for Children Workshop on September 6th attended by Ms. Downing and Ms. Jude McGowan, Center for New Americans tour of Forbes on September 27 submitted by Brain Tabor, Smith Vocational School tour of Forbes on October 4 submitted by Ms. Moulding; and Fundraising Workshop on September 30 attended by Ms. Moulding and Ms. Burnham.

Grievance Process

At 5:00 PM, Ms. Harding moved that the Trustees go into executive session to discuss Step III of the Grievance Process. Mr. Rowe 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, Ms. Barone, and Attorney Elaine Reall to remain as guests at the executive session. Ms. Edelstein, Mr. Petcen and Mr. Tabor left the meeting at 5:00 PM. Ms. Barone, Ms. Burnham, Mr. Bloomberg, Mr. Carrier, Ms. Downing, Ms. Harding, Ms. Moulding, Mr. Morin, Ms. Reall, and Mr. Rowe were present during the executive session. The Trustees discussed Step III of the Grievance procedure with Attorney Reall. No votes were taken during the executive session.

At 5:40 PM, the Trustees invited Attorney Bill Newman, Ms. Linda Knaack, and the FLEA officers including Brain Tabor, Faith Kauffman, and Jason Petcen to join the executive session in compliance with Step III of the grievance procedure.

At 6:37 PM, Attorney Newman, Ms. Knaack, Mr. Tabor, Mr. Petcen, and Ms. Kauffman left the meeting. Ms. Barone, Ms. Burnham, Mr. Bloomberg, Mr. Carrier, Ms. Downing, Ms. Harding, Ms. Moulding, Mr. Morin, and Attorney Reall remained in executive session. While still in executive session, the Trustees discussed how to proceed with the grievance process.

At 6:53 PM, Mr. Rowe moved that the executive session be ended and the regular meeting reconvened. Ms. Harding seconded the motion, which was passed unanimously, with Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, and Mr. Rowe all voting in favor.

Grievance Process (continued)

The Trustees agreed by consensus that if all additional materials and evidence are received from Mr. Newman in a timely way, the Trustees will make their decision no later than by the end of the next Trustees' meeting, scheduled for November 20 at 3:45 PM.

At 6:54 PM, Ms. Burnham moved to adjourn the meeting. Mr. Bloomberg seconded the motion, which was passed unanimously. The meeting was adjourned at 6:54 PM.