

TRUSTEES OF FORBES LIBRARY
Meeting of December 21, 2006

Present: Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Harding, Mr. Morin, Ms. Moulding, Ms. Barone. **Also Present:** Chris Nolan, observer for the Friends of Forbes Library; Jason Petcen, observer for the Forbes Library Employee Association. **Absent:** Mr. Rowe.

The meeting was called to order at 4:05 PM in the Calvin Coolidge Presidential Library and Museum.

Public Comments

There were no public comments.

Secretary's Report

Ms. Harding moved that the Secretary's Report of November 20, 2006 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Bloomberg moved that the report on the Special Meeting of December 7, 2006 be accepted and placed on file. Ms. Harding seconded the motion, which was passed unanimously.

Treasurer's Report

Mr. Bloomberg moved that the Treasurer's Report of November 30, 2006 be accepted and placed on file. Ms. Harding seconded the motion, which was passed unanimously.

Mr. Morin reported that the month ended with a deficit of \$5,900 due to November being a three pay period month, and the annual payment of \$4,700 for worker's compensation insurance. Ms. Moulding added that approximately \$7,000 has been paid out of the personnel budget for vacation pay-out, which had not been budgeted for. These expenses should even out over the rest of the fiscal year. The Book Fund has a balance of \$69,900 down from \$78,500 in October, and will continue to decrease over the remainder of the fiscal year. The Second Century Fund had no activity this month and has a balance of \$28,100. The Watson/Copier fund has a deficit of \$1,327, up from \$1,277 in October. The Richard Garvey Parking Fund has a balance of \$4,517, after making the final payment to the City of \$10,000 for the installation of the parking meters. From now on, all coins collected from the parking meters will be the library's to keep, and will go to the Richard Garvey Book Fund. Mr. Morin estimates that the parking meters yield approximately \$250 per week, and recommended transferring the funds to the Banknorth account in amounts of \$5,000 as they accrue. Mr. Morin reported that Charles Leach of Banknorth emailed him the information requested by the Trustees at the last meeting about the geographical overview of the two international funds, and he has included it with his report.

In response to a question from Mr. Morin, Ms. Harding requested that the Treasurer's report include figures from prior years for the same budget items to provide a comparison and to help the Trustees see where the budget stands compared to prior years.

In response to a question from Mr. Bloomberg, Ms. Downing said that the "On the Same Page" Fund was for a city-wide book reading project, to be held in 2007. Mr. Bloomberg asked Mr. Morin to look into the fund and how it is managed.

Director's Report

Ms. Moulding reported that the library's new bookkeeper and administrative assistant, Ms. Jennie Pittsinger, is settling in well to her new position despite the enormous number of details and constant stream of problems to figure out.

Ms. Moulding also reported that she is expecting a 13% increase in the library's CWMars assessment, due to the trickle-down effect of the last minute elimination of funding for libraries in the State budget. Governor Mitt Romney used 9C budget cuts to eliminate funding for the Massachusetts Board of Library Commissioners (MBLC), specifically for LSTA grants and funds to support to library networks like CWMARS. This will affect Forbes in two ways. First the Library is planning on applying for an LSTA grant in 2007 for a customer service initiative. Secondly, the cuts to CWMARS will result in an increase of 13% in their fees to Forbes, which Ms. Moulding estimates to be about \$5,000-\$6,000. Ms. Moulding received a letter from the MBLC encouraging concerned parties to contact the new administration, Governor-elect Deval Patrick, and ask that the funds be reinstated.

Ms. Moulding reported that once again, the library has put a gift sales table in the lobby for pre-holiday shopping. That and the enormously popular book sale help bring in some extra income for the library. Ms. Downing said that the book sale this year had earned \$560, and that it was very well-received. The Children's Room has their 17th annual "giving tree" up for the month of December. Patrons and staff are encouraged to put toys under the tree, which are then given to the United Way to distribute. The tree and the "food for fines" program in January, along with allowing the Cooley Dickinson Bloodmobile to park at Forbes, help connect the library to the community in positive ways.

This month's Code Green winner is Chris (Tex) Teghtsoonian, a member of the Circulation staff, who came into the library over the Thanksgiving holiday to empty the book drop and check in books. His work made things much easier for staff and more accessible for patrons when the library opened again the Saturday after Thanksgiving.

Friends of Forbes Meeting

Ms. Harding attended the December 6th meeting of the Friends of Forbes Library, and reported that the Friends discussed the purchase of first aid kits from Serios. They also chose a plaque from 3 samples that were provided, and approved the adult programming request made by Ms. Downing and the request for Children's programming made by Ms. Jude McGowan. The Friends also discussed the matching funds program for libraries, and are more comfortable with the process now that the funds do not have to be deposited into a municipal account managed by the Trustees.

Next Meetings

The next regular meeting of the Trustees was scheduled for Thursday, January 18, 2007 at 4:00 PM in the Calvin Coolidge Presidential Library and Museum.

The next meeting of the Friends of Forbes Library will be on Wednesday, January 3, 2007 at 6:30 PM. Ms. Burnham agreed to attend this meeting on behalf of the Trustees.

Communications

Ms. Moulding reported that she received a letter from Ms. Elaine Melisi of the Massachusetts Library Trustees Association dated November 14, 2006,

Communications (continued)

thanking her, Ms. Downing, and Mr. Rowe for their presentation at the MLTA/MFOL Annual Conference on November 11.

Ms. Moulding reported that the library received a letter from the Massachusetts Board of Library Commissioners (MBLC) accepting the Long Range Plan submitted by the library. The library is now eligible to apply for State grant funds.

Ms. Moulding reported that she received an email from David Gray, Director of Communications & Public Information for the MBLC about the budget cuts necessitated by Governor Romney's 9C cuts to balance the State budget. The cuts to the Library Technology and Resource Sharing funds will result in cuts to the nine automated networks, including CWMars, which tie libraries together and support their catalogues and interlibrary loan efforts. The MBLC will continue to work with the legislature and new administration to restore these cuts as soon as possible.

Ms. Moulding also reported receiving an email dated December 20, 2006 titled "Letter to Green/West/Belmont-Area Residents" from Robert McCullough, Project Manager of Smith College's new engineering and science building. The email announced an informational meeting about the planned construction to be held on Tuesday, January 16, 2007, from 5:30-7:00 PM. The meeting will provide an overview of site preparation, the demolition process, the construction timeline, and project management arrangements. Ms. Moulding said that she will attend the meeting and report to Trustees.

Finances

Ms. Moulding reported that a six month operating budget report will be presented in January. In response to a question from Ms. Harding, Ms. Moulding said that the library distributes 2 batteries with the new MP3 player audio books. Ms. Harding asked Ms. Moulding to look into the cost of these batteries to the library over time.

Building Envelope Restoration Project

Ms. Moulding recommended appointing Mr. Jason Petcen as Clerk of the Works for Phase III of the Building Envelope Restoration Project. Mr. Petcen served as Clerk of the Works for the first two phases of the project, and has done an exemplary job.

Ms. Harding moved to appoint Mr. Jason Petcen as Clerk of the Works for Phase III of the Building Restoration Project. Mr. Bloomberg seconded the motion, which was passed unanimously.

Ms. Moulding reported that Ron Alex of LPBA Architects was chosen to design Phase III of the exterior wall restoration project. His contract has been approved and signed by City Hall, and work will begin in January or February. In response to a question from Mr. Carrier, Mr. Petcen said that the work will take about 8 months, and should be finished by November or December of 2007.

Gifts, Bequests, Sales, etc.

Ms. Moulding reported that the following gift was received since the last Trustees' meeting and asked that the Trustees approve its designation: \$20 from Arlene, James, and Heather Carmichael, Pelham, in memory of Emily Rennet, for the Outreach Program, to the Book Fund.

Gifts, Bequests, Sales, etc. (continued)

Mr. Bloomberg moved to approve the allocation of the gift as proposed by Ms. Moulding. Ms. Burnham seconded the motion, which was passed unanimously.

Book Drop/Bike Rack Project

Ms. Moulding reported that the concrete slabs for the exterior book drops have been poured. Two book drops have been ordered and should arrive in mid-January. They can be installed onto the concrete slabs even in freezing weather. The finish for the book drops will be similar in appearance to the granite walls of the building. A bush will be planted in the spring on the street/north side of the book drops to make them less visible from the street. The additional bike racks are on back order and must be installed before the concrete, therefore an area between the current bike racks and the new book drops has been left as grass. The concrete for this area will be poured in the spring when the bike racks arrive.

Fundraising Committee

Ms. Harding reported that next month she will have a request for funds to cover the printing and mailing of the fundraising brochure. The Trustees have already approved \$600, but the costs will most likely be greater than that. The Fundraising Committee is now targeting mid-February as the date to send out the appeal.

Increasing the Number of Trustees

Mr. Bloomberg reported that he had researched the procedures in place for filling vacancies on the School Committee and the City Council. For the School Committee, vacancies are filled by appointment by the City Council. For the City Council, if the vacancy occurs more than 6 months before the term expires, a special election is held. If the vacancy occurs less than 6 months before the term expires, the position is left vacant until the next election. Mr. Bloomberg suggested using a combination of these two approaches and said that he would prepare a draft document over the course of the next few months to show to the Trustees, and said that he would also run it by the Mayor and City Solicitor to gauge the political response. For purposes of discussion, he will include all of the provisions the Trustees have previously discussed including increasing the number of Trustees from 5 to 7, incorporating as a non-profit, creating by-laws, and filling vacancies. The Trustees can then discuss and decide which provisions they want to include in the final petition. Mr. Bloomberg will email a sample of some standard by-laws to the Trustees to help them decide if they want to pursue this route.

Food for Fines Week

Ms. Moulding reported that last year's Food for Fines week was very successful with hundreds of pounds of food donated to the Northampton Survival Center. This year the library will offer the program during the second week in January. Ms. Downing said that this program gives people a "clean slate", and encourages them to return books they may have had for a long time. It is also a good way to partner with another non-profit organization in the community.

Other Business

Mr. Morin reported that he is starting graduate school in January and taking two classes. Both classes are online, so it should not interfere with his work as Treasurer.

Other Business (continued)

Mr. Carrier said that the Trustees usually consider goals in January, and asked the Trustees to be prepared to discuss the library's goals at the next meeting. Ms. Moulding said that the Long Range Plan would be very instrumental in setting goals.

At 4:53 PM Mr. Bloomberg moved to adjourn the meeting. Ms. Harding seconded the motion, which was passed unanimously. The meeting was adjourned at 4:53 PM.