

TRUSTEES OF FORBES LIBRARY
Meeting of January 18, 2007

Present: Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Harding, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Barone. **Also Present:** Stephanie Levine, observer for the Forbes Library Employee Association. **Absent:** none.

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. Burnham moved that the Secretary's Report of December 21, 2006 be accepted and placed on file. Mr. Bloomberg seconded the motion, which was passed unanimously.

Treasurer's Report

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

Mr. Morin reported that the library is in the positive by about \$1,800. Oil costs have been lower than expected due to the mild winter. The Aid Fund is doing well and the Book Fund has a large balance. The library has paid its debt to the city for the installation of the parking meters, and may now keep the approximately \$250 per week it collects from the meters.

In response to a question from Mr. Carrier about the 2nd century fund, Ms. Moulding said that almost all of it will be spent with the completion of the parking and grounds project. In response to a question from Ms. Harding, Ms. Moulding said that the fence was removed and is being refinished at no charge to the library. She is unsure when it will be returned, but Mr. Petcen will be checking up on it.

Mr. Morin reported that he had met with Ms. Downing to discuss the "On the Same Page" fund, and determined that all of the money in the fund had come from other non-profit organizations including Lilly Library and the City's 350th Celebration committee. Ms. Downing said the fund was to be used for the town-wide community reading project scheduled for the fall of 2007. Mr. Morin said that since the money came from other non-profit organizations and falls within the library's scope of business, he does not see any problem with Forbes managing the fund. He said that all requests for reimbursement must be submitted with original receipts or invoices, and that whenever possible the library should pay directly on an invoice. Ms. Downing is co-chair of the committee and will keep Mr. Morin apprised of any expenditure. In response to a question from Mr. Bloomberg, Mr. Morin said he could ask the library's auditor if he had any concern about the fund, but the Trustees said that was not necessary.

In response to concerns raised by Mr. Bloomberg about the Forbe's portfolio's performance, and following a discussion including the history of the management of the Forbes endowment, the Trustees agreed by consensus that a subcommittee of Mr. Bloomberg and Ms. Harding should explore other possibilities for the financial management of the Forbes endowment.

Treasurer's Report (continued)

Mr. Bloomberg made a motion for Mr. Morin to put \$5,000 from the Richard Garvey Book Fund into the highest yielding short-term CD (no more than 5 months) at a local bank. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Moulding pointed out that since all recent monetary gifts have been going to the Garvey Book Fund, the budgeted line item for gifts was not being met. The Trustees agreed to put gifts into the regular budget until that line item need is met, and then resume allocating gifts to the Garvey Book Fund.

Director's Report

Ms. Moulding reported that the 2007 Library Legislative Breakfast will be Friday, March 16th at 7:30 a.m. at the Sunderland Public Library.

Ms. Moulding reported that newly-elected Governor Deval Patrick has pledged to over ride the budget cuts made by former Governor Romney, which would have resulted in a 13% increase in CWMars fees.

Ms. Moulding reported that the back door entrance alarm code will be changed on Monday, January 22nd. The code is changed routinely every six months. Trustees may obtain the new code from Ms. Moulding, Ms. Downing, or Jennie Pittsinger.

Ms. Moulding reported that the drive up book drops went into operation on Wednesday, January 10th. The initial patron response has been 100% positive. Press releases went out early this week. Ms. Downing said that the new book drops are ergonomically designed to minimize the amount of lifting and bending to empty them. The bike racks are still on backorder. Ms. Moulding also reported that handouts are being distributed with all ILL materials that include a worksheet for patrons to determine a dollar value benefit of Forbes services, so that the public can become more aware of the worth of Forbes and its services.

This month's Code Green winner is Rick Hart, an Information Services Team member, whose stellar customer service prompted a patron to tell Lisa that she loved Forbes and that the staff, especially Rick, was so helpful. A prize was given to the employee who received the most nominations in 2006. The top five were all very close with Jason Petcen winning out over Katie Krol, Jason Myers, Brian Tabor, and Mark Toczydlowski.

Ms. Moulding reported that the staff sends their appreciation to Ms. Harding for her lovely holiday treat, which was much enjoyed.

Friends of Forbes Meeting

Ms. Burnham attended the January 3rd meeting of the Friends of Forbes Library. Ms. Moulding reported that the Friends got 30 new members in December and made \$2,000. They chose a plaque for the community room. Florence Savings Bank got 152 ballots in the library. The Garden tour is scheduled for June 16th. The sad news is that Anne Keppler and Kiernan Murphy, the Friends' Secretary and Treasurer, are retiring in the spring, and will be greatly missed.

Next Meetings

The next regular meeting of the Trustees was scheduled for Thursday, February 15, 2007 at 3:45 PM in the Calvin Coolidge Presidential Library and Museum. Mr. Morin will ask the representatives from BankNorth to attend.

Next Meetings (continued)

The next meeting of the Friends of Forbes Library will be on Wednesday, February 7, 2007 at 6:30 PM. Mr. Rowe agreed to attend this meeting on behalf of the Trustees.

Communications

Ms. Moulding distributed copies of an invitation the library received for the Library Legislative Breakfast to be held at the Sunderland Public Library on March 16, 2007 at 7:30 a.m. The Trustees were asked to RSVP if they planned to attend.

Finances

Ms. Moulding presented a six month operating budget report with expenses incurred during the first half of the fiscal year, and projections for the remainder of the fiscal year. Due to the mild winter, expenses for oil and snow removal will be much less than predicted. Ms. Moulding said that the City had yet to pay the \$17,000 for cost of living allowances, and that she anticipates needing money by fiscal-year end. Mr. Carrier said that the library should ask for it again closer to the end of the fiscal year.

Ms. Moulding reported that the FY08 State Aid to Libraries award amounts have been released and that Forbes will receive \$40,653.82. As always, the state can change the award amount at any time in either direction. In FY07 Forbes Library received \$40,506.

Ms. Moulding reported that the mayor will be meeting with department heads next Thursday to discuss the City's budget situation and health care options. After that, Ms. Moulding will prepare the FY08 library budget before meeting with the mayor again on February 8th.

Election of Officers

Mr. Rowe made a motion to approve the following as officers of the Forbes Library: Mr. Russell Carrier as President, Ms. Mary Harding as Vice President, Mr. Scott Morin as Treasurer, and Ms. Elizabeth Barone as Secretary. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Harding made a motion to approve Roberts Rules of Order Revised as the basis for conducting the Trustees meetings. Mr. Bloomberg seconded the motion, which was passed unanimously.

Mr. Rowe made a motion that the Trustees meet on the third Thursday of each month. Ms. Burnham seconded the motion, which was passed unanimously.

Director's and Trustees' Goals for 2006 and 2007

Ms. Moulding distributed to the Trustees a status report that she had prepared for their 2006 goals and a draft with suggestions for goals for 2007. The Trustees discussed the goals and the formation of a Facilities Assessment Committee to monitor the overall building maintenance and repair. The committee will include Mr. Rowe, Ms. Harding, Ms. Moulding, Ms. Downing, Mr. Jason Myers, and Mr. Jason Petcen.

Mr. Rowe made a motion to approve the Trustees' goals for 2007 including: 1) launch an annual fundraising program; 2) reappraise the size and the structure of the board of Trustees with reference to the will of Judge Forbes; 3) consider by what means vacant Trustee positions might be filled more efficiently consistent with the Board's legal requirements; 4) investigate by what legal means by-laws could be created to govern its

Director's and Trustees' Goals for 2006 and 2007 (continued)

procedures; 5) develop and implement a methodology for assessing the maintenance, replacement and capital needs of Library building, grounds, and technology infrastructure utilizing the information collected for the city's required six year projection; 6) continue work on the building envelope restoration project; 7) continue the work begun on special collections in the Hampshire Room; and 8) continue to make the library more responsive to community needs. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Moulding submitted to the Trustees a status report on the Director's goals for 2006 and her proposed Director's goals for 2007. Mr. Rowe made a motion to approve the proposed Director's goals for 2007. Ms. Burnham seconded the motion, which was passed unanimously.

Ms. Moulding said that the last two items on her long term goals, initiating a cost/benefit analysis of discontinuing use of the Cutter classification system and installing an integrated security/circulation system for library materials should be kept on the radar but were not something that needed to be considered right now. Forbes is the only library in the CWMars system that uses the Cutter classification system. It would be an enormous project to change to a different system because every single book would need to be reclassified and relabeled, and it would be enormously expensive. Mr. Rowe said that while the community survey showed that library patrons do not like the Cutter classification system, he suggested that better signage would help alleviate the problem. Ms. Moulding said that she would like to see a security system for books and other library materials implemented at Forbes. The most recent technology, RF identification tags, can be placed in books which would also permit patron self checkout. This is another large and expensive project, which should be done in conjunction with the change to a different classification system at some point in the long term future, but is not feasible at the current time. Mr. Rowe added that Ms. Moulding's third long term goal, making the Calvin Coolidge Presidential Library and Museum self supporting, is also a daunting task.

Trustees Award

The Trustees discussed possible recipients of the 2007 Trustees award. Mr. Rowe made a motion to present the 2007 Trustees' award to Diana Gordon for her volunteer service in organizing and running the poetry readings at Forbes Library. Mr. Bloomberg seconded the motion, which was passed unanimously.

Bak Fund

Ms. Moulding submitted for approval from the Trustees a list of expenditures to be paid from the Bak bequest totaling \$43,200. Items include: leaf collection attachment for tractor (\$1,100); book drops (\$11,500); 10 new or replacement public internet PCs (\$10,000); more playaways - adult (\$2,000); more playaways - children (\$2,200); computer for Hampshire Room (\$2,500); more headphones for public (\$200); transferring unused card catalog to Tech Services and installing shelving (\$1,000); 9 laptops for public use and training classes (\$7,200); end stack identification signs (\$4,500); and brochure rack for Circ Dept (\$1,000). Mr. Rowe said the list was very responsive to the changing needs of today's libraries. Mr. Carrier said he was very pleased with the direction and vision Ms. Moulding demonstrated in her choice of expenditures.

Mr. Bloomberg made a motion to use the Bak bequest as proposed by Ms. Moulding and outlined above. Mr. Rowe seconded the motion, which was passed unanimously.

Revised Food & Drink Policy

In accordance with the library's new customer service initiative, Ms. Moulding submitted for approval from the Trustees a revised Food & Drink Policy that is more liberal and welcoming. The new policy will permit securely covered beverages and neat snack foods in the library, but not at computer stations, in the Coolidge Museum, or in the Hampshire Room. Patrons will be asked to clean up after themselves and report spills.

In response to a question from Mr. Rowe, Ms. Moulding said that the custodians were okay with the change in policy. In response to concerns raised by Ms. Harding and other Trustees about the possibility of leftover food attracting pests, Ms. Moulding said that patrons were already bringing in food. Ms. Moulding said that the new policy would be easier to enforce because it allows staff some flexibility, and that the current "no food or drink" policy causes staff to have to say "no" all the time, which creates negative feelings in the community. Ms. Moulding said the policy would be implemented quietly, posted on the website, but not advertised. She said that the current culture is such that people carry drinks and snacks with them, and they have the expectation to be able to bring them into the library while they do their work.

Mr. Rowe made a motion to approve the revised Food & Drink Policy on a trial basis for 3 months. Ms. Harding seconded the motion, which was passed unanimously. The Trustees will review the revised policy at the May Trustees' meeting.

Re-allocation of Long Range Planning Funds

Ms. Moulding reported that the Long Range Planning expense account has an unused balance of \$1,487, and asked that those funds be used to pay for fundraising expenses.

Mr. Bloomberg made a motion to approve the use of the Long Range Planning funds for fundraising expenses incurred by the Fundraising Committee. Ms. Burnham seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

Ms. Moulding reported that the following undesignated gifts were received since the last Trustees' meeting and asked that the Trustees approve their designation: \$50 from Michael Detmold & Lisa Shabel, Columbus, OH, in honor of Mr. & Mrs. John Detmold, to the Book Fund; \$100 from Hedwig C. Rose, Northampton, to the Book Fund; and \$200 from Carolyn Moriarty & Marianne Moriarty, Northampton, in memory of Judith & Robert Moriarty, to the Book Fund.

Ms. Moulding reported that the following designated gifts were received since the last Trustees' meeting and asked that the Trustees approve their designations: \$200 from Frank J. Roach, Williamsburg, to buy books and music, to deposit in the Book Fund; 645 CDs from James McReynolds, Northampton, to add to the collection or be sold.

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

Mr. Bloomberg moved to approve the donation of \$50 to the Pioneer Valley Libraries in support of the Pioneer Valley Legislative Breakfasts. Mr. Rowe seconded the motion, which was passed unanimously.

Photography of Library Art

Ms. Moulding presented a quote from Stephen Petegorsky to photograph all of the art in the library for \$3,940. The photographs would be of very high quality and could be used for online exhibitions, brochures, etc. A much less expensive alternative would be for someone in house to use a digital camera to take photos of the artwork, which could be used to document the items for insurance purposes. Mr. Carrier asked that Faith Kauffman submit a proposal making a case for the need for the high quality photos.

Donation of Sculptures

Ms. Moulding reported an offer to donate an outdoor sculpture to the library. The offer does not seem to meet the selection criteria in the library's collection policy. Mr. Carrier asked that Faith Kaufmann evaluate the offer in view of the library's collection policy, and make a clear recommendation about whether the library should accept the offer. Mr. Rowe offered to show the sculpture to Eliot Offner and to get his opinion.

Building Envelope Restoration Project

Ms. Moulding reported that she has heard from Chris Pile that the project cannot go out to bid, because there is no City money to pay for it. Even though the Capital Improvement Committee approved it, this is a project that can be funded with Community Preservation Act funds. The library will appear before the newly informed CPA committee in the spring and request the funds. Mr. Pile said this project would be a high priority since it is a project that is already in process, but he suggested that it may have to be done in phases. Mr. Carrier said that there is a possibility that the project could be bonded and be completed all at once, as the costs will go up every year. Ms. Moulding said that the architect will complete the documents and specification now, but that the project will not go out to bid until next year.

Fundraising Committee

Ms. Harding reported that the Fundraising Committee will be meeting next Tuesday, and that she believes the mailing will go out in February.

Smith College Meeting

Ms. Moulding reported that she attended a meeting that Smith College held for Green Street neighbors on Tuesday, January 16th to inform the public about the construction of the new Science & Engineering building. She reported that fences will be erected around the construction site on Monday, and that building demolition would begin in a few months. Ms. Moulding said that the impact on Forbes would be minimal. Mr. Rowe said that he thought Smith was being attentive to neighborhood and environmental concerns. Mr. Rowe also said that there is a meeting scheduled for tomorrow, Friday, January 19th, at the Field House at Smith College to discuss issues facing Northampton. The mayor and senator Rosenberg are expected to attend.

Playaway Batteries

As requested, Ms. Moulding reported that batteries for the Playaway audio book devices were bought in a large lot for \$.69 cents each. Ms. Harding said if you give away 2 each time they are taken out, that's \$1.50 each time. Ms. Moulding said that all library services have a cost, and that it is just part of providing good customer service. After some discussion, the Trustees agreed to look at the cost of the batteries after six months time.

At 6:08 PM Mr. Bloomberg moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 6:08 PM.