

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of June 20, 2007**

**Present:** Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Barone. **Also Present:** Vanessa Vargas, observer for the Forbes Library Employee Association; Ed Shanahan. **Absent:** Ms. Downing.

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

**Public Comments**

There were no public comments.

**Secretary's Report**

Mr. Bloomberg moved that the Secretary's Report of May 17, 2007 be accepted and placed on file with several minor corrections. Mr. Carrier asked that the amount of the approved book budget be added to page 5 of the report. Ms. Harding seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Bloomberg moved that the Treasurer's Report of May 31, 2007 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin said that the library's budget was in good shape, although the surplus came down by \$30,000 in May due to it being a 3 pay period month. He will be requesting checks from the City from the Clarke and Earle funds around June 30. In response to a question from Mr. Carrier, Mr. Morin and Ms. Moulding said that the fiscal year end budget will end in the positive, although they do not yet know what the surplus will be because all the bills have not yet been received. In response to a question from Ms. Harding, Ms. Moulding said that the library did not have a contract for the building insurance, and that she was in the process of obtaining quotes from several insurance agencies, and will deliver a report on her findings as soon as possible. In response to a question from Mr. Bloomberg, Ms. Moulding said that the building's insurance has not been reviewed in some time, and there are several options to consider for building contents, artwork, computers, etc.

**Director's Report**

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

Ms. Moulding reported that Ms. Downing, Assistant Director, had her baby boy, Sean Rexford Hopkins on Wednesday, June 6<sup>th</sup>, and both mother and baby are thriving.

Lilly Library has hired a new director, Mary Ann Tourjee, who is a minister in Greenfield and has also been a children's librarian in Pittsfield. She started part time on June 18<sup>th</sup>, and will become full time when she leaves her other job. Outgoing director Martine Hargreaves will bring her to Forbes to introduce her to staff.

The Trustees Award celebration was very successful. Diana Gordon and her students read poetry they had written at Forbes. Grateful poets printed a

**Director's Report** (continued)

chapbook of poetry dedicated to Diana, and gave out copies to attendees of the Trustees Award ceremony.

May's Code Green winner was Katie Krol who gave a great tour of the Jonathan Edwards collection to an out of town church group who arrived at the library without an appointment.

Ms. Moulding was asked by the Trustees to give reports on the response to the Teen Advisory Board recommendations and on the status of the library's World War materials collection at this meeting; however both items are deferred to the next meeting to allow more time to adequately prepare reports and recommendations.

There will be a new security code for the back entrance as of July 1, and any Trustee who wishes to know the code should ask Ms. Moulding.

**Friends of Forbes Meeting**

Ms. Moulding attended the June 6<sup>th</sup> meeting of the Friends of Forbes Library, and reported that it was a fairly short meeting and that a prospective new member was in attendance. The annual Friends of Forbes Garden Tour was held on Saturday, June 16<sup>th</sup> and was one of the most successful ever.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Monday, July 30, 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, September 5, 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 Attorney Peter Gerard about the estate of Thelma J. Isaacs, who bequeathed 3.3% of her estate, or approximately \$12,000 to the Forbes Library. The funds are expected to be distributed in 2008 and are designated for the endowment fund.

Ms. Moulding also reported that she received a letter from Mr. Ed Shanahan, also present at the meeting, requesting more information about the executive session that was held at the March Trustees' meeting. Mr. Bloomberg said that he had conferred with the library's counsel, and that the Trustees were unable to disclose any information about the issue because it was a confidential personnel matter. Mr. Shanahan said that he believed there was community interest and concern in the matter since Forbes is a public institution, and that he did not think that personnel matters were necessarily confidential. Mr. Shanahan said that he would pursue the matter through open meeting laws. Mr. Bloomberg said that the Trustees would refer any further requests for information about this matter to the library's counsel.

**FY08 Operating Budget**

Ms. Moulding distributed the revised final Forbes Library FY08 Budget narrative. The only change is a reduction of \$19,300 from the previous level services request. This means Forbes will be receiving a 3.3% increase over the FY07 appropriation. That amount is not enough to cover the 3.5% COLA

**FY08 Operating Budget (continued)**

raises which are required by the contract with the Forbes Library Employees Association and pay for increased energy and energy-related costs. The cuts required to achieve the reduction of \$19,300 are: \$10,800 to close Sundays, \$5,500 to eliminate the plowing line item (plowing to be done by City), \$2,000 reduction in the technology line item to level funding, and \$1,000 reduction (from \$2,000) in the labor and repairs line item.

**Antique Clocks**

Ms. Moulding reported that the clock in the reading room has not been keeping good time, so Ray Bates has taken it back to his shop for repair. There will be no charge since it is still under warranty. He also took the works of the Howard Regulator to repair damage to the pendulum. He replaced the reading room clock with another clock which he is offering the library for purchase. The Trustees are asked to look at the clock in the reading room and decide if they would like to purchase it for the Hosmer Gallery. The clock is a circa 1895 English timepiece with a painted dial signed by James Lowe, Darwen. Mr. Bates is asking \$2,422.50 for the clock which includes a 15% discount for the library. Ms. Harding said that while the clock was nice, she was hesitant to purchase it at this time. Mr. Bloomberg said that since the library is closing on Sundays, it would not be a good message to send, even though the funds come from completely different sources. Mr. Carrier said it was proper use of the Special Collections fund, which cannot be used for personnel or operating expenses. Ms. Moulding said she thought the clock might be a little small for the Hosmer Gallery, and that the people in charge of the gallery did not feel strongly that it needed a clock. Mr. Carrier asked Ms. Moulding to tell Mr. Bates that the library was not interested in purchasing the clock.

**Dollars for Scholars Local History Scavenger Hunt**

Ms. Moulding reported that the library is being asked to participate in the second annual Dollars for Scholars Local History Scavenger Hunt. Last year, the library's team came in second place and their photograph appeared in the Gazette. This year's event will be held Saturday, October 13<sup>th</sup> in Florence. The Trustees are asked to sponsor a team from Forbes for \$200. By participating, the Forbes librarians learn more about local history, connect to the community and the library builds good will and gains positive publicity. This year's team will most likely be Julie Bartlett, Brian Tabor, Rick Hart, and Blaise Bisailon. The Trustees agreed by consensus to split the cost of the team entry fee and to send their personal checks made out to Northampton Dollars for Scholars to Mr. Morin. Ms. Bartlett will fill out the registration form.

**Gifts, Bequests, Sales, etc.**

Ms. Moulding reported that the following undesignated gift was received since the last Trustees' meeting: final payment of \$75,000 from the Margaret Halberstadt bequest to the Halberstadt Technology Fund.

Ms. Harding asked about returning 10% of the bequest to the endowment to reimburse the funds that were borrowed for the building renovation. Mr. Carrier said that the Halberstadt Technology Fund would become part of the endowment, and therefore 100% of the funds were being returned to the endowment. Mr. Morin asked if the Trustees would like 10% of the Halberstadt bequest to go back to the fund from which it was originally borrowed, and the remaining 90% would go to the Halberstadt Technology Fund. Mr. Carrier asked Mr. Morin to provide a report for the Trustees at the next meeting showing how much was borrowed and from which funds for the building renovation. In

**Gifts, Bequests, Sales, etc.** (continued)

the meantime, the Trustees asked Mr. Morin to put the funds into the library's gift savings account, so that it is eligible for the state matching funds.

Mr. Bloomberg reported that the library received a check for \$125,000 from the Dorothy Stahl bequest, and that another approximately \$37,000 would be coming in the fall. Ms. Moulding said that after paying back the \$1,200 borrowed for the purchase of the outreach car, she would like the remaining funds from this bequest to also go to the technology fund so that the fund will be large enough to begin generating significant income. Ms. Harding said that she would like 10% of this bequest to also go towards paying back the borrowed funds from the endowment for the building renovation. The Trustees asked Mr. Morin to deposit these funds into a 7 month easy out CD at Florence Savings Bank earning 4-5% interest, or to explore other short term options for the funds, until it is decided how much will be deposited into the technology fund, and where that fund will be invested.

**Fundraising Committee**

Ms. Harding reported that the work on the fundraising brochure is being done pro bono, and that it has been difficult to schedule meetings and the project is moving along slowly. She is hoping that a draft of the brochure will be delivered to the library very soon. In response to a question from Mr. Carrier, Ms. Harding said that the Fundraising Committee is now targeting September as the month to send out the appeal, so that it will not interfere with the Friends appeal.

**Increasing the Number of Trustees**

Mr. Bloomberg reported that he revised the complaint to the Probate Court for the change in the number of Trustees and the procedure for filling vacancies and distributed copies of the revised complaint to the Trustees.

Mr. Bloomberg moved 1) to change the number of Trustees from five (5) to seven (7), and to provide for their election in a manner consistent with Paragraph 5 of Chapter 241 of the Acts of 1881; 2) to change the method for filling a vacant or expired Trustee's position by having the remaining Trustees appoint a successor, subject to the approval of the Northampton City Council, to hold office for the residue of the unexpired term; and 3) to file a Complaint for Application of Cy Pres in the Hampshire County Probate Court to seek approval of these changes. Mr. Rowe seconded the motion, which was passed unanimously.

The Trustees agreed by consensus that Mr. Bloomberg should take the next step of showing the document to the City Solicitor to get her input and to determine the appropriate protocol and sequence for filing the application. The Trustees want to be sure that the City Council is likely to approve the change before proceeding further.

**Investment Research**

Mr. Bloomberg and Ms. Harding have been obtaining and reviewing information from several sources and will soon make a recommendation to the Trustees.

**Election of Trustees**

This fall three Forbes Trustees will be up for election. Ms. Moulding asked the Trustees if they would like her to issue a press release about the upcoming election. The Trustees who are up for re-election should let Ms. Moulding know by the first week in July if they plan to take out papers for re-election. Ms. Moulding will then prepare a press release/announcement about the elections.

**Facilities Management Committee**

Ms. Moulding reported that she is asking for a meeting of the Facilities Oversight Committee to formulate a recommendation of how to use the remaining Second Century Funds, approximately \$11,000. She would like the group to meet soon to determine costs and to prioritize what needs to get done. That recommendation will come to the Trustees as soon as it is finished. Ms. Moulding said that one issue to be discussed is a tree next to the front entrance driveway that has died. Ed Cotton, a member of the City's tree committee, has looked at it and said that it needs to be removed and will cost \$2,500. The DPW will remove the tree, and Mr. Jason Petcen is conferring with Ed Huntley about the logistics. Ms. Moulding also reported that a small ornamental tree purchased from funds donated by staff in memory of former Forbes employee Charlotte Leighton has been planted near the book drop.

**Reports on Workshops/Meeting/Activities**

Ms. Moulding reported that she, Jennie Pittsinger, Julie Bartlett, Jude McGowan, Faith Kaufmann, Liz Maguire, Rick Hart, and Ben Kalish were trained on basic CPR practices by a member of the Northampton Fire Department on June 4<sup>th</sup>. Techniques covered were choking and resuscitation for both adults and infants. In response to a question from Mr. Bloomberg, Ms. Moulding said that the City did not think it was necessary to purchase a defibrillator since the library is so close to town and response time is very quick.

At 5:15 PM Mr. Rowe moved to adjourn the meeting. Ms. Burnham seconded the motion, which was passed unanimously. The meeting was adjourned at 5:15 PM.