

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of July 30, 2007**

**Present:** Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, Mr. Morin, Ms. Moulding, Ms. Barone. **Also Present:** Jason Petcen, observer for the Forbes Library Employee Association; Jesse M. Adams. **Absent:** Ms. Downing, 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 June 20, 2007 be accepted and placed on file. Ms. Burnham seconded the motion, which was passed unanimously.

**Treasurer's Report**

Mr. Morin reported that the 2007 fiscal year-end June 30<sup>th</sup> report is preliminary as there are still some receipts to record, and some outstanding FY07 invoices to pay. He and Ms. Moulding will be meeting with City Treasurer George Zimmerman soon to discuss the disbursements from the Clark and Earle funds, and develop a procedure for a more timely distribution of those funds. Mr. Morin reported that he and Ms. Moulding are very close on their budget figures, and he estimates the library will end the fiscal year with approximately \$35,000 in surplus, which includes about \$15,000 received for Cost of Living raises. The Book Fund will end with a balance of approximately \$68,000. The Trustees agreed by consensus to return \$25,000 of the \$68,000 to the Forbes Book Fund in the endowment portfolio. The \$25,000 was borrowed to create a cushion for times when there are a lot of book expenditures, but it is no longer necessary due to a change in the timing of subscription payments, and an overall increase in the dollar amount in the fund itself. Mr. Morin agreed to send that \$25,000 to Banknorth to deposit in the Forbes Book Fund. Mr. Morin noted that the expenditure in June for "snow removal" was actually for the removal of sand from the parking lot deposited during winter storms. He is working on cleaning up the transactions in the EFT Fund, and noted that the library's outreach vehicle was purchased from this fund, and should be paid back. Mr. Morin also reported that he opened an easy-out CD at Florence Savings Bank with the \$200,000 received from the Stahl and Halberstadt bequests. In response to a question from Ms. Harding, Mr. Morin said the CD was earning about 4%, and that he chose it because there are no restrictions on early withdrawals, so that the money can be withdrawn without penalty and placed in the Endowment whenever the Trustees decide to do so.

In response to a question from Mr. Carrier, Ms. Moulding said that the FY07 budget is closing with a surplus because not all of the technology funds were spent, and it has been a cool summer requiring less electricity. The personnel budget was under by about \$10,000 because despite several vacation payouts, money was saved on retirements and vacancies in both the reference and business offices. In response to a question from Ms. Harding, Ms. Moulding said that she is still waiting to hear from the 2 insurance agencies that she met with about the library's insurance needs, and that she will follow up with them soon.

**Treasurer's Report** (continued)

Ms. Burnham moved that the preliminary Treasurer's Report of June 30, 2007 be accepted and placed on file. Mr. Bloomberg seconded the motion, which was passed unanimously.

Ms. Moulding asked the Trustees to consider possible uses of the FY07 surplus. After allowing for a \$20,000 cushion, there would be about \$15,000 left over to work with. Ms. Moulding suggested staying open on Sundays or increasing staff as a good use of the funds. Mr. Carrier asked Ms. Moulding to consider these options, and to bring a proposal to the next Trustees' meeting.

**Director's Report**

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

Ms. Moulding reported that Ms. Lisa Downing and Ms. Katie Krol applied for and were awarded a customer service grant for \$10,000 from the Massachusetts Board of Library Commissioners. This is one of the LSTA grants for which Forbes was ineligible before the completion of the Long Range Plan. The funds will be used for signage within the building and customer service training for the staff. Only three libraries in Massachusetts received customer service grants. Mr. Carrier asked Ms. Moulding to inform the members of the Long Range Planning Committee about this award.

Ms. Moulding reported that Assistant Director Ms. Downing is still on maternity leave. Both she and her son Sean are doing well. Ms. Downing is expected to return in late August or September.

Ms. Moulding showed the Trustees the most recently donated painting entitled "Lois". It is a watercolor of flowers painted and donated by Deborah Rubin of Amherst, and will hang in the main floor reading room.

Ms. Moulding reported that the Commonwealth of Massachusetts now requires most residents to have health insurance and most employers to offer health insurance to employees. Forbes offers health insurance through the city of Northampton to all employees who work at least 20 hours per week. Forbes has registered with Commonwealth Choice, the state approved plan, so that any Forbes employee who works less than 20 hours per week can make payments to Commonwealth Choice through the library payroll. Not all state forms were available as of July 1<sup>st</sup>, but the library is meeting the state requirements.

Ms. Moulding reported that on June 21<sup>st</sup>, the Calvin Coolidge Library and Presidential Museum (CCPLM) hosted a trip to the Coolidge birthplace in Plymouth, VT. The weather was beautiful and the grounds were lovely. Museum director, William Jennings gave the group a tour of the current exhibit about Coolidge's Massachusetts political career. The exhibit contains items borrowed from the CCPLM. The group toured the village and had lunch at the inn and tea provided by Cindy Bittinger of the Coolidge Foundation.

June's Code Green winner was Julie Bartlett who organized and successfully carried off a large scale visit by fourth graders from an Easthampton Elementary school. Many of the staff participated and the library was full of young students taking in all Forbes has to offer as they toured in small groups which rotated from department to department.

Ms. Moulding read an email from Kari Knapp, president of the Friends of Forbes, about the success of the annual garden tour which grossed about \$5,500.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Thursday, September 20, 2007 at 3:45 PM in the Calvin Coolidge Presidential Library and Museum. Mr. Morin will invite the representatives of Banknorth to attend.

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 an announcement for Western Massachusetts Regional Library System (WMRLS) workshop for library Trustees and Directors on Thursday, September 27 at the Chicopee Public Library at 6:30 PM. Ms. Burnham said that she plans on attending.

Ms Moulding distributed copies of a letter dated June 26<sup>th</sup> sent to the library's attorney Elaine Reall from Ed Shanahan regarding his request for details about the agreement referenced in the minutes of March 13<sup>th</sup>.

Ms. Moulding distributed a copy of a letter dated July 16, 2007 from attorney Elaine Reall to Mr. Shanahan in response to his letter referenced above. In the letter, Ms. Reall states that the library declines to release any and all documents regarding the matter of which he inquired which are exempt under Exemption C of the Public Records law. She cites M.G.L. c.4, 7(26)(c). The Trustees continue to decline to release any further information on the matter.

**Stahl and Halberstadt Bequests**

The library has received two recent large bequests, one from Dorothy Stahl (\$125,000+) and one from Margaret & James Halberstadt (\$80,000). The Trustees voted when the Stahl bequest was first announced that the money should be put into a fund for technology needs at the library. After the disbursement of that bequest was delayed, the Halberstadt money was received and the technology fund was established using it and named the "Halberstadt Technology Fund." Questions include, how much money should go into the technology fund and what should the technology fund be named? \$12,000 needs to be repaid to the Special Collections Fund and it is recommended that it be paid proportionately from both bequests. Also, the Outreach car was purchased for about \$1,200 at the time the Stahl bequest was announced, and it was paid for out of the EFT Fund with the understanding it would be paid back with money from the Stahl bequest. Additionally, the Trustees decided that 10% of all large donations should go to repay the endowment for money used during the building renovation. If the Trustees decide to distribute \$12,500 to the endowment, \$1,200 to the EFT Fund, and \$12,000 to the Special Collections Fund, that would leave \$179,300 to add to the technology fund.

Mr. Bloomberg made a motion to create the "Stahl and Halberstadt Technology Fund" using the funds received from both the Stahl and Halberstadt bequests. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Bloomberg moved that \$12,000 should be repaid to the Special Collections Fund proportionally from the Stahl and Halberstadt bequests at 61% (\$7,320) from Stahl and 39% (\$4,680) from Halberstadt; the EFT fund should be repaid \$1,200 from the Stahl bequest; and 10% of both bequests (\$12,500) should be repaid to the Endowment. Ms. Burnham seconded the motion, which was passed unanimously.

**Stahl & Halberstadt Bequests** (continued)

Mr. Bloomberg moved that the balance of the Stahl and Halberstadt bequests (\$179,300) should be placed into the Stahl and Halberstadt Technology Fund. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Morin will continue to investigate with Banknorth the exact funds that the money came out of for the building renovation, so that those same funds can be repaid.

Ms. Moulding said that city has been allocating \$10,000 a year to the library for technology. Ms. Moulding has told the mayor that this is not enough to keep computers, printers, sound equipment, etc. up-to-date and functioning. The library needs to keep this line item in the budget, and continue to advocate for it. The Stahl and Halberstadt Technology Fund should be used to supplement the library's technology budget, but should not relieve the city of its responsibility to fund the technology line item in the library's budget.

Mr. Bloomberg made a motion that the Stahl and Halberstadt Technology Fund be restricted so that only income generated from the fund may be used for technology needs at the library, and only to the extent that the city's allocation for technology is insufficient. Ms. Harding seconded the motion, which was passed unanimously.

Mr. Bloomberg made a motion that the net proceeds after the distributions voted on earlier of the Stahl and Halberstadt bequests (\$179,300) should be withdrawn from the CD at Florence Savings Bank and invested as the "Stahl and Halberstadt Technology Fund" with the other endowment funds as currently managed at Banknorth. Ms. Burnham seconded the motion, which was passed unanimously.

**Facilities Oversight Committee**

The Facilities Oversight Committee, consisting of Mary Harding, Peter Rowe, Janet Moulding, Jason Myers, and Jason Petcen, met June 28<sup>th</sup> to discuss maintenance needs of the library building and grounds and to recommend to the board how to spend the remaining Second Century Funds, about \$9,000. The committee carefully studied the list of possible projects and decided on the ones they thought were most important. Jason Petcen is working on pricing out the projects, but was unable to get quotes on all the projects in time for this meeting, but should be able to present a list of prioritized projects with costs by the September meeting. One item that all agreed upon as being a priority is having the windows cleaned. After the building construction, the outside of the windows were washed, but the insides have not been washed in over 10 years. Mr. Petcen obtained 2 quotes for the job, one for \$4,187 and one for significantly more, \$16,200. Mr. Petcen believes the lower quote covers all of the necessary requirements. In response to a question from Ms. Harding, Mr. Petcen said that the \$4,187 bidder was insured, and had provided references.

Ms. Harding made a motion to hire A-One Window Cleaning of Hatfield for \$4,187 to clean the library's windows, subject to confirmation of their liability insurance and a check of their references. Mr. Bloomberg seconded the motion, which was passed unanimously.

**World War Collections**

Ms. Moulding distributed a report on the library's World War Collections. The report recommends that Forbes Library keep all the war materials already in the Hampshire Rooms (images, manuscripts, and posters), but weed the circulating collection. This part of the collection, about 2,000 books, takes up more than

**World War Collections** (continued)

an entire stack on the mezzanine. Space is at a premium there and the nonfiction books are already being aggressively weeded to make room for the new books which are flowing into the library. Most of these war collection books have not circulated in decades and are of questionable relevance to Forbes patrons. They are possibly valuable resources for true researchers such as war historians or graduate students and belong at some sort of military library such as West Point. Any books found on the mezzanine which have any local connection would be moved to the Hampshire Room. Any books which circulate regularly or would be useful to Forbes' patrons would remain on the mezzanine. Ms. Moulding recommended that the rest of the collection should be given, as a whole, to an appropriate institution.

In response to a question from Mr. Carrier, Ms. Moulding said that approximately 1,500 books would be de-accessioned. Ms. Moulding brought 2 sample books to the meeting that are typical of the books in the collection, and which are worth about \$15-\$40 each. Mr. Carrier asked that Ms. Moulding have an auctioneer from NEBA come and take a look at the collection to determine its value. Once the Trustees have that information, they will decide whether to sell some or all of the books, and/or donate the remainder of the collection to an appropriate institution.

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

Ms. Moulding reported that the following gifts were received since the last Trustees' meeting: a one year subscription to the periodical *Rug Hooking*, from the Quabbin Chapter of the Association of Traditional Hooking Artists, Northampton, a floral watercolor painting entitled "Lois" from Deborah Rubin of Amherst.

Ms. Moulding also reported that the following designated gifts were received since the last Trustees' meeting: \$10 from L.W. Blake, Longmeadow, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books; \$20 from Roger & Susan Duhaime, Manchester, NH, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books; \$25 from Thia Ploubides, Springfield, in Memory of Mary Ann Lynde, to Book Fund to purchase large print books; \$10 from Dolores Samms, Northampton, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books; \$25 from Stanford Cohen, Longmeadow, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books; \$20 from Arlene, James, & Heather Carmichael, Pelham, in Memory of Emily V. Rennet, to the Book Fund to purchase large print books.

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

**Fundraising Committee**

Ms. Harding reported that she has not heard from Sue Wiggins, but that she would like to move forward with printing the brochure. Her price quotes from printing are from over a year ago, so she will investigate current costs. She would like to print 5,000 copies of the brochure to mail out with a letter by September 1<sup>st</sup>. She will send a revised copy of the fundraising letter to the Trustees for their comments before printing it. The Trustees decided by consensus that the Fundraising committee should proceed with printing 5,000 copies of the brochure. Other costs include printing the letter, the bookmark, envelopes, and postage. Costs will be paid from the money remaining in the Long Range Plan fund (about \$3,400), with the remainder being paid from the Special Collections Fund.

### **Increasing the Number of Trustees**

Mr. Bloomberg reported that he sent Janet Shepard, the city's solicitor, a copy of the library's complaint to increase the number of trustees from five to seven and to create a mechanism for appointing trustees to fill vacancies. She responded by saying that she discussed the matter with the mayor who has no problem with the request. Ms. Shepard will review the document herself and get back to Mr. Bloomberg when she returns from vacation.

### **Investment Research**

Ms. Harding reported that she and Mr. Bloomberg are quite pleased with the proposals they've received, which they are now reviewing. In response to a question from Mr. Carrier, Mr. Bloomberg agreed that the current endowment managers should have the opportunity to respond and submit their own proposal. Ms. Harding agreed that a copy of one or more of the proposals should be sent to Banknorth, so that they can respond at the September Trustees' meeting. Mr. Bloomberg will send a copy of the proposals first to Mr. Morin to look over. Then he and Mr. Morin will coordinate sending the proposals and an RFP to Banknorth. The Banknorth representatives will be invited to the September Trustees' meeting to address both the investment proposals and to give the quarterly report on the endowment's performance.

### **Election of Trustees**

Ms. Moulding reported that four candidates have taken out papers for the 3 seats to be decided at the election in November. Both Ms. Burnham and Mr. Rowe are up for re-election. Mr. Bloomberg has decided not to run for re-election. Ms. Moulding said that she would send letters to the candidates informing them of meeting times.

### **Playaway Update**

Ms. Moulding submitted a report prepared by Katie Krol, Faith Kaufmann, and herself about the Playaways. The library owns 136 Playaways which have circulated a total of 1,583 times in the past 6 months (or less). \$125 has been spent on batteries during this time, which is less than \$1 per Playaway for the 1,583 circulations or less than 8 cents per circulation. Playaways are extremely popular with the patrons, and it is good customer service to provide the batteries. Using rechargeable batteries is not a good alternative as it would involve staff time to recharge them, and patrons may throw them away. The cost of the Playaways is comparable to an audio book on CD or cassette. Only one has broken, and it was replaced at no charge by the vendor. Audio books on CD or tape often have problems with broken or defective elements, and it takes more staff time to process and label audio books with multiple parts. Special cases must be purchased for the CDs and tapes to safely store and circulate them. The cases cost \$12 and usually wear out and have to be replaced at least once during the life of a popular title. Playaways come with their cases already packaged and have no parts, other than batteries, to replace.

### **Reports on Workshops/Meetings/Activities**

Ms. Moulding reported that the CWMars Ecommerce taskforce met on July 13, and that representatives of Envisionware presented their ecommerce package and answered questions from the task force. The ecommerce software works with III, and enables patrons to pay fines and other charges with a credit card at 3 types of interfaces: 1) On the web, 2) At a self service terminal in the library, and 3) At a staff terminal at which the patron's card would be given to a staff member to process like a store. The initial charge to CWMars would be about \$20,000, with an annual maintenance fee of 12% of that. Additional charges would be a percentage payment to the credit card company

**Reports on Workshops/Meetings/Activities** (continued)

(usually 1.5% to 2.5% of transaction) and a transaction fee to the bank (usually 25 to 35 cents per transaction). The software seemed very user friendly. The money collected will go to CWMars which will regularly (probably monthly) send a check to each library. Payments will go to the library that owns the material. Cash accepted at libraries will continue to stay at the collecting library. The task force decided to recommend that CWMars buy the package making it a requirement for all libraries to participate in the web version. There will be no extra charge to member libraries for this service. The task force also recommended that interface versions 2 (self service terminal within the library) and 3 (staff manned terminal) be at the discretion of each individual library. Ms. Moulding recommends that Forbes should add the self service module, since it could be tacked on to the print management terminal with no cost and little installation time. The task force all agreed that they did not want the staff module because they did not want library staff to have the responsibility of handling credit cards or to have to spend the time dealing with those payments. The task force also recommended adding a "convenience charge" to all credit card payments. The convenience charge will enable CWMars to pay the libraries the entire amount of fines due, since receiving a discounted amount would have been a nonstarter for some libraries. The task force will present its recommendation to the CWMars Executive Committee on July 20<sup>th</sup>. If approved, the September Users Council meeting will vote on whether or not to buy the ecommerce service. Unfortunately for Forbes, the software does not at this time support payments for donations or sales of materials. Therefore Forbes will continue to pursue establishing a Paypal account. Mr. Morin said that he is still working out the security issues in establishing a library Paypal account.

Ms. Moulding also reported that she attended the Community Preservation Committee meeting on July 18<sup>th</sup>. The meeting was an open workshop to try to establish criteria by which applications for CPA funds would be judged. Although there was much discussion of details among the committee members and the public attendees, it was clear that the Forbes Library project easily falls within any of the historical preservation criteria discussed. Committee chair, Jack Horner, said that the next meeting will be another workshop to discuss the application forms and processes. Ms. Moulding will attend that meeting. The committee hopes to vote at their September meeting to approve criteria and application forms, after which the application process can begin. Ms. Moulding is concerned that given the time needed to advertise for and take in applications and the time needed to review applications, that Forbes could not get funded in time for the work to be done in the summer of 2008.

At 5:31 PM Ms. Burnham moved to adjourn the meeting. Ms. Harding seconded the motion, which was passed unanimously. The meeting was adjourned at 5:31 PM.