

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of January 17, 2008**

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

The meeting was called to order at 4:14 PM in the Calvin Coolidge Presidential Library and Museum.

**Executive Session**

At 4:14 PM, Ms. Harding moved that the Trustees go into executive session to discuss a matter of litigation, and to return to regular session after the executive session. Ms. Burnham seconded the motion, which was passed unanimously, with Mr. Adams, Ms. Burnham, Mr. Carrier, and Ms. Harding all voting in favor. The Trustees invited Ms. Reall, Ms. Downing, Ms. Moulding, Mr. Morin, and Ms. Barone to remain as guests at the executive session. Ms. Nolan and Mr. Petcen left the meeting at 4:14 PM. Ms. Reall, Ms. Barone, Ms. Burnham, Mr. Adams, Mr. Carrier, Ms. Downing, Ms. Harding, Ms. Moulding, and Mr. Morin were present during the executive session. The Trustees discussed a matter of litigation pertaining to the open meeting laws. No votes were taken during the executive session.

At 4:48 PM, Ms. Harding moved that the executive session be ended and the regular meeting reconvened. Ms. Burnham seconded the motion, which was passed unanimously, with Mr. Adams, Ms. Burnham, Mr. Carrier, and Ms. Harding all voting in favor.

Mr. Carrier asked Ms. Moulding to ask Attorney Reall to provide the Trustees with a brief written summary of the major points she discussed as to the Library's position in regards to the open meeting laws.

At 4:30 PM, Mr. Petcen and Ms. Nolan rejoined the meeting, and Ms. Reall left the meeting.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Harding moved that the Secretary's Report of December 19, 2007 be accepted and placed on file with the following corrections. Ms. Burnham seconded the motion, which was passed unanimously.

On page 6, Ms. Harding asked for the minutes to clarify that she requested photos to be taken of new employees to be posted so that patrons, other library staff, and the Trustees could get to know them.

**Treasurer's Report**

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

Mr. Morin reported the labor & expense category is over budget due mainly to some large expenses resulting from the flood in the book repair room in August. The oil expense figure will increase in later months to more closely match the budgeted amount. The Book Fund has a surplus of \$77,286, which

**Treasurer's Report** (continued)

will be spent down in the next few months. The Second Century Fund now has a deficit of \$488 due to payment in December of \$2,980 for woodworking. The Second Century fund is now depleted and the Trustees discussed whether or not leave it open. The Trustees agreed by consensus to keep the account open for future use. In response to a question from Ms. Harding, Mr. Morin said that a management letter from the library's auditor is forthcoming. In response to a request from Ms. Harding, Mr. Morin said that periodically, perhaps quarterly, he could do the Treasurer's report in a spreadsheet format, which would allow for comparison of quarters and yearly figures. Mr. Morin will prepare a spreadsheet report for the next meeting.

**Director's Report**

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

Ms. Moulding welcomed new Trustee Jesse Adams who was inaugurated on January 7<sup>th</sup>. Attorney Adams joins the board replacing David Bloomberg, who resigned at the end of his first term. Mr. Adams has long frequented Forbes and his support and enthusiasm should be a great asset to the Board.

Ms. Moulding reported that the Calvin Coolidge 75<sup>th</sup> Anniversary Memorial Event held on January 5<sup>th</sup> in the Coolidge Museum was a great success. Over 100 people attended the event which premiered Historic Northampton's excellent new film on the Coolidge era and unveiled the newly cleaned White House portraits of Grace and Calvin Coolidge. Ms. Moulding and the Trustees thanked Archivist Julie Bartlett for orchestrating a terrific program.

Ms. Moulding reported that December was a quiet month in the library but we are now entering a period of greater activity with important financial issues to address. This month the library will apply for funding from the Community Preservation Committee (CPC) to complete the library's building envelope restoration project. The library's representatives including the Trustees will be asked to come before the CPC to present the library's case. Ron Alex, the project architect may be asked to speak to the committee and answer their technical questions. The CPC may want to phase the project awarding some funds in each of four funding cycles per year. If funded, the project would go out to bid during the winter of 2008-09 with construction to take place during the summer of 2009.

Ms. Moulding reported that last month's Code Green winner was Katie Krol, one of the Information Services Coordinators, who gave superb service to a researcher who needed information from the Hampshire Room on a day when the room was not staffed. The patron was very pleased. Ms. Moulding also reported that she tallied the number of Code Green nominations in 2007, and Mr. Petcen received the most, second was Mr. Jason Myers, and third was Mr. Mark Toczydlowski.

Ms. Moulding reported that staff send their thanks to Ms. Harding for the delicious holiday cookies which appeared in the staff room just when they were needed most. At the next Trustees' meeting in February, a new group picture of the Trustees and Officers will be taken for the library's webpage. In March, the Library Legislative Breakfast will be held at 7:30 on Friday, March 21<sup>st</sup> at the Jones Library in Amherst. All Trustees are warmly invited to take part in the opportunity to tell our legislators, Stan Rosenberg and Peter Kocot, why they need to support public libraries.

### **Friends of Forbes**

Ms. Burnham attended the January 2<sup>nd</sup> meeting of the Friends of Forbes Library and reported that the Friends are looking for a new membership chair person. They have created an ad hoc subcommittee to review Ms. Moulding's wish list and anticipate being able to fund about \$5,965 for items on the list. The Friends have received about 204 ballots so far in the Florence Savings Bank Customer's Choice Community Grants program. The Friends are considering possible events for their annual meeting in April. Appreciation was expressed for the slips that Ms. Downing created to go in Interlibrary Loan books with information about the different services available in the library.

### **Next Meetings**

The next regular meeting of the Trustees was scheduled for Thursday, February 21, 2008 at 4:00 PM in the Calvin Coolidge Presidential Library and Museum. Mr. Morin will not be able to attend.

The next meeting of the Friends of Forbes Library will be on Wednesday, February 6, 2008 at 6:30 PM. Mr. Adams agreed to attend this meeting on behalf of the Trustees.

### **Communications**

Mr. Carrier received a letter dated January 7, 2008 from the Massachusetts Board of Library Commissioners (MBLC) notifying the library of their FY2008 State Aid to Public Libraries award. The total amount for both Forbes and Lilly libraries is \$55,070.95. Forbes will receive \$44,056.76 (80%) of the total and Lilly library will receive \$11,014.19 (20%).

Mr. Carrier received a letter dated January 10, 2008 from Mr. Jason Petcen, President of the Forbes Library Employee Association (FLEA), requesting contract negotiations with the Trustees to begin in March. He and Mr. Adams will serve on the subcommittee for negotiations with FLEA. The first meeting was scheduled for March 3<sup>rd</sup> at 4 PM.

Ms. Moulding reported receiving a letter from the Library Legislative Breakfast Committee requesting a contribution to help support the 2008 Pioneer Valley Legislative Breakfast which will be held at the Jones Library on Friday, March 21 at 7:30. The Friends of WMRLS is seeking donations to help offset some of the costs involved.

Ms. Harding made a motion to send a \$50 donation to the help fund the Library Legislative Breakfast. Mr. Adams seconded the motion, which was passed unanimously.

Ms. Moulding also reported receiving a thank you note from The Grace House for being supportive of their families, and for "toddler time" in the Children's Department.

### **Finances**

Ms. Moulding distributed copies of the six month Ordinary Maintenance expenditure spreadsheet for FY08, showing the budgeted amount for each line item, the actual expenditure for the first six months, an estimate of what the total full year expenditure will be, and the discrepancy between the budgeted and the estimated actual for the full year. Ms. Moulding noted that the estimates can change due to unexpected weather or broken equipment. With the year half over, Ms. Moulding said that overall the budget looks under control. Oil and electricity may go over budget, but it is difficult to predict at this time. The Outreach car has not required any repair yet this

**Finances** (continued)

year and its insurance went down \$250, so there could be a savings on that line. The personnel budget has a several thousand dollar surplus due to some temporarily unfilled vacancies, but the months without workstudy student employees (January, May, and June), usually exceed average monthly spending and will eat into that surplus.

**Election of Officers, adoption of rules, meeting date selection**

Mr. Burnham made a motion to re-elect Mr. Russell Carrier as President and Ms. Mary Harding as Vice-President, and to re-appoint Mr. Scott Morin as Treasurer and Ms. Elizabeth Barone as Secretary. Mr. Adams seconded the motion, which was passed unanimously.

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

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

**Forbes Library Employee Association (FLEA)/Management Labor Relations**

Ms. Moulding reported that Attorney Elaine Reall reviewed the language of the two points to guide contract negotiations that were presented to the Trustees last month, and did not object to the following wording.

- Neither side wishes at this time to have legal representation at the negotiations, but if either side decides to have legal representation at the negotiations, they will notify the other side within at least fourteen (14) days before the negotiation meeting.
- The contract will again be for two years with a provision for annual negotiations of COLA raises and other limited issues as decided ahead of time by mutual consent.

Ms. Burnham made a motion to approve the two points to guide negotiations between the Trustees and FLEA membership as presented above. Mr. Adams seconded the motion, which was passed unanimously.

**Trustees' Goals for 2008/Director's Goals for 2008**

Ms. Moulding distributed status reports of both the Trustees' and Director's goals for 2007 and suggested goals for 2008. The Trustees discussed their 2007 goals noting that many of them are in process or ongoing.

Ms. Burnham made a motion to approve the Trustees' goals for 2008 including: 1) Launching an Annual Fund Drive; 2) Reappraise the size and the structure of the Board 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 procedures; and 5) Continue to work on completing the building envelope restoration project. Mr. Adams seconded the motion, which was passed unanimously.

Ms. Moulding submitted to the Trustees a status report on the Director's goals for 2007 and her proposed Director's goals for 2008. Ms. Moulding reviewed the list, and noted that creating a space for teens was on hold until the building envelope restoration project is complete, because the work

**Trustees' Goals for 2008/Director's Goals for 2008** (continued)

will disrupt the entrance to the Children's Department, and more time and energy will be required to focus on the project. Ms. Moulding said that Forbes will be included in the new city-wide phone system update. Ms. Moulding's goals for 2008 are similar to those in 2007 and Mr. Carrier said that they were quite ambitious. The Trustees endorsed the director's goals for 2008. Ms. Moulding will provide the Trustees with a copy of the form used last time for the Director's evaluation, which the Trustees can revise as needed, and conduct the evaluation in March or April.

**Trustees Award**

The Trustees were asked to choose a recipient or recipients for the 2008 Trustee Award. Ms. Harding moved that Anne Keppler and David Bloomberg be the co-recipients of this year's Trustees' award. Ms. Burnham seconded the motion, which was passed unanimously.

Mr. Carrier asked Ms. Moulding to notify the two recipients and to schedule the event for a Saturday afternoon in May or June.

In response to a suggestion from Ms. Harding, the Trustees discussed some form of donor appreciation for recent major contributors. Ms. Harding suggested a tour of the library showing the donors where and how the money has been put to use. Ms. Moulding mentioned that she always offers a tour of the library to donors in her acknowledgement letters. Mr. Carrier suggested that this idea warrants further thought and planning, including who would be invited, the determining level of the gift, and how recent the gift. After some discussion, the Trustees decided to take the matter up again after the first annual fundraising appeal.

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

Ms. Moulding reported that donations to the Book Fund have now reached the level estimated in the revenue budget for the FY08 Book Fund. Therefore, as requested, future undesignated gifts will go the Garvey Book Fund instead of the general Book Fund.

Ms. Moulding reported that the following designated gifts were received since the last Trustees' meeting: \$200 from Frank Roach, Williamsburg, to deposit in the Book Fund; \$50 from Marjorie Mizula, Florence, in memory of Marie D. Slattery, to purchase materials on knitting or crocheting, to deposit in the Book Fund; \$100 gift certificate to local book stores from Mark and Michele Aldrich, Hatfield; \$50 from Micala Sidore, Northampton, to the Book Fund.

Ms. Moulding reported that the following undesignated gifts were received since the last Trustees' meeting: \$50 from Hedwig Rose, Northampton, to the Garvey Book Fund; \$100 from Margaret McClamroch, Granby, to the Garvey Book Fund; \$250 from anonymous to the Garvey Book Fund; \$1,000 from Edmund DeLaCour, Northampton, to the Garvey Book Fund.

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

**Fundraising Committee**

Ms. Harding reported that the Fundraising Committee approved the text today with a few minor changes and that the brochure will be printed and available very soon for the Trustees to see. The mailing is still expected to go out next month.

**Increasing the Number of Trustees**

Mr. Adams reported that he updated the library's petition with his name, replacing Mr. Bloomberg's name in the complaint. He also spoke with City Solicitor Janet Sheppard and emailed the petition to her. Mr. Adams noted that the last time the Trustees petitioned to increase the number of Trustees, the ruling judge felt strongly that the Trustees should be elected. Mr. Adams will follow up with Ms. Sheppard on the next steps.

**Investment Research**

Ms. Harding reported that the cost of transferring the Forbes account from Banknorth to another investment firm is \$250. A recommendation will be presented at the February Trustees' meeting.

**Information Services Yearly Update**

Ms. Moulding distributed a report by Katie Krol, Faith Kaufmann, and Rick Hart covering the first year of the Information Services Team. The report includes sections on staff, services, outreach, collections, website, the Hosmer Gallery, and Special Collections, as well as circulation statistics for Arts & Music materials. Ms. Moulding noted that their work over the last year has been very impressive, including cross-training, supporting each other, and coming up with new initiatives.

In response to a question from Mr. Carrier, Ms. Moulding said that she has included the cost (approximately \$4,000) of professionally photographing the library's art collection in her wish list for the Friends.

**Meetings and Events**

Ms. Moulding distributed a calendar of upcoming meetings and events at the library.

At 5:41 PM, Ms. Burnham moved to adjourn the meeting. Mr. Adams seconded the motion, which was passed unanimously. The meeting was adjourned at 5:41 PM.