

**TRUSTEES OF FORBES LIBRARY**  
**Meeting of March 13, 2007**

**Present:** Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Downing, Ms. Harding, Mr. Morin, Ms. Moulding, Mr. Rowe, Ms. Barone. **Also Present:** Sally Edelstein, observer for the Friends of Forbes Library; Elizabeth Maguire, 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**

Mr. Rowe moved that the Secretary's Report of February 15, 2007 be accepted and placed on file with a few minor corrections. Ms. Burnham seconded the motion, which was passed unanimously.

**Treasurer's Report**

Ms Harding moved that the Treasurer's Report of February 28, 2007 be accepted and placed on file. Mr. Bloomberg seconded the motion, which was passed unanimously.

Mr. Morin reported that the library received the state aid funds of \$40,600, but that it is still too early to predict where the Aid Fund will stand at the end of the fiscal year. There is a healthy balance in book fund, and the Watson fund is in the positive due to the large amount of photocopying of tax forms done recently.

Mr. Morin also reported that Charles Leach has left Banknorth and is now at Berkshire Bank. The library's new Banknorth representative is Gary Schiff, VP and Senior Portfolio Manager, who has over 20 years of experience in the financial services industry.

**Director's Report**

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

Ms. Moulding reported the 2007 Library Legislative Breakfast will be Friday, March 16<sup>th</sup> at 7:30 a.m. at the Sunderland Public Library. Governor Patrick will not be attending this meeting, but it will still be a very worthwhile event with many opportunities for promoting libraries to the legislators who make funding decisions.

Ms. Moulding reported that long time circulation employee Suzi Hoyt has retired after 20 years at Forbes. She had a legendary knowledge of the collection and could always be depended upon to find the book no one else could. She knew many of the patron's preferences and was a great asset to the Readers Advisory program. A kind and caring person, Ms. Hoyt will be missed by staff and patrons alike. Ms. Moulding also reported that Mr. Adam Novitt completed his MLS degree at Simmons College in January. Mr. Novitt has worked in several different departments at Forbes over the last four years, and the library is proud of his achievements.

Ms. Moulding reported that Community Preservation Committee will meet for the first time on March 21<sup>st</sup>. At that meeting, they will elect officers, set a

**Director's Report** (continued)

regular meeting schedule, create an agenda for the next meeting, and discuss the committee's responsibilities. Ms. Moulding reported that this is the group that will be deciding whether or not to fund the completion of the library's envelope restoration project, so she will monitor their activities closely.

January's Code Green winner was Mark Toczydlowski, who helped a patron who had locked her keys in her car. She was very pleased with Mark and the library for their assistance.

**Friends of Forbes Meeting**

Mr. Carrier attended the March 7<sup>th</sup> meeting of the Friends of Forbes Library, and reported that they had a lengthy discussion about their endowment. They discussed whether the funds should be spent yearly or invested, only using a portion each year. The Friends currently have assets of approximately \$38,000. The Friends of Forbes won a Florence Savings Bank community award again this year, and are asked to speak at an event announcing the awards. There is an Edible Book fundraising event scheduled for April 1<sup>st</sup> in the Community Room. Ms. Moulding added that the Friends' membership committee reported that over 100 of their members don't live in Northampton, and some are from distant states. The Friends annual meeting will be next month, April 4<sup>th</sup>. The regular business meeting is at 6 PM, followed by the annual meeting.

**Next Meetings**

The next regular meeting of the Trustees was scheduled for Wednesday, April 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, April 4, 2007 at 6:00 PM, immediately followed by the Friends annual meeting. Mr. Carrier agreed to attend this meeting on behalf of the Trustees.

**Communications**

Ms. Moulding reported that the library received a letter from the Northampton Survival Center thanking Forbes for the 825 pounds of food donations the library collected during the Food for Fines week. Ms. Downing reported that this is the second year that Forbes has participated in this program, and it has been very successful.

Ms. Moulding also reported receiving an email from the Massachusetts Board of Library Commissioners (MBLC) with the state budget information for FY08. The State has announced level funding for the Western Massachusetts Regional Library System (WMRLS), and only slightly raising state aid to public libraries. There will also be level funding for Library Services and Technology Act (LSTA) grants, which Forbes is in the process of applying for. The new matching funds program that Forbes participated in this year is zero funded. The Library Legislative Breakfast on March 16<sup>th</sup> will be an opportunity to discuss the funding for libraries with state legislators.

**FY08 Budget**

Ms. Moulding distributed a copy of the narrative portion of the library's FY08 budget, which she has already submitted to the Mayor. Forbes is asking for a 5.2% increase to maintain level services, which includes 3.5% step raises for most employees, and cost of living increases of 2.5% for all employees. Both of these figures are stipulated by the contract with the

**FY08 Budget (continued)**

Forbes Library Employee Association (FLEA), and approved by the City. The personnel budget makes up about 83% of the library's total budget. The ordinary maintenance budget is proposed at a 4% increase, which includes 5% increases in utility costs and service contracts. Ms. Moulding noted that her report includes the library's goals and progress report, actual budget costs since FY05, estimated costs for FY08, usage statistics, and library service value to the community. For every dollar received from the City, library patrons are receiving \$10 in services.

Ms. Moulding and Ms. Burnham attended the Mayor's meeting on Tuesday, March 6<sup>th</sup>, at which Mayor Higgins and Finance Manager Chris Pile discussed the state budget and its effect on Northampton. They urged everyone to support the Municipal partnership act which would allow Northampton to levy a meal tax of 2%, which would result in approximately \$1 million annually. The prospect for FY08 is tight, and Chris Pile said they are asking departments to accept a budget increase of only 2% and that personnel cuts might be necessary to cover raises and COLA. There is a meeting scheduled with the Mayor and Finance Director for Tuesday, March 27<sup>th</sup> to finalize the Forbes FY08 budget.

**Matching Funds Award**

Ms. Moulding reported that the library has received notification of the amount Forbes Library will receive as a result of its matching funds application. The Trustees submitted the amount of \$15,463.54 and the Friends of Forbes submitted the amount of \$13,014.44 for a total of \$28,477.98. The state deemed \$1,293.44 of those funds ineligible, and awarded Forbes matching funds in the amount of \$1,354.63, or 5 cents on the dollar. This amount will be divided between the Friends and the Trustees. Governor Patrick's current budget has zero-funded this line item for FY08.

**Assistant Director's Schedule of Benefits**

Ms. Moulding consulted with Glenda Stoddard, Northampton Human Resources Director, about what employment security rights should be assured the Forbes Assistant Director. She said that many Northampton city employees have no formal contract and that their rights and benefits are based on precedent. Some employees receive a schedule of benefits which list what benefits they will receive with their employment. The schedule can be modified as necessary. Based on a sample schedule of benefits received from the HR department, Ms. Moulding created a schedule of benefits for the position of Assistant Director at Forbes Library. In response to a question from Mr. Bloomberg, Ms. Moulding said that with the exception of not being eligible for overtime due to the administrative classification of the position, the benefits are the same as what is stipulated in the contract with the Forbes Library Employee Association (FLEA). In response to a question from Mr. Rowe, Ms. Moulding said that maternity leave is federally assured, so it does not need to appear in the schedule of benefits.

Mr. Rowe moved to approve the Schedule of Benefits for the Assistant Director of Forbes Library as recommended by Ms. Moulding. Ms. Harding seconded the motion, which was passed unanimously.

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

Ms. Moulding reported that a bequest of \$25,000 was received from the estate of Margaret B. Halberstadt. Another \$5,000 was previously received several months ago from her late husband James Halberstadt, and placed in a CD. At some point in the future, another \$75,000 from the Halberstadt bequest will

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

be received. Mrs. Halberstadt lived in Williamsburg until moving to Lenox about 15 years ago. She and her husband were members of the Friends of Forbes and Mrs. Halberstadt volunteered at the library. Ms. Moulding recommended that the Trustees use the Halberstadt bequests, after such deductions as discussed last month, to start an often discussed technology fund. Technology resources are vital information and entertainment resources just like print material. The library needs a stable source of income to provide the necessary technology funds to be able to continue to serve patrons into the 21<sup>st</sup> century. By establishing a technology fund and adding to it as appropriate, Forbes Librarians will have reliable and predictable incomes for both books and technology. Ms. Harding reminded the Trustees that they had agreed to take 10% of every large gift and bequest to pay back the money borrowed from the endowment for the building restoration.

Ms. Harding made a motion to put the Halberstadt bequests in a fund named the "Halberstadt Technology Fund", to allow the fund to grow until it reaches \$100,000 before using any of the funds, and thereafter to spend only the interest, or portion of the interest. Mr. Rowe seconded the motion, which was passed unanimously.

Ms. Moulding agreed to inquire as to when the remaining \$75,000 of the bequest would be received.

Mr. Bloomberg reported that the lawyers handling the Stahl bequest have recommended to not distribute the funds until the statute of limitation has expired. Mr. Bloomberg said that he would look into the situation, and also inquire as to the expected size of the bequest.

Ms. Moulding also reported that the following receipt from sales/rents was received since the last Trustees' meeting and asked that the Trustees approve its designation: \$1,475 from NEBA to Special Collections Fund.

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

**City-Wide Customer Service Workshop**

Ms. Moulding reported that a city-wide customer service workshop was held Friday, March 9<sup>th</sup> at Look Park. Forbes Library was closed for the day and all salaried employees were required to attend. Ms. Downing reported that the library sent 26 employees, including almost all benefited staff and 5 or 6 of the intermittent part time staff. Ms. Downing reported that the event had some technical difficulties, the room was overcrowded, and it was difficult to hear the presentation. The library was happy to participate and that the City is making customer service a priority, but overall the training was not as effective as staff would have liked.

**Children's Book Drop**

Ms. Moulding reported that as requested by the Trustees, she looked into installing a third book drop designated for children's materials. This would be helpful only if the patrons would sort their returns and put all or most children's materials in the new drop box. That is too unrealistic an expectation to make it worth the expenditure. In response to a question from Mr. Carrier, Ms. Moulding said that Mr. Tabor was included in the discussion.

### **Fundraising Committee**

Ms. Harding reported the committee has had some difficulty in scheduling meetings, but that a meeting is scheduled for tomorrow at 3:00 PM. Ms. Harding is hopeful that the mailing can still go out before June, so as not to interfere with the Friends of Forbes mailing, but if not, then it can go out next fall.

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

Mr. Bloomberg distributed a draft a Complaint for Application for Cy Pres to be filed at Hampshire Probate Court, requesting to increase the number of Trustees from five to seven, and allowing the Trustees to fill a vacancy in the Board by appointing a person to fill the position. Mr. Bloomberg recommended showing the document to the City Solicitor and the Mayor before proceeding further to make sure that the City agrees to the proposed changes. Mr. Bloomberg asked the Trustees to look over the document, and let him know if they have any questions.

Mr. Bloomberg also reported that Forbes Library is already a corporation, and that he will take a closer look at the charter of 1881 to see if it says anything about by-laws. If not, he will look into what legal filings are required to permit the Trustees to adopt bylaws.

### **Legal Matter**

At 4:41 PM, Ms. Harding moved that the Trustees go into executive session to discuss a legal matter involving the financial security of the library. Mr. Rowe seconded the motion, which was passed unanimously, with Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, and Mr. Rowe all voting in favor. The Trustees invited Ms. Downing, Ms. Moulding, Mr. Morin, and Ms. Barone to remain as guests at the executive session. Ms. Edelstein and Ms. Maguire left the meeting at 4:41 PM. Ms. Barone, Ms. Burnham, Mr. Bloomberg, Mr. Carrier, Ms. Downing, Ms. Harding, Ms. Moulding, Mr. Morin, and Mr. Rowe were present during the executive session. The Trustees discussed a legal matter involving the financial security of the library. No votes were taken during the executive session.

At 4:55 PM, Mr. Rowe moved that the executive session be ended and the regular meeting reconvened. Ms. Harding seconded the motion, which was passed unanimously, with Mr. Bloomberg, Ms. Burnham, Mr. Carrier, Ms. Harding, and Mr. Rowe all voting in favor.

Ms. Bloomberg made a motion to authorize the president of the Trustees to execute on behalf of the Trustees a certain agreement and release recommended by Attorney Reall to resolve an outstanding dispute. The settlement is to be paid temporarily from the Special Collections Fund, until it can be replenished through gifts or bequests. Mr. Rowe seconded the motion, which was passed unanimously.

At 4:56 PM, Ms. Rowe moved to adjourn the meeting. Ms. Bloomberg seconded the motion, which was passed unanimously. The meeting was adjourned at 4:56 PM.