

TRUSTEES OF FORBES LIBRARY
Tuesday, July 25, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Serena Smith, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Archivist Julie Nelson; Elise Bernier-Feeley; Susan Enz. **Absent:** None.

The meeting was called to order at 4:00 PM in the Watson Room.

Public Comments

Ms. Enz congratulated the Trustees on the resolution of their legal case with the City and thanked them for all the work they do.

Portrait Painting

Ms. Elise Bernier-Feeley reported that Historic Northampton returned a painting belonging to Forbes Library that they have had for a number of years. Ms. Bernier-Feeley said the unframed folk-art painting is a portrait of a man in a blue coat, and is most likely a water color on paperboard. It has a typed note on the back saying "property of Forbes Library." Ms. Bernier-Feeley first saw it in 1982 when she was asked to retrieve it from the back of the art gallery by Ruth Wilbur, then director of the Northampton Historical Society. Ms. Wilbur intimated that it was a portrait of an important historic figure from Northampton's past. Former Trustee Allison Lockwood took an interest in it and hand-carried it to Historic Northampton, where it was examined by a curator of Historic Deerfield, although no pronouncement was made on its origin. It has been stored there until it was noticed in a recent inventory and returned to Forbes. The painting is in poor condition with several tears. Ms. Bernier-Feeley has done extensive research to try to determine the provenance and subject of the painting, but has turned up nothing definitive. The clothing is utilitarian, but the wig suggests a person of wealth. The subject has a prominent nose, piercing brown eyes, and dark eyebrows. Based on these features, Ms. Feeley thinks it is possible the painting is of Caleb Strong, a lawyer and politician who served as the sixth and tenth Governor of Massachusetts between 1800 and 1807, and again from 1812 until 1816, but there are many other possibilities as well. The initials D.C. appear to be on the right-hand side of the painting. There was a primitive painter of the early 19th century by the name of David Charpentier, who was from Pennsylvania, but itinerant painters ranged everywhere to find subjects. Ms. Downing said the painting requires quite a bit of conservation. Grant funding could be sought, or the painting could be given to Historic Northampton or another organization. She suggested an appraisal to determine its worth and an estimate for a treatment plan.

Mr. Twarog made a motion to ask Mr. Shepherd, who is coming to evaluate the recently donated Eldridge Kingsley paintings, for an opinion on whether it is worth the expense to restore the painting. Ms. Reall seconded the motion, which was passed unanimously.

Request to Borrow Forbes Bust

Ms. Julie Nelson received a request from the Slater Memorial Museum at Norwich Academy, a private secondary school in Connecticut, to borrow the library's bronze statue of Judge Forbes as well as the plaster study piece for the bust, for an exhibition they are mounting of works by Bela Lyon Pratt. The exhibition runs September 2017 through January 2018. Their gallery has an appropriate HVAC system, is secured with cameras and key card access,

Request to Borrow Forbes Bust (continued)

and has an alarm system that goes directly to the Norwich police department. The gallery would arrange for shipping with a fine art shipper used by Smith College to transport the pieces securely and safely. It would be good publicity for Forbes to get the word out about Judge Forbes and Forbes library. Forbes would put up a notice that the piece is temporarily on loan while it is away.

Mr. Twarog made a motion to loan the bronze bust and plaster study piece of Judge Forbes to the Slater Memorial Museum. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Nelson and Ms. Bernier-Feeley left the meeting at 4:22 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Reports of June 15 and the executive session of June 15 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Wight moved that the previously approved minutes of all of the executive sessions related to the legal dispute with the City of Northampton be placed on file: Thursday, March 17, 2016; Wednesday, March 23, 2016; Thursday, April 28, 2016; Thursday, May 26, 2016; Wednesday, June 1, 2016; Thursday, June 16, 2016; Thursday, June 23, 2016; Wednesday, July 27, 2016; Friday, August 19, 2016; Thursday, September 15, 2016; Wednesday, October 19, 2016; Thursday, November 17, 2016; Thursday, December 15, 2016; Thursday, January 19, 2017; Tuesday, February 7, 2017; Wednesday, February 22, 2017; Wednesday, March 15, 2017; Wednesday, April 12, 2017; Thursday, May 18, 2017; and Friday, May 19, 2017. Ms. Hess seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Preliminary Treasurer's Report of June 30, 2017. She said that Bartholomew Inc. considers Forbes Library and the City of Northampton to be related and that they determine the library's investment fee rate based on their combined balances. The City recently invested more funds with Bartholomew and in doing so, changed the bracket in which the City and Library fall for investment fees, reducing them from .0035 basis points to .0025. Ms. Buckhout reported that the General Aid Fund closed the month with a positive net activity of \$8,666, largely a result of the transfer from the Cutter Fund and Forbes Aid Fund to cover payroll expenses. The fund ends the year with a surplus balance of \$2,239. The Book & Media Fund closed with a negative net activity of \$7,555, due to significant amount of book purchases, which for the month were \$16,574. After transferring \$5,629 from the Morin Fund, the fund will break even for the year and ends the year with a surplus of \$504. The Cutter Fund ends the month and year with a zero balance. \$48,912 was transferred to the General Aid Fund and \$7,188 is to be returned to the endowment. The Doland Reference Room Fund ended the month with a negative net activity of \$3,312 due to various expenses, mostly \$1,628 for Labor & Repairs. The fund ends the year with a surplus balance of \$1,411. The E.F.T Fund has a negative net activity of \$3,219 for the month. \$1,817 of that was legal fees. The fund ends the year with a deficit of \$4,409. The Garvey Book & Media Fund ended the month with a surplus of \$1,116. This is due to the parking meter less the allocated payroll expenses. The fund ends the year with a surplus balance of \$2,068. The Halberstadt Fund had a negative activity for the month of \$315, all of which is expenses for software and service contracts. The fund has a cumulative deficit balance of \$485. The Lyman Special Collections Fund closes for the month with a positive

Treasurer's Report (continued)

net activity of \$5,161 after \$5,000 was transferred from the endowment, some small expenses, and had \$573 in payroll expenses was allocated to it. The fund ends with cumulative surplus balance of \$4,445. The MacFarlane Fund had \$12,500 transferred from the endowment into it. It also had \$2,428 in donations, \$4,545 in Labor & Repairs, and \$259 in Library Supplies. The net positive activity for the month is \$9,524 and the cumulative balance for the year is a surplus of \$7,173. The Macomber Fund had a net negative activity for the month of \$3,103. This is a result of \$2,002 in Labor & Repairs, \$501 in allocated payroll expenses, and \$100 for membership fees. The cumulative balance for the year is a surplus of \$9,774. The Morin Fund had a negative net activity for the month of \$5,621 because \$5,629 in funding was transferred to the General Aid Fund. The fund ends the year with a surplus balance of \$31,772. The interest income earned from the operating accounts at Florence Bank are deposited into this fund as it has the largest surplus balance of all the funds, and remains at a consistent level. The Outreach Fund ended the month with a negative net activity of \$1,124. This is due to the payroll expense allocation of \$1,058. The fund ends the year with a surplus balance of \$373. The Adult Programing Fund had a net positive activity for the month of \$2,586. There was \$4,316 of income from Valley Gives and program revenue and expenses of \$1,730 in program expenses and ends the year with a cumulative surplus of \$5,787. The Children's Programing Fund had a net positive activity for the month of \$3,472. There was \$4,244 of income from Valley Gives and program revenue, \$300 in program expenses, and \$450 in payroll expenses. The fund ends the year with a cumulative surplus balance of \$5,934. The Staff Development Fund had a negative net activity of \$329 due to conference fees, travel, and employee appreciation. The fund has a cumulative surplus balance of \$2,266. The Watson Copier Fund had a negative net activity of \$1,315 for the month. There was \$450 in income and \$1,765 in expenses. This fund ends the year with a cumulative surplus balance of \$2,721.

Ms. Hess made a motion to transfer the surplus balance in the General Aid Fund, \$2,239, back to the Cutter Fund. Mr. Twarog seconded the motion, which was passed unanimously.

In response to a question from Mr. Carrier, Ms. Buckhout said that previously unemployment insurance had been included in the "Wages" category, but is now being tracked separately on the Treasurer's reports. Mr. Carrier said that last month the Trustees had approved the transfer of funds from the Morin Fund to the Book & Media Fund to cover the deficit, but in the past deficits were covered by the Forbes Book Fund, which had earnings this year of approximately \$81,000.

Ms. Hess made a motion to transfer \$5,125 from the Book Fund back to the Morin Fund, and then to transfer \$5,125 from the Forbes Book Fund in the endowment to the Book & Media Fund in the operating account. Mr. Twarog seconded the motion, which was passed unanimously.

Mr. Carrier asked Ms. Buckhout to write up an explanation of the EFT Fund to include in the report. Ms. Downing said that the deficit in the Halberstadt Fund is about the same as last year and said she would transfer some of the expenses to the Doland Fund, so the Halberstadt Fund can begin the year with a zero balance. A \$10,000 transfer from the endowment to the Halberstadt Fund will occur soon in FY18. Ms. Downing said the Outreach Fund will be funded by the Friends again this year. Mr. Carrier said the endowment is currently valued at approximately \$4,892,000. Mr. Carrier said that after making these updates, the Aid Fund and Book Fund reports should be sent to the City.

Treasurer's Report (continued)

Ms. Wight moved that the Treasurer's Report of March 31, 2017 be accepted and placed on file. Ms. Hess seconded the motion which was passed unanimously.

Mr. Carrier said that Ms. Buckhout and Ms. Downing have been doing a great job with the transition and updating the financial reports.

Meeting with Susan Wright

Ms. Downing reported that she met with City Finance Manager Susan Wright earlier this month to discuss ways Forbes can change its financial reporting to best meet the city's needs. A summary of the meeting was distributed to the Trustees. Ms. Downing will provide Ms. Wright quarterly with operating budgets, endowment reports, and book budget updates. Forbes will more accurately represent city appropriation in Annual Reports and other reports to properly reflect C/W MARS. Ms. Downing will work with Ms. Wright to include "other" lines in Forbes' city budget in FY19, for example technology, books and materials, programming, etc. Ms. Downing has asked Ms. Wright to confirm her understanding of the points of agreement, and is waiting to hear back. Ms. Wright indicated that the mayor intends to level fund the library budget at 3% similar to the school department. They reviewed the Clarke and Earle funds and will increase distributions without hurting the fund's total return approach. They discussed the \$7,188 in sick leave buy back, which will be funded from the \$10,673 income in the Forbes Aid Fund. The mayor said the principal and starting balance in the fund is calculated to be \$99,000, the value when the account was transferred to Bartholomew Inc., and will generate roughly \$3,200 in interest each year. Mr. Carrier said that the City has said that it will consider supplemental funding requests after the income in the fund is used up. Ms. Downing said that there are two library employees who have been grandfathered in with sick leave buy-outs over \$20,000. They've been asked to let the library know with as much advance warning as possible when they plan to retire.

Ms. Downing said that the City is re-examining its parking agreement with Forbes, and is requesting a lease agreement. The City is concerned about its authority to collect parking fines on the property. Ms. Downing will include a copy of the current contract in next month's documentation, and the Trustees will discuss it at their next meeting. Ms. Reall said a contract is preferable to a lease agreement, and that legal advice from Attorney Lucentini should be sought.

Clarke & Earle Distribution

Ms. Buckhout reported that in FY 2018 the library will receive a disbursement of \$15,869 from the Clarke and Earle funds, which is a 3.9% yield. Next year, the distribution will be 4%. Forbes will get quarterly reports from Bartholomew Inc. and will re-evaluate the distribution regularly.

Ms. Buckhout left the meeting at 4:55 PM.

Administrative Report

Ms. Downing reported that Alene Moroni was hired for the position of Head of Reference/Information Service Co-Coordinator effective July 3. She has been a part-time reference librarian at Forbes for the past two years and before that has held positions in library management for 18 years including at the King County Library System in Washington State and the New York Public Library system. Ms. Downing is very excited to have her in this important position at Forbes. The Trustees will have a chance to welcome her at the September board meeting when she will give a report on the Reference Department. This leaves Ms. Moroni's former position open, which will be posted internally first.

Administrative Report (continued)

Information Services continues to offer "Your Next Great Read" on the first Friday of each month as a way to offer reading suggestions to library patrons via social media. People submit a title that they have enjoyed and library staff write back with one or two suggestions. This month a patron who responded with joy about the books suggested and said "I feel like you saw into my soul. Keep up the great work!"

Ms. Brown's AP History course at Easthampton High School created a video using a great deal of Forbes material from the Hampshire Room to produce the narrative including letters home from WWI soldiers as well as some photos from the WWI Scrapbooks and Surveys. Elise Bernier-Feeley has been involved in this project called "A Local Lens" for about 15 years now, but this was by far the most impressive project produced--much of which was inspired by the Forbes WWI Collection. Forbes is seeking permission to link to the video from the library website and hope to inspire Northampton educators to utilize the library's rich collections for student research projects. Mr. Carrier suggested including Amherst and Hadley as well.

There are now 2 bike locks that can be borrowed from the circulation desk. They will be checked out like the newspapers, with some form of ID that is left while the lock is in use. In response to a question from Mr. Carrier, Ms. Moss said there are notices and flyers posted in the library as well as Instagram posts to publicize this information. Ms. Downing will work on something to post in the lobby listing all of the library's non-traditional items that can be borrowed.

A four-minute introductory video about the Calvin Coolidge Presidential Library and Museum has been created. The script was written by Julie Bartlett-Nelson and the video was directed and produced by Jason Mazzotta who is the mastermind behind most of the library videos. The video gives potential visitors a sense of the scope and layout of the collection as well as some biographical and historical information about the President. Final editing is being done and then it will go live on the website later this month.

The Children's and Young Adult Department began handing out library cards with artwork generously provided by Mo Willems this month. The whimsical image of the well-known and much beloved characters are sure to delight the youngest members.

The Volunteer and Staff Barbecue will be held Thursday, September 7, at 11:00 AM. There will be a cookout, corn from the Petcen farm, desserts, games, and prizes. The food is always delicious and it is a great time to mix and mingle.

Ms. Moss reported that two of the Adirondack chairs were broken last week and are not repairable. The damage was reported to the police, who said they would patrol more frequently especially at night. The library had six chairs in total and now have four. Mr. Petcen said new chairs cost about \$150 each and are made of thicker pressure-treated wood.

Mr. Twarog made a motion to purchase two new Adirondack chairs to replace the ones that were broken. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Hess moved that the Administrative Report be accepted and placed on file. Ms. Wight seconded the motion, which passed unanimously.

Friends of Forbes Meeting

The Friends of Forbes did not meet this month. Ms. Moss distributed postcards advertising the upcoming Wine Tasting event on September 22. The Trustees were requested to help on that evening.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, September 21, 2017 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 6 at 6:30 PM. Mr. Twarog will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be meeting in 2017 at 4:00 PM on Mondays, September 11 and December 4. Ms. Wight will attend the September 11 meeting and Ms. Hess will attend the December 4 meeting.

Communications

Ms. Downing received a letter dated June 24, 2017 from Rev. Dr. Andrea Ayzajian thanking her for allowing the Sojourner Truth School for Social Change Leadership program to conduct classes in the library's Community Room.

Ms. Downing received a Guide for Municipal Officers about State Aid to Public Libraries. She said it is a good summary of the program.

FY 2018 Budget

The trustees were asked to approve the FY18 operating budget with funding that was approved by the City Council late last month. It is an increase of \$37,000 over last year, which is a 3% level service budget. Mr. Carrier asked that Ms. Downing let the Trustees know as soon as possible if there are budget problems.

Ms. Hess made a motion to approve the FY18 budget as presented by Ms. Downing and approved by the City Council. Ms. Wight seconded the motion, which was passed unanimously.

FY 2017 Sick Leave Buy Back

Ms. Downing reported that after further clarification of the terms of the Forbes Aid Fund bequest and in consultation with Bartholomew Inc., it was decided to follow the city's directive and use income from the fund for the sick leave buy back deficit. The total in buy backs last fiscal year was \$7,188.

Ms. Reall made a motion to retroactively approve a transfer of \$7,188 from the Forbes Aid Fund in the endowment to the General Aid Fund in the operating account to cover the FY17 sick leave buy backs. Ms. Hess seconded the motion, which was passed unanimously.

Mission Statement

The Trustees were asked to approve the revised library mission statement as presented by Ms. Moss. The proposed new statement is: Forbes Library exists to provide a wide range of information and materials to all of the people of Northampton, and to encourage and support the civic, intellectual, and cultural pursuits of the community. Forbes Library encourages curiosity, free inquiry, and lifelong learning and provides a friendly environment as a community meeting place.

Mission Statement (continued)

The Trustees agreed that the new wording was clearer without changing the intent. Ms. Wight said that the mission statement informs the strategic plan.

Ms. Hess made a motion to approve the revised Mission Statement as presented by Ms. Moss. Ms. Reall seconded the motion, which was approved unanimously.

FY 2019-2023 Strategic Action Plan

The portion of the strategic plan with a vision statement, and 5-year goals and objectives were distributed to the Trustees. Ms. Wight thanked Ms. Downing and Ms. Moss for their work on the strategic plan. The committee did a survey, conducted visioning exercises, held a public forum, gathered information, and organized it into categories to develop five main topics under goals including Access & Information; Community Hub; Children & Teens; Connecting Past, Present and Future; and Fun. They then looked at the library's vision statement, which is intended to guide the library for the next five years. The Trustees said it was great work, very flexible and all-encompassing. Objectives for each goal and action items will be developed in a separate action plan.

Ms. Hess made a motion to approve the vision statement, goals, and objectives of the FY 2019-2023 Strategic Action Plan as presented by Ms. Wight. Mr. Twarog seconded the motion, which was passed unanimously.

Fantastic Friends Nomination

Ms. Hess reported that the Massachusetts Friends of Libraries (MFOL) is taking nominations for the 6th annual Fantastic Friends award. This award recognizes Friends groups who have done something outstanding in the past year and nominations are due by September 9th. Ms. Hess said that she would be happy to nominate the Friends of Forbes Library for this award.

Ms. Wight made a motion to nominate the Friends of Forbes for the Fantastic Friends award of the MFOL. Ms. Reall seconded the motion, which was passed unanimously.

Writer-in-Residence Stipend

Ms. Moss said that Nalia Moreira has agreed to stay for a third year as writer-in-residence, and is planning to participate in novel writing month this November. The \$3,000 yearly stipend has been paid in the past with \$1,000 from the Friends and \$2,000 from the Adult Programming Fund.

Mr. Twarog made a motion to reappoint Ms. Moreira as writer-in-residence with the same funding sources as used in the past. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Smith left the meeting at 5:30 PM.

Parking Lot

Ms. Downing reported that through recent conversation with Susan Wright, it was learned that Forbes needs to negotiate an agreement with the city for the parking lot.

Ms. Reall made a motion to authorize Ms. Downing to engage Attorney Lucentini for advice and to negotiate a contract for the parking lot with the City. Mr. Twarog seconded the motion, which was passed unanimously.

Gifts, Bequests, Sales, etc.

The following undesignated gifts were received since the last Trustees' meeting: \$100 from Marisa Labozzetta & Martin Wohl, Northampton, MA to the Book & Media Fund; \$50 from Alexander George, Amherst, MA to the Book & Media Fund; \$42 from Colleen Currie, Northampton, MA to the Book & Media Fund.

The following designated gift was received since the last Trustees' meeting: \$100 from Elaine Barker on behalf of the Garden Club of Amherst, Leverett, MA for horticulture/agriculture books to the Book & Media Fund; \$1,428 from Anonymous, Northampton, MA for 7 replacement ceiling fans to the MacFarlane Fund; \$200 from James and Marilyn Drisko, Northampton, MA for Valley Gives Day to be divided between the Children's/Young Adult and Adult Programming Funds.

There were no receipts from sales/rents this month.

Mr. Twarog made a motion to approve the designated and undesignated gifts as proposed by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously.

Gift of a Painting

Ms. Downing displayed a painting by Eldridge Kingsley that was one of six donated by R. Bruce Carroll of Amherst, MA. There are four larger paintings and two smaller ones.

Ms. Wight made a motion to accept the paintings as gifts. Ms. Hess seconded the motion, which was passed unanimously.

Tree Removal

City Tree Warden, Rich Parasiliti looked at the trees on Forbes' property and determined that five of the large trees in front of the library are the City's responsibility and need to be removed because they are diseased and pose a safety hazard. DPW will remove them, grind the stumps, and replace them with new trees. There are several other trees in the back of the property that are the Library's responsibility, which also need to be removed. Ms. Downing will reach out to David Pomerantz about hiring someone to remove them.

Ms. Enz left the meeting at 5:35 PM.

Agreement for Judgement Filing

Ms. Downing reported that on June 29 there was a brief hearing before Judge Fidnick of the Hampshire Probate and Family Court about the Agreement for Judgment between the City of Northampton and the Trustees of Forbes Library. Both parties characterized the agreement as providing clarification on the original will of Charles Forbes by which Forbes was founded. The original agreement will be kept on file with the Court and a digital copy will live permanently on the library's website along with the original will.

Councilor LaBarge Request

Ms. Wight interviewed City Councilor Marianne LaBarge as part of the strategic planning process and she suggested that the library make annual presentations to the city council. Councilor LaBarge thought this would be very helpful to keep the council updated about the library and that it would extend beyond to the community through the NCTV recording and other potential media coverage. Ms. Downing will follow up with her to find out more about what she had in mind, and bring it to the September Trustees' meeting.

Windows/HVAC Project Update

Ms. Downing reported that there was a meeting to review the sub-bid documents on July 5. Two bids were submitted for painting and none for the HVAC work so that was rolled into the scope of the general contractor along with the windows and electrical work. That bid deadline was extended until July 25, but unfortunately the general contractor came in too high. Ms. Downing said that David Pomerantz will contact Susan Wright to discuss next steps and other approaches. Unfortunately, this will delay the project timeline.

Circulation/Lobby Renovation Update

Ms. Moss reported that short-term improvements to the lobby and circulation desk area were discussed with the Circulation Department last week. Ideas include removing the kiosk from the front of the desk where it blocks sight lines, and creating a sign for "today's events" to post where it is visible from the entry. Several self-check-out computers will be added to give better and quicker service to those who do not need or want to interact with library staff. A self-service "hold" shelf for non-media items is also being considered. Mr. Carrier asked Ms. Moss to come up with a budget for the suggested improvements and bring it to the September Trustees' meeting for approval.

Fundraising

Ms. Downing reported that Nicole Sibley from the Friends has guided the process of migrating the Friends membership database along with the library's list of donors into new donor management software Little Green Light. Some final data cleanup is taking place this summer and it is planned to begin using the new donor management software in September.

This month Ms. Moss and Ms. Downing met with Maria Sperduti who is the Outreach Delivery Service coordinator and two anonymous donors to this program to strategize a sustainable future for the program. Ms. Downing plans to fully incorporate the cost of the Outreach program back into the operating budget in FY 2020. In the meantime, fundraising will continue to be necessary. A fundraising campaign in October in conjunction with the Friends of Forbes will be developed to raise money for this and other vital funding needs for the library. Library donors have offered up to \$2,000 in challenge grant funds to help with this campaign. Ms. Downing plans to discuss this idea with the Friends at their September board meeting.

Smith College Collaborations

Ms. Downing reported that at a recent meeting, staff discussed ways in which Forbes can support Smith College through their new library construction phase on campus and beyond. They also discussed potential proposals of things that the college could do to support Forbes Library. The next step will be meeting with the new Smith library director, Susan Fliss, and others on campus to discuss ideas. One item that Forbes can take action on now is seeing if Smith College may be able to provide additional work-study student hours to Forbes while their library services are in a consolidated state.

Community Engagement

Ms. Moss has been invited by Historic Northampton to be a member of their Programming Committee, which will enhance the library's relationship with this organization.

Ms. Downing distributed a list of recent and forthcoming activities including: a conference Talking Social Justice in Massachusetts Libraries Diversity to Equity on June 13; Ward 3 Neighborhood Association meeting on

Community Engagement (continued)

June 13; Northampton Film Festival on June 14; Collecting and Donating Books at the Hampshire County Jail on June 30; Mr. Carrier and Ms. Downing appeared on the Bill Newman show on July 12; a visit from pre-school children from the Clarke School on July 14; a meeting of the Strategic Planning committee on July 18; Northampton Film Festival meeting on July 18; and a meeting with Historic Northampton to discuss future collaborations on July 20.

Mr. Petcen left the meeting at 6:00 PM.

Solar Eclipse

In response to a question from Mr. Twarog, Ms. Moss said that the library is having a program led by a Smith College astronomy professor on August 7 at 7:00 PM about the upcoming solar eclipse.

Reports on workshops/meetings/activities

There were no reports on workshops, meeting, and activities this month.

Forbes Library Employee Association Contract Negotiation

At 5:50 PM, Ms. Hess moved that the Trustees go into executive session to discuss contract negotiations with the Forbes Library Employee Association (FLEA) because negotiation in open session would be detrimental to the library's bargaining position. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor. The Trustees invited Ms. Downing, Ms. Moss and Ms. Sheirer to remain as guests at the executive session. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 6:05 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Reall, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Hess made a motion to approve and sign the new contract with FLEA as amended retroactive to July 1, 2017. Ms. Reall seconded the motion, which was passed unanimously. The Trustees signed the contract.

At 6:10 PM Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 6:10 PM.