

TRUSTEES OF FORBES LIBRARY
Tuesday, November 21, 2017

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Mr. Joshua Paul and Mr. Brian Jamros, representatives of Bartholomew Inc.; Lyn Heady, observer for the Friends of Forbes Library; Ryan Duffy, representative of the Forbes Library Employee Association (FLEA); Sarah Johnson, Head of Children's and Young Adult Department; Susan Enz. **Absent:** None.

The meeting was called to order at 3:52 PM in the Calvin Coolidge Presidential Library and Museum (CCPLM).

Endowment Report

Mr. Jamros and Mr. Paul of Bartholomew Inc. presented the portfolio review as of October 31, 2017. The value of the portfolio as of October 31 is approximately \$5 million. Mr. Paul said that the markets have had a very good year and no changes are currently necessary. The endowment has grown an average of 8% per year since Bartholomew took over the management of the account in 2009, which was a low point in the market. The asset allocation is 51% equities and 49% bonds and alternatives, which is appropriate for the Trustees' risk tolerance and consistent with a total rate of return of about 6-7%. The stocks provide growth, while the bonds and other positions generate income while diversifying the portfolio and mitigating risk.

Mr. Carrier reviewed the history of the endowment from 1981 when he became a Trustee until the present. The environment and investment strategies have changed significantly. In 1981 there were only 3 funds invested by a local bank. The Trustees petitioned probate court to loosen restrictions on how the funds could be managed and went through several investment firms before coming to Bartholomew Inc. in 2009. Mr. Carrier said it is now time to re-focus the investment strategy to position the library for the future. He distributed notes from a meeting on October 26 of himself, Ms. Buckhout, Ms. Moss, Ms. Downing, Mr. Jamros, and Mr. Paul, as well as a list of the library's funds with their principal amounts, purposes, and restrictions. Mr. Carrier also distributed copies of the "Trust Funds Investment Policy Statement" approved by the Trustees on June 16, 2016.

Mr. Carrier said there is a potential crisis with book and media funding. The Municipal Appropriation Requirement (MAR) is increasing by the same percentage every year, and in order to keep up with it, Forbes would need to withdraw more from the endowment than is prudent with the current investment strategy. Eventually, the Trustees would need to go to the city to ask for more funding. The Trustees do not want to diminish earning in the long run by withdrawing too much in the short term. The formula for the current long-term target rate of return for the portfolio includes a 2-3% withdrawal rate, 2-3% inflation, and 1% increase in purchasing power for a total of 5-7% target rate of return. Mr. Jamros and Mr. Paul said that some municipalities reallocate 10-20% of earnings each year to principal in order to grow their endowment. The total annual book and media withdrawal is currently \$105,000 which is \$15,500 above the targeted 2-3% withdrawal rate. Withdrawing more causes the principal to decline, or would require more risk in the portfolio to receive a higher rate of return. Mr. Paul said it is important to grow the portfolio because expenses always go up over time. He said the rate of withdrawal should be determined in a systematic way and he distributed a spreadsheet showing the trailing twenty quarters for each fund in the endowment. He said that Forbes has been withdrawing an average of 4% per year over the last 5 years, which

Endowment Report (continued)

would make the target rate of return 8% (4% withdrawal + 2% inflation + 2% growth). He said that now is not a good time to change the investment strategy to add more risk to try to achieve an 8% rate of return, because the market is at historic highs. Mr. Carrier said that some funds are meant to be spent down, while others are meant to continue to grow.

Ms. Enz left the meeting at 4:35 PM.

Mr. Carrier said there are several important questions for the Trustees to discuss. Because the market has been outperforming the target rate of return, can the situation be tweaked for the next year to delay having to ask the city for money to fund books and media? Should the distribution rate be based on just the book and media funds in the endowment or on all of the endowment funds? Should the Trustees approve a more aggressive investment strategy to achieve a higher rate of return? Should the Trustees commit to creating a new book and media fund with the next large bequest? No decisions were made and these questions will be discussed at future meetings.

Ms. Reall said that before going to the city to ask for book and media funding, the Trustees should consider more ways of raising additional revenue. In response to a question from Mr. Twarog, Mr. Paul said that unrelated to politics, the economy has been doing well since last fall. Companies are doing well, spending is up, earnings are higher, inflation is low, unemployment is low, yet there are a few warning signs and the market will not continue to go up indefinitely.

Mr. Paul and Mr. Jamros left the meeting at 4:55 PM.

Children's and Young Adult Department Report

Ms. Sarah Johnson presented the yearly report for the Children's and Young Adult Department. She said that this year the focus has been on getting the word out that the Forbes Children's Department is a welcoming place with wonderful resources and programs through new programming, community outreach, collection management, Teacher Cards, re-envisioned spaces, and collaboration with local authors. Programming was evaluated, and programs that weren't working were eliminated and new programs were added, such as LEGO and Comics Club. Outreach was increased at community events and festivals, in the schools, at the Northampton Parents Center, Smith College Museum of Art, the YMCA, and at farmers' markets. Since making these changes, attendance and outreach numbers have more than doubled. The collection is being weeded and hundreds of outdated and visually unappealing items withdrawn. Changes have been made to shelving and circulation policies, including elimination of the restriction on the number of books of a particular subject that can be checked out at one time, and doing away with security cases on DVDs to create more shelving room. Periodicals have been moved out of a dark corner of the Young Adult room and into a wall-mounted clear acrylic holder to make them easier to find and browse. Since incorporating these changes, the following circulation trends are noted when comparing October 2017 to October 2016: Children's Book circulation has increased 10.9%; YA Books circulation has increased 17.49%; Children's periodicals circulation has increased 74.36%; and YA periodicals circulation has increased 87.5%.

Ms. Johnson said that educators use the collection differently than most patrons. To help make the collection easier to use in the classroom, Teacher Cards have been created and implemented that have special borrowing privileges, such as fine-free borrowing and five-week loan periods. Educators

Children's and Young Adult Department Report (continued)

are still responsible for lost items. To be eligible for a card, the educator must teach at an institution that's based in Northampton. The cards are open to public and independent school teachers, special education program teachers, daycare educators, and homeschooling parents and guardians. Since launching in September, 22 educators have registered for Teacher Cards and they have received lots of positive feedback.

Ms. Johnson reported that they have been re-envisioning the use of space and rearranging and purchasing new technology and furniture to create more age-specific spaces for toddlers, elementary school-aged kids, and teens. Bright new carpeting was recently installed in the space. In the coming weeks, a new space for elementary school-aged kids will be created in the Wizard of Oz Room. When all these changes are done, the YA Room will truly just be for teens, the Wizard of Oz Room will be a space for tweens and elementary school kids to do homework and hang out, and the area outside of the Community Room will be a hub for toddlers, preschoolers, and their parents and caregivers.

Ms. Johnson said she has been working with local children's and young adult writers and illustrators in the community to offer fun programming. In October, the library held its first Drag Queen Story Hour, attracting 100 attendees, who listened to stories, made glittery crowns, and had their faces painted. They also hosted a talk about diversity with Newbery Honor author Grace Lin, which drew more than 60 teachers, librarians, and other adults. Thanks to funding from the Friends of Forbes, they also hosted book signings and read-alouds with award-winning authors Mike Curato and Ellen Wittlinger, and on December 2 will welcome beloved authors Jane Yolen and Heidi Stemple.

Ms. Johnson said that goals for 2018 include continuing to work on the aforementioned initiatives, while also focusing on branding, the collection, and transforming spaces. There are plans to update the website and brochure and create a welcome packet for new parents. Once weeding is completed, materials will be relocated to places that will make them easier to find. After the Wizard of Oz room is complete, Ms. Johnson plans to make improvements to the toddler area outside of the Community Room.

In response to a question from Mr. Carrier, Ms. Johnson said the library is lucky to have such a large collection, but it is in need of weeding since some of the books are out of date and don't circulate.

Ms. Downing said that the Mo Willems poster sale has netted about \$6,000. Ms. Johnson recommended enhancing the toddler area outside the community room by painting the walls, purchasing and installing interactive wooden wall art, and painting the tables and chairs for a total of \$5,500.

Ms. Wight made a motion to use the money from the Mo Willems poster sale to fund the proposed improvements to the Children's Department. Mr. Twarog seconded the motion, which was passed unanimously.

The Trustees thanked Ms. Johnson for the improvements she's made to the Children's Department. Ms. Johnson left the meeting at 5:05 PM.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of October 19 be accepted and placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of October 31, 2017. The Aid Fund ended with a balance of \$41,728. This surplus will disappear by the end of the fiscal year. The Book & Media Fund ended with a balance of \$22,157. The Auxiliary Services Fund ended with a deficit of \$618. The Community Webs is a new fund established for the grant from Internet Archive of \$3,250. The Doland Reference Room Fund has a balance of \$7,182. The Externally Financed Transaction Fund has a deficit of \$1,448. The Garvey Book & Media Fund has a balance of \$3,110. The Halberstadt Fund has a balance of \$1,276. The Lyman Special Collections Fund has a balance of \$2,981. The MacFarlane fund has a balance of \$11,798. The Morin Fund has a balance of \$100,338. The Outreach Fund has a balance of \$1,792. The RCCR Centennial Fund has a balance of \$2,392. Ms. Buckhout said that the library will receive the first state aid payment in January and the second payment in late spring.

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

The following undesignated gifts were received since the last Trustees' meeting: \$75 from S. Wylie Smith, Northampton, MA to the Book & Media Fund; \$25 from Nicole Sibley, Amherst, MA to the Book & Media Fund; \$50 from Janet & Richard Moulding, Northampton, MA in memory of Dr. Snook to the Special Collections Fund; \$30 from Dr. Katherine Hicks & Dr. Henry Rosenberg in memory of Dr. Snook to the Special Collections Fund; \$25,000 from Mark Aldrich, Hatfield, MA to create a fund to support accessibility, in memory of his wife, Michele Aldrich.

Ms. Hess made a motion to create the Michele Aldrich Accessibility fund with the donation from Mark Aldrich. Ms. Wight seconded the motion, which passed unanimously. Ms. Buckhout will add it to the next monthly Treasurer's Report.

The following designated gifts were received since the last Trustees' meeting: \$500 from Lilly Library, Florence, MA to the Outreach Fund; \$200 from Anne S. Lombard, Northampton, MA to the MacFarlane Fund towards a handrail on the main staircase; \$100 from Marcia Burick and Ed McColgan, Leeds, MA to the MacFarlane Fund towards a handrail on the main staircase; \$250 from Peter Rowe, Florence, MA to the MacFarlane Fund towards a handrail on the main staircase; \$100 from John and Carol Degnan, Florence, MA to the Book & Media Fund; \$60 from Amber Craig, Durham, NC to the Book & Media Fund; \$5,000 from the Friends of Forbes Library to the Book & Media Fund; \$25 from Donna Larson, Leeds, MA to the Book & Media Fund in memory of Kathleen Coughlin; \$2,000 from anonymous, Storrs, CT to the Outreach Delivery Fund.

There were no receipts from sales/rents since the last Trustees' meeting.

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

Administrative Report

Ms. Downing reported that a new handrail was installed on the main staircase by John Carlo Woodworking with funding from generous donors. It is gorgeous and will improve the experience of using the stairwell.

Administrative Report (continued)

Kathy and Carlos Heiligmann are working on a book about libraries in western Massachusetts. Carlos has taken many pictures of these libraries, including Forbes. The photos of Forbes and many other western MA libraries can be viewed at the UMass library website: <http://scua.library.umass.edu/ead/muph076.html>

A new display case for the museum pass collection was installed by the main desk thanks to the Friends of Forbes Library. It allows patrons to see which passes are available at a glance. The Trustees suggested more signage and improved lighting, and Ms. Moss said she is working on a plan that will improve sight lines and traffic around the circulation desk.

Ms. Moss has started sending out a weekly email to patrons announcing a few of the upcoming week's events. They come out at the end of the week and are colorful and easy to scan. She has received positive feedback about this new communication tool. People can sign up for the list on the library's website.

Ms. Moss reported that the library uses PayPal to accept donations on the website and they now allow donors to schedule recurring gifts. This is a very popular option with some donors who like to make regular contributions to their favorite charities.

Thanks to some creative thinking by Paula Elliott, the library now has a circulating collection of jigsaw puzzles for patrons to borrow. They are shelved in the Reading Room and go out for three weeks and can be renewed. To find them in the OPAC search Northampton Library of Things or Puzzles.

With a heavy heart, Ms. Downing informed the Trustees that Dr. George Snook passed away. Dr. Snook was a devoted member of the Coolidge Advisory Committee for over 20 years, serving as Chair from 2004-2015. He had a love for all things history and an infectious enthusiasm and passion for Northampton area history and Calvin Coolidge. In retirement from his medical and surgical practice, he dedicated thousands of hours to Forbes Library and Historic Northampton researching, promoting, advocating and sharing history. His family has directed gifts in his memory to be given to the library.

Forbes Library has a team in the Hot Chocolate Run on December 3 to benefit Safe Passage. The Trustees are invited to participate in the walk, fun run, or competitive run and to support the team. Sign-up or donations can be made at <https://hotchocolaterun.com>.

Ms. Downing and Ms. Moss congratulated Mr. Carrier and Ms. Hess on their recent re-election to the board. Ms. Downing reported that Heather Diaz has been hired as reference assistant to fill the vacant spot left by Alene Moroni. She recently received an MLIS from the University of Washington.

Ms. Downing said that the recent power outage damaged some of the library's phones and printers, and that the city was helpful in replacing and reconfiguring equipment.

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

Friends of Forbes Meeting

Mr. Carrier attended the November 1 meeting of the Friends of Forbes and reported that they are researching where to invest their endowment and planning for a spring fundraiser. They approved a \$5,000 request for special

Friends of Forbes Meeting (continued)

collections. Their newsletter is coming out at the end of the month, and their membership mailing is going out in December. They are looking for new members. They've prepared a radio spot for Giving Tuesday on November 28.

Next Meetings

The next regular meeting of the Trustees is scheduled for Thursday, December 14, 2017 at 4:00 PM in the Watson Room.

The next meeting of the Friends of Forbes Library will be held Wednesday, December 6 at 6:30 PM. Ms. Hess 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 Monday, December 4. Mr. Carrier will attend on behalf of the Trustees.

Communications

Ms. Downing received a membership notice from the Western Massachusetts Library Advocates (WMLA).

Mr. Twarog made a motion to contribute \$50 from the General Aid Fund to the WMLA. Ms. Hess seconded the motion, which passed unanimously.

Ms. Moss received a thank you card dated November 8 from the Community Involved in Sustaining Agriculture (CISA) thanking her for allowing a display in the library in October.

Financial Report

There was no financial report this month.

Smith College Collaborations

Mr. Carrier, Ms. Downing, and Ms. Moss revised the letter to Smith College that was discussed at last month's meeting about the historic relationship between Forbes and Smith with suggestions for new ways to collaborate. A copy of the revised letter was distributed to the Trustees. Ms. Downing reported that thanks to Susan Fliss, Smith College Libraries Director, Smith has recently reduced Forbes' share of work study costs from 25% to 10% allowing Forbes to hire five more work study students.

Ms. Hess made a motion to send the drafted letter to Smith College. Mr. Twarog seconded the motion, which was passed unanimously.

Circulation and Front Lobby Renovations

The circulation desk and front lobby area pose challenges to both patrons and staff. Ms. Moss, Mr. Petcen and the circulation staff have identified changes that can be made to improve workflow, efficiency and sight lines. Ms. Moss distributed a summary of the proposed changes including a new information kiosk, book drops, 2 self-check-out machines, and 5 new bar code readers. Ms. Moss has applied for a Community Foundation grant of \$16,000 to fund the purchase of the self-check-out machines and will hear by mid-December. The cost of the other items totals \$7,450 and could be funded from the Morin Fund. In response to questions from the Trustees, Ms. Downing said that she visited the Sudbury Public Library which has 2 self-check-out machines. They are simple to use and 75% of transactions are now being handled this way. Forbes staff will be readily available to walk people through the process of how to use them especially when they are first implemented.

Circulation and Front Lobby Renovations (continued)

Ms. Wight made a motion to approve the plans for the front lobby area and circulation desk as proposed by Ms. Moss, with \$7,450 in funding from the Morin Fund. Ms. Hess seconded the motion, which was passed unanimously.

If the grant is not received for the self-check-out machines, Ms. Moss will come back to the Trustees to discuss alternate methods of funding.

Coolidge Advisory Committee Structural Review Committee (CACSRC) Charge

Ms. Downing, Ms. Nelson, Mr. Carrier, Ms. Wight, and Ms. Moss met with Bill Scher of the Coolidge Advisory Committee to discuss the best approach for reviewing the structure of the committee and developed the following charge to guide the review process.

In order to ensure that the Coolidge Advisory Committee has the continued ability to support the CCPLM and the library staff, the trustees are asking that an ad-hoc committee be formed, charged with examining the Coolidge Advisory Committee's charge and composition, with special attention to the following areas:

- Create a new mission in line with the Forbes Library Strategic Plan
- Define committee structure and eligibility, terms, etc.
- Identify appointments for officers, recruitment, and sub-committees
- Clarify relationship between committee, library and trustees
- Determine frequency of meetings
- Determine whether bylaws are needed

The CACSRC will be composed of the archivist and library director, two trustees, President of the Friends of Forbes board or her designee and two members of the Coolidge Advisory Committee (one new to the committee and one long-standing member).

In response to a question from Ms. Hess, Mr. Carrier said the CACSRC would be temporary and does not replace the Coolidge Advisory Committee which will continue to operate.

Ms. Hess made a motion to approve the formation of the Coolidge Advisory Committee Structural Review Committee and its charge. Mr. Twarog seconded the motion, which was passed unanimously.

Mr. Carrier will attend the December 4 meeting of the Coolidge Advisory Committee to discuss and explain the purpose of the CACSRC and invite members of the Coolidge Advisory Committee to join.

Ms. Heady left the meeting at 5:42 PM.

Library Legislative Breakfast

The Western Massachusetts Library Advocates board has asked Forbes Library to host the library legislative breakfast for Senator Rosenberg's district in January. They will provide \$200 to offset the costs. Ms. Downing would seek additional funding to host the breakfast from the Friends of Forbes Library.

Mr. Twarog made a motion to approve the hosting of the annual Library Legislative Breakfast in January. Ms. Hess seconded the motion, which was passed unanimously.

Bike Share Station

Ms. Downing reported that Wayne Feiden, the city's planner and a member of

Bike Share Station (continued)

the library's strategic planning committee, approached her this week to inquire about the possibility of the library hosting a station for the ValleyBike Share, a regional program that will have 50 stations for 500 electric pedal-assist bikes. Mr. Feiden thought of Forbes because of its high volume of diverse traffic, proximity to Smith College, and because transportation concerns are part of Forbes' new strategic plan. Ms. Moss said the program is launching in Holyoke, Northampton, Springfield, Amherst, and South Hadley, and at UMass Amherst.

Mr. Petcen, Ms. Moss, and Ms. Downing met with Mr. Feiden to discuss logistics and possible sites for the bike station. He said that it requires a standard outlet that has very little power draw and the cost of the wiring will be covered by the project. It also requires a cement pad and they have funding for a narrow strip of cement but are hoping to piggyback on existing pavement. The spot that seemed most favorable is where the existing bike racks are by the Children's & Young Adult Department entrance. Approval is needed by early December and the bike share is scheduled to launch late next spring.

In response to questions from the Trustees, Ms. Moss said the bikes are very quiet and will not block the entrance to the Children's Department. There are still some unanswered questions and details to be worked out and a subcommittee will be formed to follow up on the proposal and make site work recommendations.

Ms. Hess made a motion to authorize participation in the ValleyBike share program and to form a sub-committee to investigate questions related to the installation of bike racks. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Moss, Mr. Petcen, and Ms. Hess will be on the sub-committee.

Strategic Plan - FY19 Action Plan

Ms. Downing and Ms. Moss worked with the administrative team to develop an Action Plan for the first year of the Libraries' new strategic plan, beginning in July of next year. The action steps are based on feedback and suggestions that were received during the planning process. Many of the actions in this first year are foundational and are first steps towards many of the new objectives. The Action Plan is due to the Massachusetts Board of Library Commissioners (MBLC) by December 1.

The Trustees reviewed the plan and decided to postpone the expansion of the Hampshire Room to 2019, as some of the other steps in the plan should be completed first. Progress on the plan will become a monthly agenda item for the Trustees.

Ms. Hess made a motion to approve the FY19 Action Plan as amended. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Buckhout left the meeting at 6:03 PM.

HVAC Project Update

Ms. Downing reported that the contract for the HVAC project for the special collections spaces has been awarded to Kleeberg Associates of Ludlow and is in the process of being signed by Central Services. She anticipates the pre-construction meeting to take place later this month. Staff are starting to

HVAC Project Update (continued)

clear and prepare the spaces. Mr. Carrier will serve as the Trustee liaison to the project and attend construction meetings.

Tree Work Update

Ms. Downing reported that Lashko Tree Service has completed the tree work on the property including the removal of the 3 dangerous trees, and trimming and cabling the remaining trees. They did a study of a questionable oak along the outgoing driveway and determined that it was healthy enough to remain and should be looked at again in 3-5 years. The public tree planting of the 8 oaks along the sidewalk took place on Saturday, November 18 and was coordinated by a citizen group called Tree Northampton in consultation with the city's tree warden.

Additional replanting will be postponed until the spring but planning should begin during the winter so that any items to be planted can be ordered in time for an early spring planting. Mr. Parasiliti and the Shade Tree Commission has agreed to consult on this project. In addition, Ms. Downing had the opportunity to meet the new director of Smith's Botanical Garden, Tim Johnson and he was very receptive to assisting in any way he could.

Revised Smith Work Study Terms

Ms. Downing reported that she was contacted by Susan Fliss, Director of Smith Libraries, to let her know that she advocated on behalf of Forbes to renegotiate the terms of the Off-Campus Employer contract for Smith College work study students. Forbes currently pays 25% of the hourly wage in addition to a percentage of the other payroll costs and they have offered to reduce it to 10%. This would allow Forbes to increase the number of work study students for the same cost. Ms. Downing and Ms. Moss are working on a plan for how to distribute the additional work study hours, and are hoping to reduce the number of intermittent part time worker hours, which will reduce costs.

Forbes Library Employee Association Officers

Ms. Moss reported that the Forbes Library Employee Association (FLEA) held their annual meeting this month and the current slate of officers was re-elected. Jason Petcen, President; Dylan Gaffney, Vice-President; Susan Schaeffer, Treasurer; Kat Janeczek, Secretary. The Labor Relations participants has changed and will now be Susan Schaeffer and Dylan Gaffney.

Library Legislative Day

Ms. Downing reported that Library Legislative Day at the State House in Boston is March 6, 2018. More information will be forthcoming about the program and the bus sponsored by the Western MA Library Advocates in the coming months. The Massachusetts Library System offers a service that you can sign up for to keep up with legislative concerns and opportunities affecting libraries, <http://cqrcengage.com/alama/?0>. Ms. Hess attended last year's event.

Community Engagement

Ms. Moss reported that Ms. Julie Bartlett-Nelson, Ms. Elise Bernier-Feeley and Mr. Brian Tabor presented an introduction to family research at the Senior Center on October 30th. They highlighted resources available online as well as at the library. It is hoped that this will be the first in a series of programs held in collaboration with the Senior Center.

Reports on workshops/meetings/activities

City ADA Compliance Presentation - Ms. Downing attended a City presentation at the request of the Disability Commission about compliance with the Americans with Disabilities Act including providing reasonable accommodations for staff and reasonable modifications for members of the public.

Internet Archive Grant Training - Dylan Gaffney attended the Community Webs training in web archiving at the Internet Archive in San Francisco November 1-5. It was an inspiring and very informative event, focused on welcoming grant recipients into the Internet Archive fold, instructing them on how to use the software awarded with the grant, and how to get started planning and administering their collections.

Smith Community Breakfast - Mr. Carrier and Ms. Downing attended Smith College's Community Breakfast this month and had the opportunity to learn about initiatives on and off campus including a re-envisioning of the President's Garden. They met the new director of the botanical garden and sat with Michael Howard, Smith's CFO.

At 6:11 PM Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 6:11 PM.