

TRUSTEES OF FORBES LIBRARY
Tuesday, January 16, 2018

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Ms. Sheirer, Mr. Twarog, Ms. Wight. **Also Present:** Alene Moroni, representative of the Forbes Library Employee Association (FLEA); Maria Sperduti, Outreach Delivery Service. **Absent:** None.

The meeting was called to order at 4:05 PM in the Watson Room.

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report of November 21, 2017 be accepted and placed on file with a few minor corrections. Ms. Reall seconded the motion, which was passed unanimously.

Ms. Hess moved that the Secretary's Report of December 14, 2017 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 December 31, 2017. The General Aid Fund has a balance of \$36,433. The Book & Media Fund received \$13,400 in donations and has a surplus balance of \$32,280. The Auxiliary Fund has a deficit of \$381. The Externally Financed Transaction Fund received reimbursement from the Friends for computer workstations and has a deficit of \$1,859. The Garvey Book & Media Fund has a cumulative balance of \$779 after a \$5,000 transfer to the endowment. The Halberstadt Technology Fund had \$286 in expenses for computer supplies and contracts and has a balance of \$757. The Lyman Special Collections fund received \$1,125 in donations and expenses of \$706 and has a balance of \$3,751. The Macomber fund had \$2,165 in allocated payroll expenses and has a balance of \$6,045. The interest income from operating accounts at Florence Bank are deposited into the Morin Fund which has a balance of \$100,355. The Outreach Fund had allocated payroll expenses of \$1,457 and has a balance of \$2,224. The Watson Copier Fund had copier repair expenses of \$2,589 and has a balance of \$1,099.

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

The following undesignated gifts were received since the last Trustees' meeting: \$10,000 from Melvin Hershkowitz, Northampton, MA to the Cutter Book Fund, \$100 from Elise Bernier-Feeley, Northampton, MA to the Special Collections Fund in memory of Dr. George Snook; \$25 from Edna Greene, Leeds, MA to the Book & Media Fund; \$100 from Christine Hannon, Northampton, MA to the Book & Media Fund; \$1,500 from Edmund DeLaCour, Northampton, MA to the Book & Media Fund; \$1,000 from Robert & Janice Keefe, Northampton, MA to the Book & Media Fund; \$100 from Allan Baustin and Barbara Thompson, Florence, MA to the Book & Media Fund; \$75 from Ellen Koteen and Diane Palladino, Florence, MA to the Book & Media Fund; \$100 from Martin Konowitch & Barbara Jones, Florence, MA to the Book & Media Fund; \$200 from Reina Schratte & Rufus Zogbaum, Leeds, MA to the Book & Media Fund; \$50 from Lee Ouellette, Florence, MA to the Book & Media Fund; \$100 from Barbara Quinn, Easthampton, MA to the Book & Media Fund; \$25 from Nicole Sibley, Amherst MA to the Book & Media Fund; \$50 from Henry Lyman, Northampton, MA to the Book & Media Fund; \$100 from Lise and Eric Sanders, Northampton, MA to the Book & Media Fund; \$100

Treasurer's Report (continued)

from Hedwig and Peter Rose, Northampton, MA to the Book & Media Fund; \$250 from Nicolas and Janet Gross, Northampton, MA to the Special Collections Fund.

The following designated gift was received since the last Trustees' meeting: \$200 from Melvin Hershkowitz, Northampton, MA to the Special Collections Fund for administrative costs of processing his donated medical books.

There were no receipts from sales/rents this month.

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

Ms. Buckhout will transfer the \$10,000 undesignated gift to the Cutter Fund in the endowment.

Department Report - Outreach Delivery Services

Ms. Maria Sperduti reported that there are currently 29 volunteers, up from 19 last year. There are 86 patrons with three on the waiting list, up from 43 last year. Ms. Sperduti has made presentations to residents of 11 retirement communities and nursing homes. Additional outreach efforts included designing and distributing fliers to homebound individuals through Meals-on-Wheels and six homecare agencies. Volunteers now serve patrons who are experiencing early stages of memory loss by delivering discarded books and magazines for them to keep. All new volunteers receive a 30-minute training with a reference librarian. Patrons can now apply for services over the phone. Goals for 2018 include visiting and presenting at the VA facility in Leeds as well as facilities already being served; distributing fliers through the Visiting Nurses Association at Cooley Dickinson and other agencies; distributing fliers for posting at local geriatric physicians' offices; making regular presentations at the Senior Center; servicing the population of homebound patrons who need or prefer materials in Spanish; offering short and long term loans of magnifiers for those patrons who need them; and creating a Public Service Announcement highlighting the outreach program.

Ms. Sperduti distributed a list of quotes from some of the volunteers. She surveyed the volunteers and they are satisfied with the program. Some volunteers would like more patrons to serve. In response to a question from Ms. Reall, Ms. Sperduti said that the old Outreach program was serving less than 50 people when it was cut from the budget. Ms. Downing said that at its peak it served about 400 people through different outlets including book mobiles and satellite locations. Ms. Sperduti said she will meet with Ms. Moss and Ms. Downing to discuss tweaks to the program based on volunteer suggestions. Ms. Downing said that the volunteers range in age from college age to senior citizens and are very generous with their time. The program serves a mostly isolated population, some of whom are facing challenges such as vision and memory loss. In response to a question from Mr. Twarog, Ms. Sperduti said that the time spent with each patron varies widely depending on the patrons' needs and wants. One of her goals is to visit more patrons this year to get a sense from them how the program is working.

Ms. Sperduti left the meeting at 4:20 PM.

Administrative Report

Ms. Moss reported that the painting of the Craft Room and the chairs in the room will take place this month. It will be one of the final touches to that

Administrative Report (continued)

space that have also included removal of display cases, new carpeting and toddler computers and furniture. After the painting, large wooden wall manipulatives will be installed on the wall to the right of the Community Room. This project has been funded in large part by the Friends of Forbes and money raised through the Mo Willems' poster sales.

Valley Gives Day will take place on May 1 this year. This will be the last time that the Community Foundation will support the single day of giving. A meeting to discuss this and other fundraising topics has been scheduled for Wednesday, January 17. Ms. Downing said that the Community Foundation is looking at spreading out fundraising throughout the year, and how best to serve area non-profits.

Sarah Johnson led the staff in a mock Caldecott Award selection process. The award identifies a "distinguished American picture book for children." The staff reviewed a mock shortlist and selected *Accident* by Andrea Tsurumi. The real award winner will be announced at the American Library Association mid-winter conference later this month.

Ms. Downing reported that Jennie Lamour is returning to work on a part-time basis this week. She plans to work 25 hours per week to start. Jo Ann Petcen has done an admirable job filling in for Ms. Lamour during her leave and has offered to continue to help as needed. Ms. Moss took on duties as well including payroll while also maintaining her other responsibilities. Ms. Downing commended her for her extraordinary efforts.

The library's recent gift of a photograph of Leeds reservoir dam by notable local photographer A.J. Schillare has been framed and is hanging over the Hampshire Room door. The new mat and frame has brought the image to life and makes a wonderful addition to the collection.

The bronze bust of the Judge Forbes sculpture is being returned after being out on loan to the Slater Memorial Museum at Norwich Academy since September.

The internet connection and wireless service through C/W MARS officially ended on January 3. Forbes' connection to the city's network has not yet been established. Forbes has temporarily switched internet service over to the remaining Comcast connection and after finding it slow and inconsistent, the bandwidth has been increased until the change is complete. Ms. Moss said that the city has been responsive, but there is a problem that needs to be solved, and they are working as quickly as they can to resolve it.

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

Friends of Forbes Meeting

Ms. Hess attended the January 3 meeting of the Friends of Forbes and reported that Ms. Downing requested \$2,500 for adult programming, which was approved, and Ms. Moss reported on 2017 adult programming statistics. Ms. Downing requested \$3,000 for children's programming, which was approved, and reported on 2017 Children's programming and plans for 2018. Ms. Sperduti reported on the Outreach program, including goals for 2018. Memberships and donations are coming in and thank-you letters being sent. The Friends are applying for a grant from the Greenfield Savings Bank for \$1,000 for the garden tour and \$500 for the wine tasting. Letters will go out in March to sponsors for the wine tasting. The Friends are helping with the food for the Legislative Breakfast.

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, February 20 at 3:45 PM. Ms. Buckhout will invite the representatives from Bartholomew Inc. to attend and report on the endowment.

The next meeting of the Friends of Forbes Library will be held Wednesday, February 7 at 6:30 PM. Mr. Carrier will attend on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee will be meeting in 2018 at 4:00 PM on Mondays March 5 and June 4. Mr. Carrier and Ms. Wight will attend both meetings on behalf of the Trustees.

Library Legislative day is March 6, and there will be a chartered bus from Western Mass to Boston. In the past Ms. Hess has attended, but is unable to do so this year. Another Trustee is encouraged to attend.

Communications

There were no communications this month.

Financial Report

Ms. Downing distributed copies of the second quarter Operating and Book & Media Budget reports. The budget appears to be very tight but on course. The Book & Media fund is falling behind in what was budgeted for income, but expenditures are mostly on track. Ms. Downing will send a copy to City Finance Manager Susan Wright.

Election of Officers

Ms. Reall made a motion to elect Mr. Carrier as President and Ms. Hess as Vice President. Mr. Twarog seconded the motion, which was passed unanimously.

Appointment of Secretary and Treasurer

Ms. Hess made a motion to appoint Ms. Sheirer as Secretary and Ms. Buckhout as Treasurer. Ms. Wight seconded the motion, which was passed unanimously.

Robert's Rules of Order

Mr. Twarog made a motion to approve the use of Roberts Rules of Order for the Trustees' meetings for the year. Ms. Wight seconded the motion, which was passed unanimously.

Set Dates for Future Meetings

The following meeting dates were set for 2016: Tuesday, February 20; Tuesday, March 27; Tuesday, April 24; Tuesday, May 15; Tuesday, June 19; Tuesday July 24; Tuesday, September 11; Tuesday October 16; Tuesday, November 20; and Tuesday, December 18. The meetings will begin at 4:00 PM unless the endowment representatives are attending, in which case the meeting will begin at 3:45 PM.

Trustees Award

The Trustees discussed a possible recipient for the 2018 Gertrude P. Smith Trustees Award. Tim Umbach has been a dedicated member of the Friends' board and served as Treasurer for many years.

Mr. Twarog made a motion to give the Trustees award this year to Tim Umbach. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Downing will suggest to the Friends that the Trustees' award ceremony be held during the Friends' annual meeting in April. If that isn't feasible,

Trustees Award (continued)
another date will be selected.

Administration Goals for 2018

The Trustees discussed goals for the Director and Library Administration for 2018. Goals for the Library Administration include short-term goals of advocacy, fundraising and community engagement including holding the library legislative breakfast; participating in Valley Gives Day and Giving Tuesday; creating a portable kit for staff to take out to community engagements; meeting with the Center for New Americans and Welcome Home Northampton to identify ways to best support their work; participating in 6 community events and provide information about the library and register new patrons when possible; completing the Word of Mouth Marketing grant and implement training and recommendations library wide. Short-term administrative goals include remaining open on Saturdays in July and August; signing improved lease for copiers; finalizing an emergency response plan; providing staff training on safety, technology and customer service topics; continuing to develop collaboration with Lilly Library to cross promote hours and programs and internship position for young adult services; working with the City to renovate windows throughout building; working with City to install HVAC system for Special Collections; working with the City to complete an LED light conversion project; working with the Trustees to develop and implement facilities, grounds and technology plans for coming year; adding Outreach Delivery Service Volunteer Coordinator's position into FY19 operating budget; working with the Friends, Trustees, and City on phase 2 of Children's & Young Adult Renovations; serving on committee to review additional plantings and seating on grounds; stabilizing funding for the Book & Media Budget. Short term programmatic goals include forming a committee and beginning planning the library's 125th anniversary; incorporating self-service at main desk; serving on committee to plan a community wide reading event related to the Underground Railroad; overseeing implementation of FY19 Action Plan; working with staff to increase non-fiction circulation; seeking grant to provide funding to support civic engagement; participating in CCPLM Advisory Structural Review Committee; selecting new Writer in Residence; working with staff, Friends and community partners to add a garden tools collection; improving wireless.

Medium-term goals (within 2-3 years) include planning an expansion and renovation of Special Collections and CCPLM; celebrating Library's 125th year; adding a dedicated teen space in the library; adding a Teen Librarian position; continuing to expand hours; assisting Trustees in increasing endowments; continuing working on goals of Strategic Plan.

Long-term goals include assisting trustees in increasing endowments; improving the Children's Room entrance; expanding and renovating Special Collections and CCPLM.

In response to a question from Mr. Carrier, Ms. Downing said that the priorities are open Saturdays during the summer, stabilizing the Book & Media budget, and bringing the volunteer outreach coordinator's position into the operating budget. She will look at the goals again to determine priorities and determine which goals are achievable.

Ms. Buckhout left the meeting at 4:50 PM.

In response to a question from Ms. Reall, Ms. Downing said that improving the Children's Room entrance was a long-term goal because it requires significant

Administration Goals for 2018 (continued)

funding. In response to a question from Mr. Twarog, Ms. Downing said that improvements to the circulation desk have been broken down into individual components and are included in short-term goals.

Ms. Wight made a motion to approve the Administrative Goals as presented by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously.

Trustees Goals for 2018

The Trustees discussed their goals for 2018 including completing outstanding capital improvement projects (HVAC, Windows, LED Light Conversion Project) with city and Administration; developing facility, grounds and technology plans for coming year with Administration; advocating for the library's needs locally and on the state level; evaluating the director at the conclusion of her second year; working on setting and achieving fundraising goals with Administration and Friends; participating on committee to celebrate the library's 125th year with Administration; serving on the CCPLM Advisory Structural Review Committee and review recommendations; stabilizing funding for the FY19 Book & Media Budget with Administration and the city; revising the board's bylaws; developing a Records Retention Policy for the library with Administration. Ms. Hess suggested adding a goal to enhance the relationship with Smith College and other community organizations.

Ms. Reall made a motion to approve the Trustees Goals as amended. Ms. Hess seconded the motion, which was passed unanimously.

Director's Informal Review

The Trustees decided at their meeting last month to do an informal review of Ms. Downing's first year as Library Director.

Ms. Reall said that the breadth of what Ms. Downing has taken on is great. She feels that perhaps more could be done to help the Trustees prioritize what they should be putting their time and energy into to move the library forward. Ms. Wight said that she is very impressed with Ms. Downing's input into the strategic plan and the big ideas she contributed. She also appreciates the relationships Ms. Downing is building with the city and the mayor. She would appreciate more information about national library trends in terms of funding, technology, etc., and suggested that Ms. Downing include an article each month in the Trustees' information packets. Mr. Twarog said he was impressed by Ms. Downing's enthusiasm and positivity and appreciated her bringing issues to the board such as the self-service check-out machines. Ms. Hess said that she loves working with Ms. Downing and is impressed by all the community engagement activities she's engaged with including the career center, working with Smith College, and welcoming the immigrant community and homeless. She said Ms. Downing has shown leadership in working with others and is building strong relationships with the city and mayor, while remaining always cheerful. Mr. Carrier said this could have been a nightmare year with a new Director, Assistant Director, and Treasurer, but Ms. Downing helped to make the transition as seamless as possible. During the course of the year, Ms. Downing gained confidence. She and Ms. Moss make a great team, and the Trustees would like to keep them both happy and challenged. Ms. Downing thanked the Trustees for their honest feedback and support throughout the year.

Self-Service Check Out

Ms. Moss reported that as part of the Circulation/Lobby improvement project, she is asking the board to approve funding from the Morin Fund for two

Self-Service Check Out (continued)

Bibliotecha selfCheck 500D desktop kiosks at \$7,817.25 each plus shipping for a total of \$16,034.50. Ms. Moss said that self-service machines to check out materials have been used by libraries across the nation for decades. They provide patrons with the option for a quick and anonymous transaction. They have the potential to allow Forbes to stagger existing staffing to regain some of the lost open hours and to give staff the opportunity to offer more personalized service to patrons. They will be put outside the Administrative office, near the Circulation desk. Mr. Carrier said that it is important to communicate to staff and patrons that the self-check-out machines will not cause staff reductions, but will allow Forbes to expand open hours. It will free up staff to be able to provide reading suggestions, walk patrons to where they need to go, and develop new programs for patrons to enjoy.

Mr. Twarog made a motion to approve funding of \$16,034.50 from the Morin Fund for two self-service check-out machines. Ms. Wight seconded the motion, which was passed unanimously.

In response to a question from Mr. Twarog about the project timeline, Ms. Moss said that once the order is placed, there will be some lag time until the units are received. The machines will then be installed and thoroughly tested. Staff will be trained on how to use them so they can teach others before they are introduced to the public. Mr. Carrier commended Ms. Moss and Ms. Downing for encouraging the use of technology where it makes sense.

Northampton Pride March

Ms. Hess reported that the annual Northampton Pride March will be held Saturday, May 5. Forbes has been participating since 2010 and has received a very positive response from the community.

Ms. Hess made a motion that Forbes participate again this year in the Northampton Pride March on May 5. Mr. Twarog seconded the motion, which was passed unanimously.

Bike Share Station Agreement

Ms. Hess reported that Wayne Feiden presented a draft easement agreement for the new electric assist bike station near the Children's and Young Adult entrance. Attorneys Eric and Sandra Lucentini reviewed the agreement and a red-lined copy was distributed to the Trustees along with the original for review. Ms. Downing said that the attorneys were pleased with the agreement and made a few changes to clarify the library's role as host and the city's responsibility for financing and liability. Ms. Downing said that a site visit was conducted and a plan for the location and installation of the cement pad will be brought to the board for approval. The goal is for the bike station to be installed in April or May.

Mr. Twarog made a motion to approve the easement as amended by Attorney Lucentini. Ms. Hess seconded the motion, which was passed unanimously.

Revised Privacy Policy

Ms. Downing reported that the administrative team reviewed the library's existing privacy policy and updated it for accuracy and to make it more readable for patrons. A copy of the existing and proposed policies were distributed to the Trustees.

Ms. Hess made a motion to approve the revised privacy policy as proposed by Ms. Downing. Ms. Reall seconded the motion, which was passed unanimously.

HVAC Project Update

Ms. Downing reported that Lynch Electrical from Hampden is installing temporary heat in the Coolidge Museum and the archivist's office in preparation for the HVAC installation. The pre-construction meeting will take place on January 17 when more will be learned about the project timeline and other logistics. Ms. Downing said she will issue a press release alerting the public to the construction and which services will be affected.

LED Conversion Project

Ms. Downing reported that Chris Mason, the city's Energy and Sustainability Officer, alerted her that funding for the Capital Improvements Project to convert the large pendant lights in the library to LED was identified and approved. This will allow Forbes to start the project soon and reduce the cost of the project for the city due to energy rebates that are available through April. Mr. Petcen is working with Mr. Mason and Enercon who will be installing the new lights to identify the best product to meet the library's needs. The energy study conducted shows that Forbes will save approximately \$10,000 a year in electricity through this conversion.

Library Legislative Breakfast

Ms. Hess reported that the breakfast date was changed from what was reported last month due to a scheduling conflict for the legislators. The breakfast will now take place on Friday, February 2 at 7:30 AM in the Reading Room. The invitations have gone out and the program is almost settled. The Friends are organizing the refreshments. The Trustees are encouraged to attend if possible. Ms. Hess said that several representatives have already confirmed, but she is still waiting to hear from Stan Rosenberg. Mayor Narkewicz, City Councilor Marianne Labarge, and City Council President Ryan O'Donnell and Vice President Gina-Louise Sciarra will also attend. Ms. Downing will welcome attendees and Mr. Carrier will give opening remarks.

2017 Adult Programming Summary

Ms. Moss said she was grateful to Ms. Downing for setting up the Adult Programming and reported on 2017 highlights including the All Hamptons Community Read: *Orange is the New Black*; 3rd year of Modern Real and Surreal: Artists & Writers on the Modern Age literary series curated by Naila Moreira; two large outdoor concerts (and one indoor due to weather), musician-in-residence (Gray Divas); two outdoor movies; monthly Forbes Film club series; participation in Northampton Film Festival; continued host of the Resistance Film Series of the Northampton Committee to Stop the Wars; continuation of monthly Cookies with the Curator series; expansion of recurring offerings to include Mindful Art Journaling, Writing Your Life (memoir series), Zine Club and Far-Out Film Discussion; Aldrich Accessibility Fund created for accessible programming and technology needs (paid for ASL interpreters at Modern Real event); new partnership with the Franklin Hampshire Career Center, including weekly Job Readiness workshops; several programs offered in partnership (Meadow City Conservation, Cinema Northampton, Historic Northampton, UMass, and more).

Ms. Moss said that this year there were over 12,000 participants at programs for adults. A detailed summary of both special and recurring events was distributed. Forbes is so grateful to the Friends of Forbes Library for their ongoing support of programming at Forbes Library. The Friends gift of \$3,000 was leveraged as a donor incentive during Valley Gives Day on May 2, 2017 to bring in an additional \$8,205, which was split between the Children's and Young Adult Department allowing additional music, film, and lectures. The Friends have approved the request for \$2,500 for 2018 and once again Forbes

2017 Adult Programming Summary (continued)

hopes to raise additional programming funds for the library on Valley Gives Day which will take place on May 1, 2018. Naila Moreira is finishing her third year as Writer in Residence and continues to curate interesting literary offerings for readers and writers. Forbes will be starting a new search for the next Writer in Residence this spring.

Ms. Moss said that through the Strategic Planning process, including the community survey and conversations with stakeholders and patrons, a lot of information was gathered about programs and events that the community is interested in. Several of these ideas have been incorporated into the Strategic Plan, such as an historian-in-residence.

Ms. Moss said that patrons learn about Forbes' programs through a variety of means and the library is always looking for ways to expand audiences. A 'Weekly Events @ Forbes Library' email can be subscribed to with programming highlights for all age groups. Forbes will be hosting a traveling exhibit by the Commonwealth Museum entitled, "Lewis Hayden and the Underground Railroad" in the fall of 2018 and in conjunction there will be a community wide read on a related book with discussions and related programs.

Mr. Carrier suggested bringing this information to the budget meeting with the mayor.

Community Engagement

Ms. Moss reported that a box of books and information about the library was distributed at the Quality Inn for displaced families from Puerto Rico who are staying there. Forbes is now working to make registration for library cards accessible so that they can take advantage of collections and resources. Ms. Moss distributed a list of recent and upcoming community engagement activities including a toiletries drive, toy drive, holiday sing and fundraiser for the cot shelter, reception for Historic Northampton and Ruggles Center, Northampton civility pledge program, UMass Architecture student visit, house dating project in the Hampshire Room, Grace Coolidge talk, book box in Quality Inn for displaced Puerto Rican families, children's programming during First Night, and guest visit on Valley Free Radio program.

Career Center Access Point

Ms. Downing, Ms. Moss and Ms. Hess met with staff from the Franklin Hampshire Career Center to review the first several months of the access point at the library. Discussion included ways to tweak the arrangements to best serve both organizations and the feasibility of cooperatively purchasing laptops to serve both organizations. Ms. Downing said that overall the program is working well but it is being tweaked to make things work more smoothly for staff and patrons.

Smith College Collaborations

Ms. Downing reported that Samuel A. Masinter, Associate Vice President for College Relations and Susan Fliss, Dean of Libraries met with representatives of Forbes Library on Thursday, January 11 in response to the letter sent by the Trustees requesting discussion of how to further the historic relationship between Smith and Forbes. Mr. Carrier said the meeting went very well and that Smith was very receptive to Forbes' requests and surprised by the number of Smith students that Forbes serves. They agreed that Mr. Masinter will be the Smith liaison to Forbes, but that Forbes is free to contact people directly at Smith. They had good reasons for the requests they were not able to meet and in some cases found alternate solutions. They will handle requests on a case

Smith College Collaborations (continued)

by case basis and would like recognition when appropriate. There will be no formal agreement, but Ms. Moss took detailed notes at the meeting and will share them with the Smith representatives for review before bringing them to the Trustees for approval at the February meeting.

Coolidge Advisory Committee Charge Review

Ms. Downing reported that the advisory committee met for the first time just prior to this meeting. Ms. Downing said it is a great group, consisting of Co-Chairs Mr. Carrier and Ms. Wight, Ms. Downing, Archivist Julie Nelson, Friends of Forbes representative Jo Ellen Mackenzie, and CCPLM board members Bill Scher and Blaise Bisailon. The group understands their charge and will come up with recommendations by the end of the calendar year.

Sexual Harassment Policy

Ms. Downing reviewed sample policies as well as the library's current policy and said that it is up-to-date. The policy will be reviewed with staff at the March staff meeting.

At 5:42 PM Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 5:42 PM.