

TRUSTEES OF FORBES LIBRARY
Tuesday, July 31, 2018

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Reall, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Joellen MacKenzie, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA). **Absent:** None.

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

Public Comments

There were no public comments.

Secretary's Report

Ms. Hess moved that the Secretary's Report and Executive Session minutes of June 19, 2018 be accepted with a few minor corrections, and that the Secretary's Report be placed on file. Ms. Wight seconded the motion, which was passed unanimously.

Treasurer's Report

Ms. Buckhout presented the Treasurer's Report of June 30, 2018. The General Aid Fund has a balance of \$10,224. The Book & Media Fund has a balance of \$9,573. The Auxiliary Services Fund has a balance of \$137. The Doland Reference Room Fund had net negative activity of \$2,942. The Externally Financed Transactions Fund has a balance of \$0. The Halberstadt Technology Fund has a deficit of \$773. The Lyman Special Collections Fund has a balance of \$169. The Macomber Fund has a balance of \$5,207. The Morin Fund has a balance of \$81,994. The Programming Fund - Adult has a balance of \$7,499. The Programming Fund - Children has a balance of \$7,402. The Staff Development Fund has a balance of \$2,293. The Watson Copier Fund has a deficit of \$293. As of June 30, the endowment was valued at \$5,019,295.

Ms. Hess made a motion to transfer \$5,000 from the Special Collections fund in the endowment to the Special Collections fund in the operating account. Ms. Wight seconded the motion, which was passed unanimously.

Ms. Wight moved that the Treasurer's Report of June 30, 2018 be accepted and placed on file. Mr. Twarog seconded the motion which was passed unanimously.

Gifts, Donations and Bequests

The following undesignated gifts were received since the last Trustees' meeting: \$25 from Nicole Sibley, Amherst, MA to be deposited in the Book & Media Fund; \$125 from David & Valerie Clark, Cedar Park, TX in appreciation of expert genealogy assistance by Elise Bernier-Feeley to be deposited in the Special Collections Fund; \$90 from Melvin Hershkowitz Trust, Northampton, MA to the Book & Media Fund; \$300 from Anonymous, Northampton, MA to the Book & Media Fund.

The following designated gifts were received since the last Trustees' meeting: \$100 from Garden Club of Amherst to the Book & Media Fund to purchase horticulture/agriculture books or related items; \$95 from Sarah and Bart Rankin, Greenfield MA to the Book & Media Fund to purchase a subscription to Gramophone magazine in honor of Richard Malawista; \$20 from Katherine Mullen for "Children's Services" to the Aid Fund for Children's & Young Adult Supplies.

The following receipt from sales/rents was received since the last Trustees' meeting: \$1,260 from New England Auctions, LLC from the sale of deaccessioned and donated books to the Lyman Special Collections Fund.

Gifts, Donations and Bequests (continued)

The following donations were accepted since the last Trustees' meeting: 20 boxes of books and music from an anonymous estate, Northampton, MA; DVD copy of "Gilded Cage and the Brush Shop" by Stan Sherer, Northampton, MA

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

FY18 Final Report

The final treasurer's report of FY18 was distributed to the Trustees. Income was below expectations for the Book & Media Budget due largely to a continued decrease in overdue fines. Ms. Downing has been watching this trend over the last 5 years and wonders where it will bottom out. Circulation continues to be steady as is the transition from the circulation of physical media formats (DVDs and CDs) to digital content (e-audio and streaming media.) Spending was slightly higher than the state mandated minimum and includes expenditures for technology for patron use. This is the first time that this has been considered an eligible expense by the MBLC.

The Aid Fund was underspent by \$10,223.74 after reimbursing the City of Northampton \$5,575 for the money loaned to replace a major component of the HVAC system last summer. The Labor & Repairs line went over in part due to parts and labor reconstructing the wireless network after a full transition to the city's network failed. The operating budget balance consists of energy savings that are beginning to be realized through the LED conversion and the new Special Collections HVAC system. There were also substantial savings in the work study line due to a more generous cost share given by Smith College early in the year. This also represents a transition year by the Treasurer from books being kept on a cash model to an accrual model. In response to a question from Mr. Carrier, Ms. Buckhout said that the health insurance payments from the city are treated as pass through funds and are not included in computing the Municipal Appropriations Requirement (MAR) for State Aid.

Ms. Downing said she has several estimates for work to be done including repairing cracked slates on the roof for \$6,500, and two HVAC related repairs - \$5,852 for adding a return air duct and \$4,425 for professionally cleaning the air handling units in Technical Services. Ms. Downing proposed using the surplus to pay for the two HVAC repairs, and asking the city to pay for the roof repair, with the agreement that Forbes would reimburse the city at the end of the fiscal year if there is a surplus.

Ms. Reall made a motion to return the \$5,575 to the city for the money loaned to replace a major component to the HVAC system last summer, to pay \$10,277 for the two HVAC repairs with the surplus in the Aid Fund this year, and to request that the city pay \$6,500 to repair the roof, with the agreement that Forbes will return the funds to the city if there is a surplus at the end of this fiscal year. Ms. Hess seconded the motion, which was passed unanimously.

Ms. Downing said the Book & Media budget also had a surplus due to the allocation of gifts this year. Book sales did not go as well as hoped, but being able to use 10% of the budget on patron technology as well as a percentage of CWMARS expenses and the museum passes helped the library meet the MAR. Ms. Buckhout is working on making the Book & Media budget more closely match what is required on the application form for State Aid.

Administrative Report

Ms. Downing reported that the library's new lawn and snow removal tractor arrived in June and was quickly put to use. It is a near replacement for the John Deere model that stopped working after 14 years of service. The new model was submitted as a capital improvement request to the city through Central Services and was purchased ahead of schedule. She is very grateful to David Pomerantz and the city for providing the funding.

The DPW repaired large potholes at end of the driveway that had been growing bigger over the winter. They also swept the parking lot. Work orders have been submitted to repaint the parking and directional lines in the lot and driveway and to repair an unlodged granite curb at the back of the lot.

As part of the Libraries Rock summer reading theme, there is a new Forbes Library Spotify account. Staff members have created 22 (and counting!) playlists, including: [Two Dozen Roses for Forbes Library - Love, Brian M, That mix cd from high school that's still stuck in my car, Josh's mix to have a tremendous two-person dance party with a 3 year old \(tested and approved\).](#)

The lawn has been the site of several concerts and an outdoor movie recently including Make Music Day on June 21 for which the Mayor issued a proclamation encouraging citizens to "play music outside."

The Valley Bike Share program went live earlier this month although the power to the library's station has not yet been connected. A member of the library staff who is a regular bicyclist tried out one of the new power assist bikes and said that it was a little clunky to ride but thought it was speedy and convenient.

The Coolidge Museum has been hosting programs and events on almost every Wednesday evening this past year. In consultation with Julie Nelson, it was decided to reduce the posted hours of the museum to close at 7 PM instead of 9 PM to allow for continued use of the space for gatherings without inconveniencing or disappointing visitors who are unable to access the collection while a program is going on.

The library has received a positive response from patrons about the ability to have Saturday hours through the summer. The Children's & Young Adult Department have been utilizing the day to hold programming which is accessible to working families. The library is hosting internationally recognized poet Olivia Gatwood on Saturday, August 4, who brings a message of girl power to youth audiences.

The library will hold its annual volunteer and staff appreciation barbeque on Thursday, September 6 at 11 AM outside weather permitting. The Trustees are invited and encouraged to attend this festive event.

The Friends of Forbes wine tasting tickets are now on sale for the event to be held on Friday, September 28 at 6 PM. The committee has been hard at work including soliciting sponsorships for which they have over \$4,000 from local businesses. Ms. Moss distributed tickets for the Trustees to sell.

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

Next Meetings

The next regular meeting of the Trustees is scheduled for Tuesday, September 11, 2018 at 4:00 PM.

Next Meetings (continued)

The next meeting of the Friends of Forbes Library will be held Wednesday, September 5 at 6:30 PM. Ms. Hess will attend the on behalf of the Trustees.

The Calvin Coolidge Presidential Library and Museum (CCPLM) Advisory Committee is meeting at 4:00 PM on Monday September 10. Ms. Wight and Mr. Carrier will attend on behalf of the Trustees.

Communications

Ms. Downing received a brochure from the Massachusetts Board of Library Commissioners (MBLC) about State Aid to Libraries. Mr. Carrier suggested she bring it to the city with the annual budget.

Ms. Downing reported that Elise Bernier-Feeley received a letter dated July 1, 2018 from Joseph Han of Belmont, MA, thanking her for taking time to share her vast knowledge of Jonathan Edwards on a recent visit.

Ms. Downing received a letter dated July 19, 2018 from the MBLC awarding Forbes a federal Library Services and Technology Act (LSTA) grant for \$7,500.

Trustees Bylaws

Ms. Downing distributed a draft of a major revision of the Bylaws of the Trustees of Forbes Library, developed in part to incorporate guidelines for the new Coolidge Standing Committee as well as in response to the clarity brought forth in the understanding signed with the City last year. The Trustees reviewed the bylaws and asked questions. Mr. Carrier said that Attorney Lucentini recommended keeping them clean and short, with nothing that doesn't absolutely need to be in them. Article 3, section 2 talks about filling vacancies and will be followed if the situation arises before the city's charter is updated.

Mr. Twarog made a motion to approve the new bylaws as proposed. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Carrier suggested that the bylaws be posted on the library's website.

Charge to the Coolidge Committee

Ms. Downing reported that the new Coolidge Standing Committee will take direction from the Trustees about their priorities and parameters. An initial "Charge" has been developed for the Standing Committee. It will be a working document that will be revised as needs and circumstances change.

Ms. Wight made a motion to approve the charge to the Coolidge Standing Committee. Mr. Twarog seconded the motion, which was passed unanimously.

Mr. Carrier said the document represents a lot of work by the subcommittee which rose to meet the challenge. There is still a lot of work ahead of them, and more will be reported at the September Trustees' meeting.

Sharps/Narcan Proposal

Ms. Downing reported that in recognition of an opioid epidemic in the community, Merridith A. O'Leary, R.S., Public Health Director for the City has approached the library with the following proposal: "In response to the surge of opioid overdoses in public restrooms and loose needles being found in a variety of public and municipal owned properties, with support of the Mayor's office and Central Services, we would like to have Narcan (medicine used to counteract the life-threatening effects of opioid overdose) available in each

Sharps/Narcan Proposal (continued)

Municipal building and install wall mounted needle disposal containers in the bathrooms. The Narcan will be stored in an accessible, wall mounted, emergency box for which there will be both breakable access and key access. These boxes are meant to give bystanders easy and quick access to the opioid overdose antidote, just as with a defibrillator box. Example of Nalobox <http://www.selectlocks.com/Emergency-Boxes> In addition to equipping the building with the medication, the HD would also provide training for any City employee, on how to recognize the signs of an overdose and how to administer nasal Narcan. Dates to be determined. This strategy of providing needle disposal containers and Narcan access are meant to: prevent accidental needle sticks during clean up, keep staff and patrons safe from blood borne pathogens, reduce the amount of discarded syringes found in municipal/public areas, help reduce the number of overdose fatalities, and empower people to be part of the solution to this senseless epidemic." The second phase of the project will have Narcan and possibly sharps disposal access to the public in the downtown area. Ms. O'Leary asked if the Trustees would support this work at the library and if so how many disposal containers would be needed. Ms. O'Leary has offered staff training in addition to the proposed equipment. Ms. Downing polled the Administrative Team and Facilities Manager about this proposal and they are very supportive of the library participating. Ms. Downing said that there have been overdoses and needles found in the library.

The Trustees discussed the proposal and asked questions about the safety and security of both the Narcan and the sharps disposal unit. The Narcan will be kept under lock and key, but the glass on the unit can be broken in case of emergency. Mr. Carrier and Ms. Reall expressed concern about the exposure to children with units being placed in the restrooms in the Children's Department.

Mr. Twarog made a motion to approve the director's proposal for sharps containers and Narcan in every bathroom in the library. Ms. Hess seconded the motion, which was passed with Mr. Twarog, Ms. Hess, and Ms. Wight voting in favor and Mr. Carrier and Ms. Reall voting against due to concerns about placement in the Children's Department restroom.

Downtown Northampton Association

Ms. Downing reported that the Downtown Northampton Association (DNA), in their own words, is an organization that seeks to improve the business and cultural strength of Downtown Northampton through investments in programming, beautification, and advocacy. Forbes Library sits in the downtown district and Ms. Downing has attended the last two monthly meetings which have been a great way to network as well as better understand the needs of our downtown neighbors. Membership is voluntary and costs \$100 annually for non-profits. Ms. Downing recommended joining the DNA to support this important association with Community Engagement Funds.

Ms. Hess made a motion for Forbes to join the Downtown Northampton Association with a contribution of \$100 to be paid from community engagement funds. Ms. Wight seconded the motion, which was passed unanimously.

Wireless Upgrade

Ms. Downing reported that fast and easy-to-use wifi is an important service for Forbes to offer. Increasingly, patrons are coming to Forbes with their own devices to conduct meetings, complete work and study. Forbes' wireless offering has been clunky with spotty coverage throughout the building. This became even more evident when Forbes became the host for the Franklin Hampshire Career Center's Access Point last fall. They were unable to rely on the library's

Wireless Upgrade (continued)

wireless service to conduct trainings and work with clients. Forbes attempted to switch over to the City's wifi network, but there were numerous technical issues and only staff computers were able to be attached. A cloud-based solution from Ruckus has been on trial on the first floor for the last month and it has proven to be fast and reliable. Ms. Downing would like to implement this library wide and proposed a 2 phase project. Phase I would cost \$3,384.45 and include 4 access points on the first floor and a 3-year subscription to the cloud service. Phase II would cost \$2,974.12 and include 6 access points for the basement, mezzanine and second floors and 6 hours of set up time. Ms. Downing proposed implementing Phase I at the end of the trial period with Macomber Funds and requesting funding for Phase II from the Friends of Forbes at their September meeting. Ongoing cloud service costs would be funded as part of the library's annual Halberstadt budget.

In response to questions from the Trustees, Ms. Downing said that the city's wifi network will be used for staff internet access, but that the city's IT department said that they were not able to handle the library's public wifi needs. Ms. Downing said she has been satisfied with the network performance during the trial period and has received no complaints. In response to a question from Mr. Carrier, Mr. Petcen said an electrician will be needed to run the wires for phase 2, and that it could hopefully be completed by the end of the year using city electricians. The Trustees suggested that Ms. Downing send an email to Susan Wright and Mayor Narkewicz about the difficulties implementing the city's wifi and the need for this outside solution. The Trustees said Ms. Downing should move forward as quickly as possible, and not wait for funding from the Friends for Phase II. If the Friends do not agree to fund Phase II, funding from some other source will be identified. Ms. Downing said that both the staff and the public have been suffering from poor wifi access for at least 4 months, and that some patrons have had to go elsewhere for access.

Ms. Wight made a motion to move forward as quickly as possible with both phases of the wireless plan as proposed by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously.

CPA Application

Ms. Downing reported that the Community Preservation Committee will next consider proposals in September. The library last received CPA funds in 2008 when \$1,000,000 was given to support Forbes Library Building Envelope Restoration. Ms. Downing is investigating a letter of intent for the next round of funding to develop a master plan for the library grounds. In discussing it with Sarah LaValley of the Planning Office it was mentioned that the City may be submitting an application for the funding gap between the approved capital improvements funds and the bid results of the window restoration project. Ms. Downing is seeking verification. If there is an application planned for the window project she will postpone requesting permission to submit a letter of interest to CPA for a landscape master plan. The Trustees agreed by consensus to grant Ms. Downing discretion in deciding whether to move forward with the funding request for a master landscaping plan based on whether or not a request will be made for the window project.

HVAC Project Update

Ms. Downing reported that one of the objectives of the HVAC project was to allow for turning off the main HVAC system on nights and weekends when the building is unoccupied to save on energy, while leaving the Special Collections HVAC on to preserve the collections. This was inadvertently left off of the contract and Jason Petcen is working with the architect and Kleeberg to develop

HVAC Project Update (continued)

the programming for this. There are a few other outstanding issues that Mr. Petcen is monitoring before the contract can be closed out.

Air Movement & Quality Concerns Update

Ms. Downing reported that replacement high quality filters have been built into the FY19 budget and Mr. Petcen will replace them four times a year in 5 air handling units in the building as recommended by the environmental consultant and replace the 29 fan coil unit filters twice a year. Keeping up with the replacement schedule is an important step in maintaining acceptable air quality. The Technical Services area has been thoroughly cleaned and there is a plan to keep it this way. The Trustees approved the expenditure of \$5,852 to add a return duct to the Technical Services area and \$4,425 to professionally clean the 29 fan coil and 5 air handling units in the building earlier in the meeting.

New MBLC Study

Ms. Downing reported that the Massachusetts Board of Library Commissioners (MBLC) commissioned a study called, "Public Libraries in Massachusetts: An Evolving Ecosystem", <https://mblc.state.ma.us/ecosystem>. Copies of the study were distributed to the Trustees. Ms. Hess and Ms. Downing attended an information session about the study on June 25, 2018 at the South Hadley Public Library presented by Lauren Stara and Rosemary Wells from MBLC and retired consultant Cindy Roach. The study was presented as preliminary and was conducted by outside consultants based on ARIS data from FY16 and a 2017 survey and was conducted to explore new ways to approach the construction grant program, but the data is very rich and potentially useful in other ways. Ms. Hess and Ms. Downing presented a brief overview of the findings relevant to Forbes and Northampton. Forbes is considered a magnet library attracting a high number of visitors from other communities. Out of 332 libraries, Forbes ranked #12 in terms of serving nonresidents. Forbes is also near the top in terms of program attendance, but low in terms of open hours for the population served. Ms. Hess and Ms. Downing discussed how this information can be used to improve service, for example working closely with core libraries on community programs such as the "Community Reads" program, coordinating and strengthening collections, and working together to reduce duplication. Similar peer libraries can be used as benchmarks to help Forbes compare and analyze how it is doing in terms of circulation, attendance, reference questions, etc. As a magnet library, Forbes is attracting people from other towns who are then also contributing to the local economy.

Strategic Plan Update

Ms. Downing reported that the library's five-year strategic plan officially commenced on July 1. The plan provides a roadmap to achieving the goals of the plan through objectives that have had specific actions assigned to them. Internally, monthly progress reports will be given at the Administrative Team meetings and periodically to the Trustees including an annual update which will also be reported to the MBLC in the fall of each year. Major efforts already begun include the improvements to the Circulation Desk area and front lobby along with the self-checkout service option.

Baystate Hotel Music History Project

Ms. Moss reported that the Northampton Arts Council Board of Directors has voted to recommend an Arts EZ Grant award in the amount of \$1,250.00 for the Bay State Hotel Music History Project, a collaborative project between Forbes Library, Northampton Community Television and individuals in the community. From 1993-2003, the Bay State Hotel in Northampton provided a vital space for local and national bands to play in an intimate environment. The goal of the

Baystate Hotel Music History Project (continued)

project is to preserve the memory of Northampton's musical culture, which follows the Strategic Plan goal: "Grow collections by engaging our community to make and document today's history in partnership with other organizations." Staff have begun recording a series of filmed oral history interviews with bands, fans and employees and are actively collecting flyers, photos and recordings for the archives. Highlights will be edited together into a film for a public screening accompanied by live performances from notable bands from the Bay State music scene. The project is coordinated and led by Dylan Gaffney and Jillian Emmons.

Civic Hub Grant

Ms. Moss reported that Forbes Library was recently awarded a federal Library Services and Technology Act (LSTA) grant for \$7,500 from the Massachusetts Board of Library Commissioners (MBLC) for "Community Conversations: Resilience and Reflections," running October 1, 2018 through September 30, 2019. The grant application states that Forbes Library wants to engage community members from teens to adults in Community Conversations: Resilience and Reflections that address topics such as racial inequity, climate change, deepening divides (socio-economic disparities), safety and justice. Forbes Library will provide a neutral location in its role as Community Hub, to have sometimes difficult conversations, following in part the World Cafe model. Taking the work around resiliency led by the Aspen Institute and the Colorado Resiliency & Recovery Office as a model, Forbes will be responsive to the needs of our community, working to build multi-faceted resilience in terms of "quality of life, healthy growth, durable systems, and conservation of resources for present and future generations" (2013). Through this project, the library will offer our community a space and opportunity to build connections and grapple with challenging issues, centering the library as an adaptive place for grassroots democracy.

Self Service Option

Ms. Moss reported that beginning August 7, two self-check kiosks will be available for patrons to use, allowing patrons who want to check out their own materials to do so. They will be located in the main desk area and will provide patrons with the option of a quick and confidential transaction. Another change that patrons will notice is that books on hold will be moved out from behind the desk so that patrons can retrieve them for themselves. They will be displayed in such a way as to protect the anonymity of our patrons. Patrons will still have the option to pick up holds behind the desk, and to have a staff member check out their items. Audio Visual materials will remain behind the desk for now. The self-service kiosks provide on-screen instructions and staff will be available to show patrons how to use the new system. As an incentive, everyone who uses the new system in August will be entered in a drawing to win prizes, including a \$100 Northampton Gift Card. The Trustees emphasized that the self-checkout machines will not result in any staff reductions, but will create better workflows and free up staff time for more personal interactions. Mr. Carrier asked Ms. Moss to give an update in six months.

Community Engagement

Ms. Moss reported that Forbes joined NCTV as an organizational member which will allow staff and volunteers to participate in their trainings and other member benefits. Staff is particularly excited about having Forbes Library programs recorded to YouTube. Ms. Moss distributed a list of recent and upcoming community engagement events.

Reports on workshops/meetings/activities

Downtown Northampton Association - Ms. Downing attended the July Downtown Business Meeting which was hosted by Coldwell Banker on Main Street. Presentations were given by Cherry Sullivan, the Program Coordinator for Hampshire HOPE, along with a representative from Tapestry Health and the Northampton Police Department's DART team. Hampshire HOPE is a county wide coalition, out of the City of Northampton's Health Department, that brings together all sectors of our community in collaboration to address the heroin crisis we are experiencing. Their work ranges from school and youth prevention to preventing overdose deaths. Resources were shared and questions answered that were very useful. Also in attendance was Peter Flinker of Dodson Flinker, the Florence-based planning and landscape architecture consultancy hired by the City of Northampton to help review and update the zoning and architectural standards for downtown Northampton and Florence. He gave a brief overview of the project being undertaken. There will be a separate meeting in September with just Mr. Flinker and interested downtown stakeholders to provide more feedback as they develop a scope and direction for the project.

DNA Focus Group - Ms. Hess attended a focus group session conducted by a marketing firm hired by the City as part of the remediation efforts in anticipation of impacts from the new casino coming to Springfield. Ms. Hess attended the afternoon session, which focused mostly on downtown shops and restaurants. There was wide agreement that a marketing plan is needed. Ms. Hess added that Forbes, as a magnet library and housing the Coolidge Museum, draws people from the region who are then likely to visit downtown.

125th Anniversary Committee - Ms. Wight reported that a logo for Forbes' 125-year anniversary has been selected. It was designed by staff member Ewan Hill who took inspiration from the library's existing logo and incorporated the tagline, "Working for the Common Good." Ms. Wight said there are three subcommittees and they are working on creating an editorial calendar with themes to focus on throughout the year. She plans on attending the DNA meeting in September and encouraging downtown sponsors. The kickoff event, a Community Sing, will be held on September 23. Other activities will include an historic timeline, literary events, a film series, a family-oriented birthday party, adult party, and "Cookies with the Curator" lectures. Some events will be filmed and made available online, and there will be an ebook about Forbes Library.

Forbes Library Employee Association (FLEA) Negotiation Executive Session

At 5:34 PM, Ms. Wight 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. Hess 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. Ms. MacKenzie and Mr. Petcen left the meeting at 5:34 PM. 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 5:49 PM, Ms. Reall moved that the executive session end and the regular meeting reconvene. 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.

At 5:49 PM Ms. Hess moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 5:49 PM.