

TRUSTEES OF FORBES LIBRARY
Special Meeting of July 17, 2020

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Ms. Sheirer, Mr. Twarog, and Ms. Wight. **Also Present:** Dylan Gaffney, representative of the Forbes Library Employee Association (FLEA); JoEllen MacKenzie, representative of the Friends of Forbes Library.

Pursuant to Governor Baker's Emergency Order Modifying the State's Open Meeting Law issued March 12, 2020, this meeting was held using remote participation via Zoom teleconferencing.

The meeting was called to order at 4:30 PM.

Public Comments

There were no public comments.

Bartholomew Fee Structure Change

Ms. Buckhout reported that Bartholomew Inc.'s investment fees are calculated based on basis points (BP) which translates into a percentage of the portfolio value. Forbes is currently paying a fee of 25 basis points or .0025 or 0.25%. Fees for the quarter are calculated by taking the previous quarter's ending market value, multiplying it by the basis points and dividing by 4 (to get to a quarterly amount). Per Brian Jamros, the City of Northampton is required to have a 3-year contract that was just renewed and the value of their portfolio combined with Forbes and the Friends of Forbes drops everyone into the next tier. The fee will go down from 25 BP to 20 BP. That will be a savings of about \$2,700 annually based on the portfolio's current value. Ms. Buckhout requested approval to sign a form allowing for this change in fee structure.

Ms. Hess made a motion to approve the Treasurer's request to sign the form allowing for the change in fee structure with Bartholomew Inc. Ms. Prabhaker seconded the motion, which was approved with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Racial & Social Justice Committee Charge & Statement

Ms. Hess reported that the committee created at last month's trustees' meeting to address racial and social justice has met and requests the President to appoint Ms. Hess as Chair and appoint Mr. Twarog, Ms. Downing, Ms. Moss, Alene Moroni and Heather Diaz as members. The trustees were asked to approve the following committee charge:

The Racial and Social Justice Committee is a standing committee of the trustees that includes staff members. The charge of the committee is to review the library's policies and procedures, and to identify action items related to racial and social justice. The committee works in parallel with the library's Racial and Social Justice Advisory Committee which is composed of library staff along with community members.

Mr. Carrier appointed Ms. Hess as Chair of the Racial & Social Justice Committee and Mr. Twarog, Ms. Downing, Ms. Moss, Alene Moroni and Heather Diaz as members.

Ms. Wight made a motion to approve the proposed charge of the Racial & Social Justice Committee. Mr. Twarog seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Racial & Social Justice Committee Charge & Statement (continued)

The committee developed the following statement and asked for the trustees' approval:

Black lives matter. The Forbes Library staff and trustees condemn racism and the oppression of people of color in our community and throughout the United States. Furthermore, we denounce the legacies of white supremacy, and of murder and racial violence against Black and Brown people, Indigenous people, and People of Color that have permeated this country's history. Forbes Library will continue to seek out and eliminate underlying structures of white supremacy, and promote racial and social justice in our policies, procedures, and programs. We make this commitment to our community understanding the deep and long term nature of this work.

Forbes Library has formed a committee of trustees and staff to lead this effort, and will be seeking community members to participate in an advisory board as we work toward an action plan including these initiatives:

- Continuously promote anti-racist education through the library's services, materials and collections;
- Hire, mentor, and develop library staff that reflects the diversity of the Northampton and area community; and
- Establish on-going educational library programs that challenge and dismantle structural racism, expose, confront and, challenge our own implicit biases, and prioritize BIPOC voices.

Please contact us at info@forbeslibrary.org to offer to participate in our advisory board.

The trustees thanked the committee for their work. Ms. Hess said the statement is intended to include an action plan, but is not limited to the initiatives listed. They are seeking to include people of color and other marginalized communities on the community advisory committee. Ms. Hess suggested using similar wording to the city's Policing Review Commission in seeking members who are Black, Indigenous, People of Color, or from other historically marginalized communities. The trustees agreed that while racism is white people's problem to solve, it is important to get feedback from the communities involved to help form the action items and initiatives. Mr. Carrier said that he hoped the library would reach out and have direct contact with community members beyond those who come to the library, through other agencies and programs. He said it was important to have initiatives whose impact could be measured to assess the effectiveness of the policies, and that it was especially important to include the Children's Department. Ms. Downing said that the Children's Department just received a grant for virtual summer programming centering around a series of discussions on anti-racism for parents and children.

Ms. Prabhaker made a motion to endorse the statement on racial and social justice. Ms. Wight seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight voting in favor.

Ms. Downing said that the committee would like to run the statement as an ad in the Daily Hampshire Gazette. The rate for a quarter page ad (5.4375" wide x 10" deep) in the Daily Hampshire Gazette costs \$509.70 in black and white and with color it is \$611.70. If it runs in color the Gazette will run it a second time at no additional cost.

Racial & Social Justice Committee Charge & Statement (continued)

Ms. Prabhaker made a motion to approve the recommendation to run the statement as an ad in color in the Daily Hampshire Gazette for \$611.70 to be paid from the Community Engagement fund. Ms. Wight seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Downing will ask for suggestions for graphics from the Racial & Social Justice Committee, and then ask the Gazette to lay out the ad. She will run the final ad past the committee again for approval, which will run hopefully next week. The statement will also be distributed through social media. Ms. Moss suggested creating a flyer to put in all the bags for curbside pickup. Mr. Carrier suggested a press release to the Springfield newspapers. Ms. Wight suggested letting the mayor know so that if there are a lot of applicants to the Policing Review Commission, some could be referred to the library's advisory committee.

Plexiglass Desk Barriers

Ms. Moss reported that barriers at the "point of sale" is a public health requirement for the library to have in place prior to letting members of the public into the building. A quote was obtained from JohnCarlo Woodworking to outfit the Children's, Reference, Main, and Arts & Music service desks with plexiglass barriers with appropriate wood trim. The cost is slightly higher than another local manufacturer but these barriers will be much more substantial providing better protection and constructed in a way that complements the library's existing aesthetics. The specifications for the main desk barriers were distributed to the trustees to give a sense of their appearance and function.

Ms. Moss said that while sturdy, the barriers are removable and could be stored in the basement. Mr. Carrier said that given the flu season, staff might come to appreciate having them beyond the current pandemic. Ms. Downing said there have been other expenses for reopening including sanitation supplies and a larger tent for curbside pickup. She proposed it be funded from the General Aid fund and paid back later if necessary from the Payroll Protection Program (PPP) loan.

Mr. Twarog made a motion to approve up to \$11,000 from the General Aid fund for JohnCarlo Woodworking to outfit the service desks with plexiglass barriers. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight voting in favor.

Other Business

Ms. Downing said she has compiled the donor information and will soon be sending an email to the trustees with the names of recent donors for them to call and thank.

At 5:01 PM, Ms. Hess moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog and Ms. Wight all voting in favor. The meeting was adjourned at 5:01 PM.