

TRUSTEES OF FORBES LIBRARY
Thursday, October 22, 2020

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Mr. Brian Jamros and Mr. Joshua Paul, representatives of Bartholomew Inc.; Faith Kaufmann, Arts & Music Librarian; Bill Breitbart, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Wally Rapalus. **Absent:** None.

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 3:45 PM.

Bills & Warrants

Ms. Prabhaker made a motion to verbally approve the warrant dated October 22, 2020. Ms. Hess 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 schedule a time for each trustee to come in a sign the warrants in person.

Public Comments

There were no public comments.

Endowment Report

Mr. Jamros and Mr. Paul thanked the trustees for inviting them to the virtual meeting of the trustees. Mr. Jamros and Mr. Paul presented a review of the portfolio as of close of business on Wednesday, October 21, with a value of \$5,646,77.63. Mr. Paul said that the market has been very volatile this year due to the pandemic, with a record high in January followed by the quickest drop into a bear market in March. Since then the market has rebounded to another record high. In October of last year, the trustees decided to move from a 60/40 split to a more conservative mix of 50% equities and 50% bonds. The portfolio has earned 7.5% annually net of fees since Bartholomew took over management of the portfolio. The report shows how the Forbes portfolio has performed compared to several different benchmarks, and the performance of individual holdings within the portfolio. Mr. Paul emphasized that the portfolio managers have a full range of investment options to choose from and are not limited to a specific set of securities. Wally Rapalus joined the meeting at 3:48 PM.

In response to a question from Mr. Carrier, Mr. Paul said that the uncertainty around the election may cause volatility, however the result of the election will not change people's daily habits or financial behavior. If there is unwarranted volatility, it may create investment opportunities. Mr. Paul said that the ESG mandate to not invest in fossil fuels has not significantly reduced the value of the portfolio.

The trustees thanked Mr. Jamros and Mr. Paul for their presentation, and they left the meeting at 4:05 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Report of September 17, 2020 be accepted and placed on file with a few minor corrections. Ms. Prabhaker seconded the motion,

Secretary's Report (continued)

which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Treasurer's Report

Ms. Buckhout presented the final Treasurer's Report for the months ending June 30, 2020. She said that updates were made to reflect accounting changes and that information is still needed to determine the accounting for the Paycheck Protection Program (PPP) loan. A final entry may be needed in FY20. The General Aid Fund had negative net activity of \$41,801 and closed with a balance of \$27,215. The Book & Media Fund had negative net activity of \$4,168 and closed with a balance of \$429. The Auxiliary Fund had negative net activity of \$556 and closed with a deficit of \$1,014. The BayState Hotel Music Fund had positive net activity and has a balance of \$428. The Civic Hub Grant has a zero balance and will be closed. The Civil War Grant Fund has a zero balance and will be closed. The Coming to America Fund has a zero balance and will be closed. The Cutter Fund had a balance of \$8,290 transferred July 1 to the Book & Media Fund. The Community Webs Fund has a zero balance and will be closed. The Doland Reference Room Fund had negative activity of \$866 and a balance of \$3,221. The Early Literacy Everywhere Grant Fund had negative activity of \$1,000 and a zero balance, and will be closed. The Externally Financed Transactions Fund had positive activity of \$1,023 and a balance of \$63. The Garvey Book & Media Fund had negative activity of \$800 and a balance of \$3,563. The Halberstadt Technology Fund had negative activity of \$1,957 and a deficit off \$339. The LSTA Social Impact Mini Grant had positive activity of \$1,000. The Mass Humanities Grant had negative activity of \$374 and a balance of \$2,526. The Morin Fund had positive activity of \$1,152 and a balance of \$119,818. The Moving Memories IMLS Grant has a zero balance. The Outreach Fund had negative activity of \$370 and a balance of \$9,985. The Programming Fund-Adult had positive activity of \$160 and a balance of \$7,556. The Programming Fund-Children had negative activity of \$3,088 and a balance of \$3,099. The Summer Learning Expanded Grant had positive activity of \$2,000. The Watson Copier Fund has a zero balance.

Ms. Hess made a motion to approve the Treasurer's FY20 Report for the months ending June 30, 2020 and place it on file. 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.

Ms. Downing will send a copy of the report to City Finance Manager Susan Wright.

Ms. Buckhout presented the Treasurer's Report for the month ending September 30, 2020. The General Aid Fund had positive net activity for the period of \$5,250 and closed with a surplus of \$46,813. The Book & Media Fund closed with positive net activity of \$6,776 and has a deficit of \$9,930 due largely to overspending in e-books, subscriptions, and memberships. The Distance Learning Grant had negative net activity of \$855 and has a deficit of \$855. The Externally Financed Transactions Fund had negative activity of \$529 and a balance of \$59. The Halberstadt Technology Fund had negative net activity of \$1,343 and a deficit of \$3,192. The Morin Fund had positive net activity of \$4,956 and a balance of \$111,909. The Moving Memories IMLS Grant had positive net activity of \$354 and a deficit of \$1,012. The value of the endowment as of September 30, 2020 was \$5,547,025.

Mr. Twarog made a motion to approve the Treasurer's Report for the month ending September 30, 2020 and place it on file. Ms. Prabhaker seconded the

Treasurer's Report (continued)

motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Gifts, Donations, and Bequests, etc.

The following undesignated gifts totaling \$3,254.75 were received since the last trustees' meeting to be deposited to the Book & Media Fund: \$1,000 from Norbert Goldfield and Sandra Matthews, Northampton MA; \$250 from Elizabeth M. Lehman & Vanessa Smith, Holyoke MA; \$250 from Ina Luadtke, Leeds MA in memory of G Clarke; \$150 from Stewart Smith, Northampton MA; \$100 from Hilary Detmold, Dorchester MA; \$100 from Anonymous, Florence MA; \$100 from Alice & Richard Szlosek, Northampton MA; \$100 from Anonymous, Northampton MA; \$100 from Lisa Van Gordon D'Errico, Northampton MA in memory of Thommas D'Errico; \$100 from Alex Ghiselin, Northampton MA; \$100 from Susan Enz, Northampton MA; \$100 from Serena Smith, Florence MA; \$100 from Lawrence and Ronnie Field, Florence MA; \$100 from Katherine Hay and Nicholas Warren, Northampton MA; \$51.50 Lynn Marcus, Florence MA; \$50.00 Virginia and Thomas Wooster, Northampton MA; \$50 from Richard Wynne, Northampton MA; \$50 from Susan Lantz, Northampton MA; \$50 from Bob and Ann Burger, Florence MA; \$50 from Elizabeth and John Sheirer, Florence MA; \$30 from Mari Ada Crosbie, Florence MA; \$30 from Nicole Sibley, Amherst MA; \$25.75 from Peter Lindenauer and Dorothea von Goeler, Northampton MA; \$25.75 from Joanne Gold, Florence MA; \$25.75 from Suzanne Rogers, Northampton MA; \$25 from Carol and Keirnan Murphy, Lenox MA; \$25 from Breanna Lynch, Northampton MA; \$25 from Claire Premo, Florence MA; \$20 from Elizabeth Schaff, Worthington MA; \$20 from Janet and William Sharp, Florence MA; \$20 from Elizabeth Webster, Northampton MA; \$10 from Sara Ives; \$10 from Linda Wallack, Northampton MA; \$6 from Ben Kalish, Northampton MA; \$5 from Elizabeth Webster, Northampton MA.

The following designated gifts were received since the last Trustees' meeting: \$25 from Alexander George, Amherst, MA to the Lyman Special Collection Fund; \$50 from Debra Orgera and George Kohout, Northampton, MA to the Marie Hershkowitz Memorial Children's Book Fund; \$20 from Ann and Edwin Scagel, Northampton, MA to the Marie Hershkowitz Memorial Children's Book Fund.

There were no donations or receipts from sales/rents this month.

Ms. Prabhaker made a motion to approve the designated and undesignated gifts as proposed by Ms. Downing. 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.

Ms. Downing said that the first \$8,000 raised from the annual appeal this year is budgeted to go to the Book & Media Fund. Ms. Moss said it is possible that more than \$8,000 will be needed. \$1,500 in fines was budgeted for the first quarter, but only about \$300 was collected due to the pandemic and the waiver of fines. The budget was based on the Massachusetts Board of Library Commissioners (MBLC) allowing flexibility for the Materials Expenditure Requirement reducing it from 13% to 12% of municipal appropriations, based on being open the required hours for a larger population group, a difference of about \$13,900 in the library's budget. Ms. Moss said that about \$11,000 of that can be made up with funds already being paid to CWMARS, but that still leaves another \$2,900 to make up. The state aid is also dependent on the library meeting open hours requirements, which it currently isn't doing because of the pandemic. The MBLC may adjust that requirement, but that is not likely to happen until next spring. Ms. Downing said that Forbes has met

Gifts, Donations, and Bequests, etc. (continued)

the requirements for the PPP loan to pay for staff salaries, and it is hoped the loan will be forgiven. Mr. Carrier asked Ms. Downing, Ms. Moss, and Ms. Buckhout to keep the trustees informed on the situation.

FY21 Quarterly Report

Ms. Downing distributed copies of the first quarter report for FY21 for the General Aid Fund and the Book & Media Fund. She said that she was contacted last week by City Finance Manager Susan Wright asking if the library has COVID-19 related expenses that could be covered by money received by the city from the CARES Act. Ms. Downing submitted about \$20,000 in expenses that the library incurred in supplies and labor & repairs due to the pandemic. Ms. Downing added that due to accounting timing and the carryover from last year the surplus is not as high as it seems, and she is expecting higher than usual electricity bills due to increased ventilation demands.

Ms. Hess made a motion to approve the FY21 Quarterly Report and place it on file. Ms. Prabhaker seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Arts & Music Department Report

Ms. Downing said that Ms. Kaufmann has done a great job with moving to virtual programming that is very timely and covering subjects important to patrons. She's also done a remarkable job keeping the website up-to-date as the library's virtual front door and has jumped in on site in a supervisory role.

Ms. Kaufmann presented the annual report for the Arts & Music Department. Accomplishments include responding to pandemic challenges by integrating patron services in as accessible a way as possible. Program highlights include the Suffrage 100th anniversary celebration with 3 online programs, Back to the Bay State event at the Academy of Music, Coming to America reading group series, the Far Out Film Club, Zine Club, and Storytime for Grownups. Department staff have participated in online trainings and webinars for professional development. Virtual exhibits were created in Omeka based on the 125th anniversary historical exhibits. On-going and work in progress include the Virtual Hosmer Gallery; new web pages about Calvin Coolidge's record on issues related to African-American, Indigenous, and immigrant people in the U.S.; partnering with Historic Northampton on the second phase of the Pandemic Archive; presenting The Ukulele Scramble online in December and scheduling a program with The Museum of Bad Art; exploring potential artists and works to add to the permanent collection to better represent black, indigenous, and people of color artists; and working with UMass graduate students and the Library of Congress to plan the Judd Manuscript transcription project. Upcoming projects include the Musicians in Residence, the Quark Quartet, to finish their year of all-ages and children's performances. Also being planned are Shave & A Haircut, Isadora Duncan Dance, and lawn concerts and movies.

In response to a question from Mr. Carrier, Ms. Kaufmann said that department needs include appropriate storage space for art works so that the permanent collection can be rotated and space can be made to acquire and display works by and about under-represented communities; a new software/subscription to replace Past Perfect for archives cataloging that is fully web-accessible in order to collaborate with partners on a Northampton History portal; and new carpeting in the Hampshire Room and Special Collections area. Ms. Prabhaker asked about the process for diversifying the library's art collection. Ms.

Arts & Music Department Report (continued)

Kaufmann said the first step will be inventorying the current collection and identifying gaps. The library's acquisition policy covers how art works are chosen and acquired, but does not specifically address how the collection will be diversified. Mr. Carrier said that the library takes suggestions from the community with a preference for local connections and creators. Some artworks are donated and the library will also purchase works of art using special collections funds or other sources. Mr. Twarog asked about the damage to the frame on the Grace Coolidge portrait that was loaned to the Smithsonian's National Portrait Gallery in Washington D.C for a show called *Every Eye Is Upon Me: First Ladies of the United States* opening next month. Ms. Kaufmann said that the damage was not so great that the painting could not be hung in the exhibit. Once it is returned, it will be sent to the Williamstown conservators for an estimate for repair.

The trustees thanked Ms. Kaufmann for her report.

FY20 ARIS Summary

Ms. Moss presented the annual summary of statistics and said that it's been an unusual year due to the pandemic. To better understand the data, Ms. Moss compared the library "open time" in FY20 to the equivalent percentage of FY19, as well as the year to year. The library was open 1900 hours in FY20 compared to 2,409 the previous year. The collection size increased again overall, but print holdings decreased by 2.2%. The largest increase was in ebooks, which increased by 74%, due largely to an investment by CWMARS due to COVID. Total circulation decreased by 6.5%, however if compared with a comparable open period the previous year, it increased 18.5%. Interlibrary Loan decreased by 27%, with a 7.8% increase compared to open time the previous year. Attendance in the library decreased slightly 2.3% (24% increase compared to open time the prior year) and adult programming attendance decreased after steady increases in past years. There were 118 live or virtual programs, with 732 people attending. Reference transactions decreased by 20.8%, but increased by .33% when comparing open times from the previous year. Registered borrowers increased by 3% to 17,024, representing 74% of the population assigned to Forbes by MBLC, up 64% from last year. Wireless sessions increased this year by 20%, and public computer usage increased by 12.6% with 617 people using library computers each week. The website had 283,053 hits, an increase of 55%.

Ms. Hess made a motion to accept the FY20 ARIS Summary and place it on file. Ms. Prabhaker seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Friends of Forbes

Ms. Prabhaker attended the Friends of Forbes virtual meeting on October 7 and reported that they received a \$4,600 bequest that helps to make up for the lack of income from the garden tour and the wine tasting. Their endowed funds are managed by Bartholomew Inc., and they are considering modifying their asset allocation to a 50/50 mix similar to what the Trustees have done. They discussed thanking donors and agreed that phone calls are worthwhile. Ms. Downing said that the new book drops were in route, and that circulation was up though still under 50% of pre-pandemic levels. The Friends are excited about the upcoming anti-racism training and the virtual toast to Forbes. They currently have 19 sponsors and have raised \$5,000 in donations.

Administrative Report

Ms. Downing reported that circulation increased again last month to 18,436 (14,172 physical items, 3,616 ebooks/eaudiobooks, 648 streaming movies). This is far below pre-pandemic levels but still very gratifying to know how many items the library is loaning out.

Staff continually update the website. This month Information Services staff made major improvements to the page of online resources, <https://forbeslibrary.org/research/subscriptions/>. There is an amazing number of resources available.

A rear window on the ground floor was broken this month most likely due to a stone that was accidentally kicked up. Mr. Petcen is working with the architect who oversaw the recent window restoration project to get it repaired. Fortunately, the glass didn't shatter and there isn't water penetration.

The Howard Chandler Christy portrait of Grace Coolidge left this month for the Smithsonian's National Portrait Gallery in Washington D.C for a show called *Every Eye Is Upon Me: First Ladies of the United States* opening next month. The portrait made it to its destination but there appears to be damage to the frame. Ms. Nelson is working with the Smithsonian staff to determine the extent of it and next steps.

The library's annual appeal was mailed out at the end of September and gifts began arriving the very next week. Undesignated funds will be used towards this year's book and media budget.

Phased Reopening Plan Update

Ms. Downing reported that the reopening committee is working on next steps assuming that it continues to be safe to do so. The committee is developing plans to begin offering limited computer and printing access, opening the reading room for browsing, further increasing self-service hours, and expanding Outreach Delivery Service to a portion of the "safer at home" population beginning with those that are over 65 with an underlying health condition. They are also working on assigning benchmarks for when to move forward or back based on the state's Community-Level COVID-19 Data Reporting, <https://www.mass.gov/info-details/community-level-covid-19-data-reporting>

In response to a question from Mr. Carrier, Ms. Downing said that state guidelines allow for more re-opening, and some libraries are moving more quickly, but Forbes is not unusual or an outlier. In response to a question from Ms. Prabhaker, Ms. Moss said that they are looking at data provided by CWMARS showing the zip codes of Forbes patrons, so they can see which communities are being served that we should be concerned about.

Ms. Hess moved that the Administrative Report and Phased Reopening Plan be accepted and placed on file. Ms. Prabhaker seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Next Meetings

The next regular meeting of the trustees is scheduled for Thursday, November 19 at 4:00 PM. The trustees have previously scheduled the following additional meetings for 2020: Thursday, December 17. The meetings will be at 4:00 PM unless the representatives of Bartholomew are invited, in which case the meeting will begin at 3:45 PM.

Next Meetings (continued)

The next meeting of the Friends of Forbes Library will be held Wednesday, November 4, at 6:30 PM. Mr. Twarog will attend on behalf of the trustees.

Communications

There were no communications this month.

Painting Young Adult Room

Ms. Downing said that she would like for the young adult room to be painted to brighten up the space as an interim measure before a larger scale renovation of the space can be done, which is probably a few years away. This is a good time to undertake a painting project because there aren't patrons using the space right now. Fixing up the space will be a test or proof of concept to see if the improvements will increase usage by young adults. Sarah Johnson, the Children's & Young Adult Librarian, has picked out celery green with cream trim. An estimate was obtained from J. Greene Painting for \$1,350.

Ms. Prabhaker made a motion to approve funding of \$1,350 from the Morin Fund to paint the young adult room. 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 Advisory Group Appointments and Charge

Ms. Hess said the committee worked on the advisory group charge and developed guidelines for how it will function. The advisory group charge and structure was distributed to the trustees. Ms. Hess asked the trustees to approve the charge and change in name of the committee to the Racial & Social Justice Advisory Group, as distinct from the trustee's Racial & Social Justice Committee charged with creating the advisory group. Mr. Carrier said he was impressed with the level of detail in the charge and procedures. Ms. Downing said they felt it was important to clearly define for the advisory group the expectations and how the group will function including group membership, meeting frequency, attendance, channels of communication, recommendations, and decision-making. It was agreed to amend the procedures to include that the group will follow the open meeting laws, posting meeting announcements in advance and making minutes public.

Ms. Prabhaker made a motion to approve the group name, charge, and structure as proposed and amended. 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 and Ms. Hess reported that the Racial & Social Justice Committee recommend that the President appoint the following people to the Racial & Social Justice Advisory Group for a 2-year appointment: Adrienne Andrews, Bill Scher, Carolyn Oppenheim, Gina Nortonsmith, Jonathan Wynn, Jose Adastra, Lucy Hartry, Maia Harris, Maxine Schmidt, and Tina Sanchez. Ms. Downing said there was a very strong applicant pool and that it is a priority to have as many people of color as possible in the group. She then outlined the qualifications of each recommended member. In response to a question from Mr. Carrier, Ms. Hess said it is not a requirement that the members live in Northampton, and that in order to achieve diversity they considered people from neighboring towns. Ms. Prabhaker agreed to be the trustee representative on the advisory group. Mr. Carrier then confirmed the appointments of the members as proposed. Ms. Downing and Ms. Hess are working on a letter to send to the members along with the charge and procedures. Ms. Kaufmann left the meeting at 5 PM.

FY2021 Action Plan Update

Ms. Downing distributed the first quarter update of this year's strategic action plan. Staff have revised the plan based on uncertainty around the pandemic, emphasizing virtual community programming and pushing in person components out to next year. A highlight is the crowdsourced transcription project of the multi-volume Judd Manuscripts using new Library of Congress open source tools in conjunction with the UMass History department.

Massachusetts Board of Library Commissioners

Ms. Downing reported that the two commissioners from western Massachusetts, Jan Resnick and Mary Kronholm, will be off the board when their terms end during the next year and a half. They are also expecting a vacancy on the Board in December. They have reached out to Ms. Moss and Ms. Downing requesting that they help spread the word in Northampton about this opportunity. It is important to have diversity on the board including geographic diversity to represent the needs of this part of the state. Serving on the board is a major commitment but also a very important role for the library community in Massachusetts. Ms. Downing asked that the trustees let her know if they would like to learn more about it or if they have someone to suggest.

Community Engagement

Ms. Moss said there have been a lot of activities including the "story walks" in conjunction with local schools. She distributed comments from the Ryan Road Principal's weekly update of October 13. "Forbes Library has many great supports for students and families. Please check out the two links below to access their flyers in English and in Spanish." Ms. Moss distributed a list of recent and upcoming community engagement events.

Reports on Subcommittee and Other Meetings

CCPLM Standing Committee - Ms. Downing reported that the committee recommends a virtual program about Coolidge's record on civil rights with scholar and Coolidge expert, Rushad Thomas in December. The committee requests approval of \$200 from the RCCR fund for the speaker's fee.

Mr. Twarog made a motion to approve \$200 for a speaker's fee for a virtual program about Coolidge's record on civil rights in December to be paid from the RCCR Fund. Ms. Hess 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 reported that the slate of nominees elected at the annual meeting for a 2-year term were Blaise Bisailon, Jo Ellen Mackenzie, Dylan Gaffney, Scott Mahar, J.R. Greene, Beth Myers, William Scher, Rob Weir, Rich Szlosek, and Katy Wight along with Dylan Gaffney as Secretary, Bill Scher as Vice Chair and J.R. Greene as Chair. Longtime committee member Lorna Blake was moved to emeritus status. Jim Bridgman has resigned from the committee for personal reasons. These are all re-elections for a 2-year term and Mr. Carrier made the appointments.

Development Committee - Ms. Downing reported that Martha McCormick and Peter Rowe have both resigned from the committee for personal reasons although both remain deeply committed to the library. Pages for the Marie Hershkowitz Memorial Children's Book Fund and the Charles Forbes Legacy Society have been added to the "Giving" portion of the website. Ms. Downing said she would like to make this a standard practice going forward. She said the library has

Reports on Subcommittee and Other Meetings (continued)

received several responses of interest regarding the legacy society as a result of the annual meeting.

Racial & Social Justice Committee - Ms. Hess reported that the contract has been signed with Human in Common for the first level of Interrupting Racism to be offered from 10-12 on November 16, 23 and 30. They are gathering information to help the instructors tailor their presentation to Forbes.

At 5:26 PM Ms. Hess moved to adjourn the meeting. 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. The meeting was adjourned at 5:26 PM.