

TRUSTEES OF FORBES LIBRARY
Thursday, January 21, 2021

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Mr. Brian Jamros and Ms. Kathleen Glowacki, representatives of Bartholomew Inc.; Julie Bartlett Nelson, Archivist; Martha McCormick, observer for the Friends of Forbes Library; Jason Petcen, representative of the Forbes Library Employee Association (FLEA). **Absent:** Ms. Buckhout.

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 3:48 PM.

Bills & Warrants

Ms. Hess made a motion to verbally approve the warrant dated January 21, 2021. 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. Ms. Downing will wait until there are a few more months of warrants and then schedule a time for the trustees to come in and physically sign them.

Public Comments

There were no public comments.

Endowment Report

Mr. Jamros and Ms. Glowacki presented a review of the portfolio as of close of business on Wednesday, January 20, with a value of \$6,050,196.46. The portfolio has increased 16.59% since July 1 for a gain of \$868,371.55. Mr. Jamros said the market was strong going into the pandemic and really only suffered about 8 days of volatility before rebounding, which is much different from the crash of 2008 caused by the crisis in the mortgage industry. The portfolio is ESG and fossil fuel-free and has an 8.05% annualized rate of return since inception compared to 8.62% for a 50/50 equity/bond mix that includes everything. The rate of return for 2020 was 13.25%, which compares favorably with a 50/50 equity/bond benchmark with a 12.04% rate of return. Ms. Glowacki said the investment team was able to take advantage of short-term opportunities caused by the pandemic such as reallocating bonds when the feds cut interest rates. She said that 8% is higher than would be expected for the portfolio's risk profile. Ms. Glowacki said the market outlook was generally positive with the vaccine on the way.

Ms. Glowacki then presented the twenty trailing quarters as of December 31, 2020 including the newly added Marie Hershokowitz Memorial Children's Book Fund and the 2 library funds held by the city. The report indicated distribution amounts based on a 2%, 2.5%, 3%, 3.5% and 4% withdrawal rate for 2021. Ms. Downing will use these figures in the FY2022 budget that she will prepare to present to the trustees next month. The trustees thanked Mr. Jamros and Ms. Glowacki for their report and they left the meeting at 4:10 PM.

Secretary's Report

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

Secretary's Report (continued)

Ms. Downing said that she recently learned at a webinar on the Massachusetts Open Meeting Law, that executive session minutes should be voted on to be made public and available upon request when the reason for the executive session no longer applies.

Ms. Hess made a motion to make public the executive session meeting minutes of June 18 and July 30, 2020. 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 trustees and legislator contact information was distributed. Trustees should let Ms. Sheirer know if there are any changes to their contact information.

Treasurer's Report

Ms. Downing presented the Treasurer's Report of December 31, 2020 prepared by Ms. Buckhout. The General Aid Fund had positive net activity for the month of \$5,874 and has a balance of \$62,764. The Book & Media Fund had positive net activity of \$4,262 and has a balance of \$11,221. The Doland Reference Room Fund had positive net activity of \$3,490 and has a balance of \$6,353. The Hershkowitz Memorial Children's Book Fund had positive net activity of \$7,410 and has a balance of \$8,662. The Mass Humanities Grant fund had negative net activity of \$538 and has a balance of \$350. The Morin Fund had negative net activity of \$1,339 and has a balance of \$114,369. The Moving Memories IMLS Grant fund had negative net activity of \$806 and has a deficit of \$3,399. The Programming Fund-Children's had negative net activity of \$798 and has a balance of \$2,348.

Ms. Wight made a motion to transfer the balance from the Marie Hershkowitz Memorial Children's Book Fund (currently \$8,662) from the operating account to the endowment at Bartholomew Inc. 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. Hess made a motion to approve the Treasurer's Report of December 31, 2020 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.

Gifts, Donations, and Bequests, etc.

Ms. Downing distributed a list of undesignated gifts totaling \$8,264 to be deposited in the Marie Hershkowitz Memorial Children's Book Fund; \$2,500 from Roy Faudree and Sheena See, Florence MA to Adult Programming in support of A&M programs; and \$200 from Nicolas and Janet Gross, Northampton MA to the Lyman Special Collections Fund.

The following designated gifts were received since the last trustees' meeting: \$10,000 from Anonymous to unnamed BIPOC art fund; and \$400 from Jonathan Levin, Northampton MA to the Morin Fund.

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

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

Financial Report - Second Quarter Reports

Ms. Downing distributed the Second Quarter Reports for the General Aid Fund and the Book & Media Fund. The second quarter report reflects an overspending in personnel that is due in part to vacation payouts for administrative staff and the fact that there have not been Smith College work study students this year. The loss of the work study students has increased the need for intermittent part-time (IPT) workers, which cost more than the work study students because the work study students are subsidized by Smith College. Work study students will not be available for the remainder of the fiscal year. Several other lines are underspent which is mostly due to the timing of bills and the receipt of CARES act funding through the city that offset many of the COVID-19 related expenses. The PPP funds are not yet reflected in the accounts but will be once the loan is forgiven.

Ms. Downing said that she will ask the Friends for their contribution to the Book & Media Fund in March. Income has been reduced in fees and fines due to COVID-19 and collection purchasers have been asked to reduce spending where it makes sense.

Ms. Wight made a motion to accept the Second Quarter Reports and place them on file. 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.

Department Report - CCPLM & Local History

Ms. Julie Bartlett Nelson presented the report on the activities of the Calvin Coolidge Presidential Library & Museum (CCPLM) and Local History departments. Local History highlights for 2020 include the Cookies with a Curator program, Moving Memories Lab grant, Bay State Music History project, social media engagement through local history materials, outreach projects with UMass and faith communities, and pandemic services which shifted much of the usual work to email, phone and Zoom. 2020 highlights for the CCPLM include programming events and a Presidents Book Group. The 100th anniversary of Coolidge as Vice President was celebrated in an online exhibit. Bill Scherr led a project to create an online resource to address Coolidge's record on race. The Grace Coolidge portrait is on loan to the Smithsonian's National Portrait Gallery, which may be extended due to the pandemic. The portrait suffered some damage in transit and will be repaired when it is returned. They are looking ahead to 2023 and planning for the 100th anniversary of Coolidge's Presidency. The Standing Committee embarked on a self-assessment program addressing areas such as mission and governance, facilities, collections, audience, interpretation and management. The Coolidge Facebook page has grown significantly and they participated in a Museum Alphabet project and posted photos and objects for each letter. The CCPLM has been closed to visitors and in person research since March 2020, and Ms. Nelson is answering research questions by email, phone, and Zoom appointments. Ms. Nelson said the virtual exhibits, Zoom appointments and online programming have been very popular making it possible for people to get information and access the collections without having to travel.

Ms. Downing commended Ms. Nelson on her hard work which has been especially challenging over the last year. Mr. Carrier commended Ms. Nelson on her effort and the quality of her report. In response to a question from Mr. Carrier, Ms. Nelson said that funding may be needed for additional cleaning and repair of the Grace Coolidge portrait. Smithsonian insurance will pay for repairs, but additional funds may be needed for cleaning and repair as a result of normal wear and tear. Funds will also be needed for Coolidge programming and consultants for training on stewardship of objects. She said they are working

Department Report - CCPLM & Local History (continued)

with Historic Northampton on a new content management system to replace Past Perfect and have so far demoed 3 vendor products. They will be looking for funds from special collections and technology funds in the spring. Ms. Nelson also said that funding will be needed when the library reopens to create safe and comfortable spaces for researchers including barriers and cameras. She has been looking at what other institutions are doing.

Ms. Nelson left the meeting at 4:45 PM.

Friends of Forbes

Ms. Hess attended the Friends of Forbes virtual meeting on January 6 and reported that Ms. Downing discussed the phased reopening plan. She hopes to be able to continue with the current self-service. The curbside pickup is popular, but also very labor intensive. The Friends now have \$512,208 in their endowment, an increase of \$18,000 from the last quarter. They have \$76,826 in their operating account which includes \$7,000 in income and a \$3,500 donation from the Mo Willems Foundation which they voted to donate to the Marie Hershkowitz Memorial Children's Book fund. Income for the year was \$14,000 more than budgeted and expenses were less than budgeted. They discussed transferring some of the funds in the checking account to the endowment. The Director's discretionary fund has \$19,000 to roll over and \$11,000 from the endowment. They discussed making thank you calls to donors. Ms. Downing reported on the new pandemic delivery service and reported that more than 187,000 items circulated in 2020. The Friends discussed the Garden Tour and are hoping for a June 19 event. They are compiling other fundraising ideas including doing something outdoors, and selling t-shirts, scarfs, posters, and Paco themed items (stuffed animals, puppets).

Administrative Report

Ms. Downing reported that the staff greatly appreciated the Downtown Northampton gift cards and a couple of people commented that they were especially grateful that it was also supporting the local community at the same time.

Information about the second round of PPP loans has come out and Forbes is not eligible to apply because it is limited to entities that have had a 25% reduction in revenue for at least one quarter of the last fiscal year. Ms. Downing will be working with Ms. Buckhout over the next couple of months to get the existing loan forgiven.

Stan Sherer has finished a 35 minute documentary about the history of Forbes that includes historic photos as well as contemporary footage and interviews with staff. A virtual premiere screening is being planned for the Friends annual meeting that will include a Q&A with Mr. Sherer.

Mayor Narkewicz has decided not to run for another term and Ms. Downing and Ms. Moss are disappointed to see him go. His skill at developing multi-year budget plans along with the generosity of taxpayers at passing two overrides during his tenure has created fiscal stability for the library. The Mayor has also been very supportive of the library's capital needs. They are looking forward to having this last year to work with him.

Ms. Downing reminded the board how to access the resource page for trustees that includes lots of links. A copy of the page with the URL was distributed.

Mr. Carrier won his first election to trustee of Forbes Library 40 years ago this fall. Congratulations on this record breaking milestone!

Administrative Report (continued)

Ms. Downing acknowledged the passing of Allison Lockwood, who was a trustee from 1996-2004, and who made many significant contributions to the library.

Phased Reopening Plan Update

Ms. Downing reported that she and Ms. Moss continue to watch cases numbers closely. Northampton and the weighted formula of the local service area has remained in yellow status throughout this month, although this 4 week period ends with over a 60% higher case count than it started.

Information Services has launched LibraryH3lp chat client online as another way for patrons to get questions answered. Chat is now available from just about every page on the website. Look for the dialog box icons in the bottom right of any page. Using these opens up a pop-out chat in a new window.

Mr. Carrier asked how Forbes compares to other local public libraries in terms of reopening. Ms. Downing said that many are still in curbside pickup only mode, though a few are letting people in the building for self-service pickup including Forbes and Lilly Library. Some libraries that had been open for self-service have since reverted to curbside only due to an increase in cases in their service area or amongst library staff.

Ms. Wight moved that the Administrative Report including the Phased Reopening Plan Update be accepted and placed on file. 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.

Next Meetings

The next regular meeting of the trustees is scheduled for Thurs., February 18 at 4:00 PM. The trustees scheduled the following meetings for 2020: Wed., March 17; Thurs., April 15; Thurs., May 20; Thurs., June 24; Thurs., July 22; Wed., September 15; Thurs., October 21; Thurs., November 18; Thurs., December 16. 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.

The next meeting of the Friends of Forbes Library will be held Wednesday, February 3, at 6:30 PM. Ms. Hess will attend on behalf of the trustees.

Communications

Ms. Downing received an email on December 21 from Susan Fliss, Dean of Libraries at Smith College. She sent best wishes and her appreciation for the services Forbes offers and for being open for students while Smith College libraries are closed.

Election of Officers

Mr. Carrier nominated Ms. Hess for Vice President. Ms. Hess nominated Mr. Carrier for President.

Mr. Twarog made a motion to approve the nominations of Mr. Carrier for President and Ms. Hess for Vice President. Ms. Prabhaker seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Appointment of Secretary and Treasurer

Ms. Prabhaker made a motion to appoint Ms. Sheirer as Secretary and Ms. Buckhout as Treasurer. Ms. Hess seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Trustees Award

The trustees discussed a potential recipient for the Gertrude P. Smith Trustees Award. The award honors a community member or members who have given exceptional volunteer service or have made another significant contribution to Forbes Library and is named after the first recipient who is responsible for starting the Friends of Forbes Library.

Ms. Downing said that the awards from last year have not been given out yet because of the pandemic. The recipients last year were Martha McCormick and Elaine Reall. This year the trustees discussed giving the award to Dr. Melvin Hershkowitz who donated the money to begin the Marie Hershkowitz Memorial Children's Book Fund at Forbes. In recent years, the Trustees' Award ceremony has been combined with the Friends annual meeting, but it doesn't need to be. The Friends' annual meeting this year will be virtual. The trustees discussed having a small outdoor event in either April or May, adhering to COVID-19 guidelines for small group gatherings. Ms. Downing and Ms. Moss will do some more planning and the trustees will discuss it again in February.

Ms. Prabhaker made a motion to give the Gertrude P. Smith Trustees Award this year to Dr. Melvin Hershkowitz. Mr. Twarog seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Downing will notify Dr. Hershkowitz of the award and share more details with him as the event is planned.

Trustees and Administration Goals

Draft goals for the Trustees for 2021 were distributed to the trustees. They include assisting the administration on developing facility, grounds and technology plans; advocating for the library's needs locally and on the state level; working towards completion of Standards and Excellence Program for History Organizations (StEPS) with the CCPLM Standing Committee; conducting contract review with FLEA with the Labor Relations Committee; and developing an action plan to support the library's racial justice statement.

Ms. Downing distributed 2021 Administration Goals including short-term, medium-term (2-3 years), and long-term goals. Short term goals include growing the Marie Hershkowitz Memorial Children's Book Fund; engaging current members and increasing awareness of the Charles Forbes Legacy Society; strengthening relationships with social safety net organizations; utilizing membership in the Chamber of Commerce to develop new partners; partnering with Smith College to include CCPLM in tourism publicity with launch of new Neilson Library; reviewing library policies through a diversity, equity and inclusion lens; conducting comprehensive job description review; assessing public services structure; working with the trustees to develop and implement facilities, ground and technology plans; continuing to offer staff training on anti-racism, safety and customer service; overseeing completion of FY21 action plans; assisting in completing StEPS self-assessment; continuing to budget for minimum wage increase and adjustments for wage compression; developing an action plan in consultation with the Racial & Social Justice Committee; researching and attaining funding for a book bike; adding additional outdoor seating and conducting promotion of improved wireless; supporting completion of Moving Memories Lab grant; supporting Outside Voices LSTA grant; updating equipment in the Coolidge Museum and working with Northampton Open Media to begin filming library programs; exploring installation of technology in meeting rooms to allow for digital broadcasting; assisting in diversifying the library's permanent art collection; and working with the City to update

Trustees and Administration Goals (continued)

basement HVAC. The medium term goals including reviewing employee grade chart; remodeling the Young Adult Room and creating a new programming room; successfully realizing the goals in the FY19-FY23 Strategic Plan; refreshing library's branding; reapplying for Master Grounds Plan grant; developing a new strategic plan beginning in FY23. Long range goals include stabilizing funding for the Book & Media budget; improving the Children's Room entrance; and expanding and renovating Special Collections and CCPLM.

Ms. Wight made a motion to approve the 2021 Trustees and Administration goals. Ms. Hess seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Director's Evaluation

A clarification raised at an Open Meeting Law webinar has revealed that it is a best practice for a staff member to collate materials for the board for the director's evaluation and for the entire process to take place during an open meeting. Ms. Moss has agreed to collate the board's individual evaluations in advance of the February meeting. At that meeting the board will discuss the evaluation and ratings and comments will be finalized and recorded by the secretary. Ms. Moss is providing copies of the evaluations done by Ms. Downing's direct reports as well as the summary of accomplishments for 2019 and 2020. Ms. Moss will share a blank evaluation form with the trustees who should complete it and return it to her by February 12. Mr. Carrier suggested that the evaluation could be done in an open special meeting called for that purpose so that the trustees can take the time to better focus on it.

Ms. Hess made a motion to approve the revised process for the Director's evaluation. Ms. Prabhaker seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

BIPOC Art Fund

Ms. Downing reported that the library has received an anonymous donation of \$10,000 for the establishment of a fund to support the diversification of artwork in the library's permanent collection as well as on temporary exhibit. She has worked with the donor and Faith Kaufmann to clarify the uses for the gift: "Established in January 2021 through an anonymous donation of \$10,000 this fund is intended to support the purchase, preservation, restoration, and exhibition of artwork by BIPOC (black, indigenous, and people of color) artists for the library's permanent collection, as well as costs associated with temporary exhibitions at the library of artwork by BIPOC artists."

Ms. Prabhaker made a motion to accept this gift under these terms, establish the fund, and set up a working committee to name the fund and work on the purchase and exhibition of artwork by BIPOC artists under the guidance of the Special Collections Policy (<https://forbeslibrary.org/info/policies/special-collections-policy/>) and the Racial Justice Statement (<https://forbeslibrary.org/blog/2020/07/29/updated-statement-on-racial-justice/>). Ms. Wight seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

The trustees are thrilled with this donation and feel a great responsibility to do this right. They discussed the membership of the working committee and agreed by consensus that the work being done by the Racial and Social Justice Advisory Committee should help inform the work of the new committee. Membership will also include Faith Kaufmann, Art & Music Librarian, Mr. Carrier, and Ms. Wight. Mr. Carrier proposed supplementing the donation with a matching amount

BIPOC Art Fund (continued)

from the Morin Fund bringing the total the new committee has to work with to \$20,000 so that it can have a greater impact.

Ms. Wight made a motion to allocate \$10,000 from the Morin Fund to the new BiPOC Art fund. Ms. Hess seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Extension of FFCRA Benefit

Ms. Downing said that the Families First Coronavirus Response Act leave benefit has been extended through the end of March. It is available for any of these 6 reasons: is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; has been advised by a health care provider to self-quarantine related to COVID-19; is experiencing COVID-19 symptoms and is seeking a medical diagnosis; is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

This benefit extension is optional for employers. Ms. Downing said it has been called upon several times and she requested that the trustees extend the benefit through the end of March, retroactive back to the beginning of the year when the original benefit period expired.

Ms. Hess made a motion to extend the FFCRA Benefit through the end of March and retroactive to the beginning of the year when the original benefit period expired. Ms. Prabhaker seconded the motion, which passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Open Meeting Law Certification

Ms. Downing reported that one of the provisions of Open Meeting Law is a certification process that generally happens when an elected official first comes into office. She recently learned about this requirement and requested that the board review the Open Meeting Law Guide & Educational Materials highlighted on the Trustees Resources page and complete the certification on the last page. This certification can be returned to her by mail or by dropping it off at the library. It will be filed with the City Clerk's office. The City Clerk has confirmed that there are no Open Meeting Law violations filed against Forbes Library, and if there were, she would send the trustees the outcome of those findings which is another aspect of this provision. She can provide a paper copy of the guide upon request.

Pandemic Delivery Service Update

Ms. Downing reported that the library's targeted postcard mailing went out earlier this month and the first delivery was made within days. The initial response has been positive but slow so publicity will be increased including an article in the Gazette. Expanding the program is also being considered to include anyone over the age of 70 and anyone with an underlying health condition regardless of age. Ms. Downing is confident that the procedures and staffing are in place to serve a potentially greater number of people.

2020 Circulation Statistics

Ms. Moss reported that December saw the most materials physically borrowed since the pandemic started with 16,201 items borrowed through self-service holds and curbside. This was an increase of 2,272 items over November. The

2020 Circulation Statistics (continued)

streaming movie service, Kanopy, also increased with 8,418 movies viewed in 2020 compared to 5,277 views the previous year. Similarly, 45,589 items were borrowed from the Overdrive e-content collection to 34,837 in 2019.

For 2020, 187,283 items were borrowed from the library compared to 411,456 items borrowed in 2019. While this is a significant decline, the library is very proud to have been able to safely circulate this number of items despite all of the challenges of the pandemic.

Community Engagement

Ms. Moss distributed a list of recent and upcoming community engagement events.

Reports on Subcommittee and Other Meetings

CCPLM Standing Committee - Ms. Nelson gave an update on the museum as well as local history earlier in the meeting.

Development Committee - Ms. Moss reported that the annual fund had many gifts over the holidays, and has now received \$33,964 from 182 donors. The Marie Hershkowitz Fund now has \$60,892 in the fund, \$8,662 in the local account and \$8,264 in gifts from this month, for a total of \$77,818. They are still looking for help with thank you calls.

Racial & Social Justice Committee - Ms. Hess reported that the committee is discussing ways to honor Juneteenth this year and is seeking feedback from the Advisory Group which will be meeting later this month. The committee approved a land acknowledgement for the website that will also be given at the beginning of public events:

Forbes Library stands on Nonotuck land. We'd also like to acknowledge our neighboring Indigenous nations: the Nipmuc and the Wampanoag to the East, the Mohegan and Pequot to the South, the Mohican to the West, and the Abenaki to the North. We would also like to pay our respects to indigenous Elders, past and present, of these communities and any others who may be here today. This is and always will be indigenous land.

The committee is grateful to the scholarship of historian Lisa Brooks as well as Bixie Eutsler and Ian Miller upon whose research this acknowledgment draws.

Other Business

Ms. Downing has heard from City Finance Manager Susan Wright that she should prepare a level-services budget for FY22 with up to a 3.2% increase, which is good news. She will be working on a rough draft to send to the city in early February and present to the trustees at their next meeting. Mr. Carrier asked her to set up a Zoom meeting with Ms. Wright and Mayor Narkewicz to thank them and wrap up any loose ends.

At 5:38 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 5:38 PM.