

TRUSTEES OF FORBES LIBRARY
Thursday, July 22, 2021

Present: Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Keith Purcell and Janelle Gaffer, Downey, Pieciak, Fitzgerald & Co.; Jason Petcen, representative of the Forbes Library Employee Association (FLEA); Dennis Hackett, reporter for the Reminder; Stan Sherer. **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. Wight made a motion to verbally approve the 2 warrants dated June 30 and the warrant dated July 22, 2021. 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 be contacting the trustees individually about a time to come in and physically sign some documents.

Public Comments

There were no public comments.

Auditor's FY2020 Summary

Keith Purcell and Janelle Gaffer of Downey, Pieciak, Fitzgerald & Co. presented the draft FY2020 financial statements and the draft management letter from the FY2020 audit. Mr. Purcell said the audit went very well and they are issuing a clean report. Ms. Gaffer said that since nothing can be done about the lack of a depreciation schedule prior to 2018, it has been removed from the management letter. Ms. Gaffer went through the financial statements which compared the balance sheet, statement of activities, statement of functional expenses, and statement of cash flow from 2019 and 2020. The PPP loan is still listed as a liability in FY2020 since it was not forgiven until May 2021, and appears throughout the financial statements. Next year it will appear on the financial statements as grant income. Other than that there was nothing very unusual about the year. She went through the notes to the financial statements and said that Forbes was in very good shape financially compared to most nonprofits since most of its endowment funds are unrestricted.

Ms. Gaffer then discussed the management letter which made several recommendations about improving internal accounting controls. She suggested limiting access to the library's credit card information that is currently stored in Amazon either by removing the stored information so that the credit card information would need to be entered manually, or by limiting access to the account. She also noted that the city paid a total of \$513,996 for building improvements, however the library did not obtain any invoices. She recommended that the library request and maintain invoices for all improvements and for the library's books. She also noted that the library has a google grant that provides up to \$10,000 per month in inkind Google Ads advertising, which has not been recorded in accordance with generally accepted accounting principles because the library could not estimate the total amount for fiscal year ending June 30, 2020. The net effect to the financial statements is \$0 and the library believes the total amount is not material for fiscal year ending June 30, 2020. However, Ms. Gaffer recommends

Auditor's FY2020 Summary (continued)

that the Library review this grant in further detail in the future, and record a reasonable estimate of the inkind revenue and inkind advertising expense. Ms. Buckhout said that it has been difficult getting the full information from Google, but that the library is tracking it on a spreadsheet. Ms. Gaffer said that the spreadsheet she has does not clearly identify that the information is from Google. She said that if that can be verified, then it can be cleared up and removed from the management letter. Ms. Moss will work with her on that.

Ms. Gaffer also noted two upcoming accounting standard changes. The first has to do with revenue from contracts with customers and will not likely be burdensome to the library and won't change much. In 2023 there will be a change to how operating leases are recorded on the statement of financial position as an asset and a liability rather than as revenue and expense. Ms. Gaffer said that the Form PC still needs to be filed. The 990 form was already filed and does not need to be amended. She thanked Ms. Buckhout for all her assistance and Ms. Buckhout thanked Ms. Moss and Ms. Downing.

Ms. Prabhaker made a motion to approve the FY 2020 financial statements and management letter. 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. Gaffer said that she and Ms. Buckhout have set up a timeline for the FY2021 audit and that Ms. Buckhout will get her the necessary information by mid-August. The audit should be completed by October 2021. The FY2020 audit cost \$8,330, but next year will cost \$10,050 due to the increased complexity of the library's accounting and the number of individual grants that need to be tracked. Ms. Downing asked that in the future to let the library know in January of price increases so she can factor that into the budget. Ms. Buckhout said that if there are further price increases in the future, she suggests that the audit be put out to bid.

Ms. Prabhaker made a motion to approve \$10,050 for the FY2021 audit. 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. Gaffer and Mr. Purcell left the meeting at 4:20 PM.

Secretary's Report

Ms. Hess moved that the Secretary's Report of June 24, 2021 and the Executive Session of June 24, 2021 be accepted and placed on file with a few minor corrections. 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.

Treasurer's Report

Ms. Buckhout presented the Preliminary Treasurer's Report of June 30, 2021. The General Aid Fund had negative net activity for the month of \$59,928 and has a balance of \$6,636. Income is in excess of budgeted by \$4,285 and expenses are over budget by \$29,754. Areas that exceeded budget the most are payroll \$32,621, labor & repairs of \$6,384 and electricity of \$5,114. The Book & Media Fund closed with negative net activity of \$3,479 and has a balance of \$13,233. The Auxiliary Services Fund had positive net activity of \$45 and has a deficit of \$293. The COVID Fund had zero net activity and has a deficit of \$222.22. The Externally Financed Transactions Fund had positive

Treasurer's Report (continued)

net activity of \$17,660 and has a balance of \$14,218. The Gertrude P. Smith Fund had zero activity and has a balance of zero. \$100,000 from the PPP Loan was moved to the new endowment fund. The Go Local (Outside Voices) Grant fund had negative net activity of \$827 and has a balance of \$4,872. The Morin Fund had positive net activity of \$28,874 and has a balance of \$98,638. The Moving Memories IMLS Grant fund had negative net activity of \$1,876 and has a deficit of \$7,401. The Outreach fund had positive net activity of \$500 and has a balance of \$8,828. The Programming Fund-Children had positive net activity of \$472 and has a balance of \$2,618. The RCCR Centennial Fund had positive net activity of \$756 and has a balance of \$681. The Watson Copier Fund had negative net activity of \$1,736 and has a deficit of \$5,079. The balance in the endowment at Bartholomew Inc. as of June 30, 2021 was \$6,517,682. Ms. Buckhout said that she expects the Moving Memories grant to be reimbursed in the next couple of months. She said she had anticipated that the RCCR fund might have a deficit but instead it has a small positive balance. She requested two transfers.

Ms. Hess made a motion to transfer the \$5,079 deficit in the Watson Copier Fund and the \$222.22 deficit in the COVID Fund to the General Aid Fund. 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.

Mr. Twarog made a motion to approve the Preliminary Treasurer's Report of June 30, 2021 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.

The following undesignated gifts were received since the last Trustees' meeting: a total \$4,452.20 to Morin Fund including \$2,884.20 from Raytheon Technologies, Waltham MA; \$1,000 from Dianne Hobbs, Easthampton MA; \$200 from Janet Nelson, Northampton MA; \$100 in memory of Arlene Dausch from Virginia Lagana, Northampton MA; \$100 from Jeff Glickman, South Windsor CT; \$51.50 in honor of Rita Cahillane from Julie and Marc Adamchek, Indian Orchard MA; \$51.50 from Mollie Hartford, Northampton MA; \$50 from Susan Lantz, Easthampton MA; \$30 from Nicole Sibley, Amherst MA; \$20 in honor of Benjamin Kalish from Ann Kovacs; \$10 from Morgan Brown, Northampton MA; and \$5 from Kim Watkins, Northampton MA. Additionally \$50 in memory of Zane Kotker from Susan Lantz, Easthampton MA to the Marie Hershkowitz Memorial Children's Book Fund; and \$25 from Alexander George, Amherst MA, to the Lyman Special Collections Fund.

Mr. Twarog made a motion to approve the 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 designated gifts, receipts from sales/rents, or donations this month.

Financial Report: Fourth Quarter Report

Ms. Downing said that it was a very unusual year with the pandemic and that some areas of the budget were overspent while others were underspent. There were significant overages in payroll and electricity that were both directly tied to the impacts of the pandemic. The Labor & Repairs overage was a result of both expected and unexpected work projects. The current ending balance includes the transfer of \$3,600 from the Aid Fund that was made to the Aid

Financial Report: Fourth Quarter Report (continued)

Fund in the endowment and the transfer of \$11,500 to the Garvey Book & Media Fund that were approved last month. She is expecting a fairly significant bill for the burst pipe that happened at the end of June as well as the \$11,500 lighting project to improve safety in the front vestibule and main staircase that was approved in FY21 but will take place in FY22. She recommended reversing the transfers that were approved last month and put the \$3,600 back into FY21 General Aid Fund and the \$11,500 into the FY22 General Aid Fund. Ms. Downing said she expects to have the final FY21 budget report to be approved at the September trustees' meeting and then sent to the city.

Ms. Wight made a motion to transfer \$3,600 from the Forbes Aid Fund in the endowment to the FY21 General Aid Fund in the operating budget and \$11,500 from the Garvey Book & Media Fund in the endowment to the FY22 General Aid Fund in the operating account. 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. Moss reported on the Book & Media Fund. The local Cutter Fund has a balance of \$8,290.20. She recommended that this amount be applied to the FY22 Book and Media budget and that the disbursement from the endowment be reduced by the same amount. Furthermore, the Book & Media budget has a surplus of \$13,233.33 due to planned underspending and the suspension of the Materials Expenditure Requirement for FY21 by the MBLC's Emergency Preamble to the State Aid to Public Libraries Program Policies. She recommended that this surplus be applied to the FY22 Book and Media budget income, and that the disbursements from the Forbes, Nichols, and Cutter endowment funds be reduced by the same amount, specifically the Forbes Book Fund reduced by \$4,500 from \$35,000 to \$30,500, the Nichols Book Fund reduced by \$4,500 from \$26,400 to \$21,900, and the Cutter Book Fund reduced by \$4,233.33 plus the local amount of \$8,290.20 from \$36,300 to \$23,776.47.

Ms. Wight made a motion to approve the recommendations of Ms. Moss about the Book & Media Fund, applying the Cutter Fund balance of \$8,290.20 and the \$13,233.33 Book & Media surplus to the FY22 Book & Media Budget, and reducing the disbursements from the endowment by the same amounts as proposed. 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

The Friends of Forbes did not meet in July. Ms. Downing distributed copies of their minutes from the June meeting.

Administrative Report

Ms. Downing reported that in recognition of the dedication and hard work by the IPT staff during the pandemic, she proposes increasing the hourly base rate from \$14.50 to \$15.25 starting July 19 instead of waiting until January 1 when the rate had been set to increase. The custodial IPT rate would be increased at the same time from \$16 to \$16.75. Ms. Downing said the cost of this change will be about \$1,500. Ms. Moss added that the 2 open positions will offset this additional cost.

Mr. Twarog made a motion to increase the hourly base rate for IPT staff from \$14.50 to \$15.25 and the custodial IPT rate from \$16 to \$16.75 effective July 19. 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.

Administrative Report (continued)

During the week of June 28 the library had a small HVAC related leak in the closet at the back of the Technical Services office that was able to be dealt with in house. Later that week a larger leak was discovered in the back of the Boiler Room. Central Services was contacted who sent over Warren Jones, City Maintenance Foreman, who inspected the situation with Mr. Petcen and recommended an emergency contractor who came to the site and was able to find the problem and correct it within 6 hours. The bill has not yet been received, but it is anticipated to be several thousand dollars. Ms. Downing and Ms. Moss commended Mr. Petcen and Frank Gessing for working diligently to pump out the water from the basement and to Mr. Petcen who made sure that everything was taken care of in the best way possible.

Callie Sieh has resigned from their library assistant position. Callie started with Forbes as a work study student five years ago and has most recently been an assistant in the Children's & Young Adult Department. Callie approached everything with creativity and thoughtfulness and will be greatly missed.

Sarah Johnson and Madison Bishop have started offering story time on the lawn. The first one was a huge success with 30 attendees. Ms. Johnson commented that it was great to be able to have bubbles and other interactive activities that couldn't be duplicated virtually. Ms. Downing and Ms. Moss are so happy to have this important library tradition resume in person and would also like to acknowledge Ms. Johnson and Ms. Bishop for creating 65 virtual story times during the pandemic. Posting weekly on Facebook, they kept it up week after week and can still be viewed online, <https://www.facebook.com/Forbes.Library/videos/>.

The first in person Hosmer Exhibit was mounted this month featuring an international labor poster exhibit from the collection of Stephen Lewis. Additionally, Faith Kaufmann curated a virtual exhibit called, "In This Together: A Virtual Exhibit on Planetary and Human Health highlighting the interconnectedness of planetary and human health. 41 Western Massachusetts artists and writers are participating in the exhibition which takes place online from July 5 to September 5, 2021 and is available to view online, <https://forbeslibrary.org/exhibit2021/>.

The Friends of Forbes Garden Tour was a huge success. The weather held off and the tour sold out. Ms. Downing and Ms. Moss are so grateful to the Garden Tour and JoEllen MacKenzie and Serena Smith who served as liaisons from the Friends Board as well as everyone who came out to view the gardens.

Forbes Library was invited to contribute to a study by the Alliance for Digital Equity that is a coalition of organizations, governmental bodies, and individuals in Hampden, Hampshire and Franklin counties of Massachusetts who care about the issue of digital equity. The alliance issued a report that includes detailed information about each community in the study. 14% of households in Northampton do not have access to a computer at home. The study also found that internet speed and digital literacy were issues needing attention. The whole study can be found online, <https://sites.google.com/view/alliancefordigitalequity/>

Phased Reopening Plan Update

Ms. Downing reported that the library has continued to increase open hours including in the Children's & Young Adult Department and the Coolidge Museum. Circulation has also increased substantially this last month. The Reopening Committee is continuing to work through to a full reopening including the return of soft seating and meeting rooms. Ms. Moss has reached out to MassHire to coordinate the return of their satellite to the library in the fall.

Phased Reopening Plan Update (continued)

The telecommuting policy was discussed with the labor management team to understand their concerns about the initial policy that was presented. Ms. Downing and Ms. Moss have followed up with the insurance providers to get a better understanding of best practices from a liability perspective and plan to bring a simplified policy to the leadership team for consideration soon. The hope is to have a policy for the board to consider at the September meeting.

Ms. Downing expects that all library staff will be back to working onsite in September and she is looking at different configurations of a full schedule and at adding after 5 PM hours which support the needs of working people and their families. In response to a question from Mr. Carrier, Ms. Downing said she does not have a recommendation at this time about removing the requirement to wear masks in the library pending more information about the COVID variants and the feelings of staff.

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

Next Meetings

The next regular meeting of the trustees is scheduled for Wednesday, September 15 at 4:00 PM. Ms. Sheirer is unable to attend but will prepare a note taking document ahead of time for Ms. Moss to take notes. The following meetings have been scheduled for 2020: Thursday, October 21; Thursday, November 18; Thursday, 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, September 1, at 6:30 PM. Ms. Hess will attend on behalf of the trustees. Ms. Downing will ask if the Friends plan to meet virtually or in person and will let Ms. Hess know.

Communications

There were no communications this month.

Increasing Board Size

Ms. Downing said that as a follow up to last month's discussion she reached out to the Mayor's office and heard back from the Mayor that Look Park has recently gone through probate court to increase their board from 5 to 7 seats and the Mayor is supportive of Forbes pursuing this change as well. She proposed that an ad hoc committee be formed to work on exploring this further and requested that the trustees approve the formation of the committee as well as securing legal advice funding from the Morin Fund.

In response to a question from Mr. Carrier, Ms. Downing said that the issue of compensation is different since it is not covered in the will. She remarked that Ms. Buckhout said last month that reimbursement of expenses is not considered compensation so that the library could reimburse trustees for memberships, training, conferences, equipment, etc. She plans to continue this conversation with the Racial and Social Justice committee and advisory group and will bring it back to the trustees when ready.

Mr. Twarog made a motion to approve the formation of an ad hoc committee to explore increasing the board size from 5 to 7, and to secure legal advice

Increasing Board Size (continued)

with funding from the Morin 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, Ms. Moss, Mr. Carrier, and Ms. Wight will serve on the ad hoc committee.

Fund Descriptions

Ms. Downing said that she is in the process of reviewing the various funds' descriptions. Ms. Buckhout said that the descriptions should all include the phrase "and other operating expenditures as needed or desired by the board" so that funds will be unrestricted and less cumbersome to keep track of should the fund's purpose change in the future.

Ms. Downing proposed the following description for the new Gertrude P. Smith Book Fund. "Established by the Trustees in 2021 in recognition of Ms. Smith who founded the Friends of Forbes Library in 1980 to help raise money and to publicize the services of the library. She was passionate about the arts and was a professor of music at Smith College. The income is to be used to purchase books and other circulating materials for the Arts & Music collection, and other operating expenditures as needed or desired by the board."

Ms. Downing proposed updating the description of the Lyman Special Collections Fund. The current description is "Established by the Trustees in 1981 with a principal of \$22,500 (from the sale of the Hadley Chest). Its purpose is to support the care, preservation, and restoration of the library's special collections and works of art." The proposed new description is "Established by the Trustees in 1981. The income is to be used to support the purchase, care, preservation, and restoration of the library's special collections and works of art. It also supports the needs of the rooms that house the collections as well as programming and other initiatives focused on local history, and other operating expenditures as needed or desired by the board."

Ms. Hess made a motion to approve the proposed new descriptions of the Gertrude P. Smith Book Fund and the Lyman Special Collections Fund as proposed by Ms. Downing. 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. Hess asked if the Lyman Special Collections Fund could be used to purchase artworks suggested by the BIPOC Art Committee. Ms. Downing said that the intent is to build the fund up to become sustainable and to grow over time, and only spend a percentage of earnings each year.

Ms. Downing proposed updating the description of the Stahl & Halberstadt Technology Fund. The current description is "Established by the Trustees in 2007 with unrestricted bequests of \$125,000 from Dorothy Stahl and \$100,000 from Margaret & James Halberstadt. The income is currently used to purchase technology for the library but is not restricted for this purpose." The proposed description is "Established by the Trustees in 2007 with unrestricted bequests of \$125,000 from Dorothy Stahl and \$100,000 from Margaret & James Halberstadt. The income is used to purchase technology for the library, and other operating expenditures as needed or desired by the board." Ms. Buckhout said she needs more time to review the wording of this fund to make sure it does not change the original intent.

Discussion Topic

There was no discussion topic this month.

Children's & Youth Services Department Renovation

Ms. Downing had a conversation with Central Services and it was determined that Forbes will most likely not need to go out to bid for the architectural study. David Pomerantz proposed that Forbes seek a proposal from Deitz Architects who has done successful projects for the city and has experience working with historic buildings. Ms. Downing answered some questions from Dietz and she is waiting to hear back about next steps.

Racial & Social Justice

Ms. Moss said that as discussed at last month's meeting, she will now be reporting on activities supporting racial and social justice initiatives and she distributed a list including: Racial Equity Symposium, June 21; Library cosponsored a public reading of Frederick Douglass's 1852 Address, "What to the Slave Is the Fourth of July?" held at Historic Northampton, July 5; May Day international labor poster exhibit, July 7-August 26; Summer Reading outreach during the Summer Meals distribution at Meadowbrook and Hampshire Heights apartments, July 14; MLS [DEI Training Series] Whiteness & Anti-Racism, July 14; and Joint meeting with Northampton Human Rights Commission to discuss collaborating, July 20.

Reports on Subcommittee and Other Meetings

Development Committee - Mr. Carrier reported that the committee is planning the fall appeal which will be mailed out in late September. Ms. Downing said she would run the wording of any solicitations by Ms. Buckhout before sending them out. The committee has also been working on a couple of documents. One is a confidentiality agreement to be signed by volunteer fundraisers, and a notice of confidentiality for library staff that includes expectations about patrons' privacy. They are also working on a donor impact statement that will give donor's a sense of what their gifts at different levels will accomplish in the library.

Racial & Social Justice Committee - Ms. Hess reported that the committee reviewed the input from the breakout groups from the Juneteenth event and will next be formulating recommendations and creating a framework to move forward. They will meet again next week. Ms. Downing reported that the banner bearing the words "Racism and intolerance have no place here" was delivered and will be hung tomorrow.

BIPOC Art Committee - Mr. Carrier reported that the committee is continuing to review possible artists and is developing criteria for decision making. Mr. Carrier, as President, is asked to appoint Chelvanaya Gabriel (they/them), Multimedia Art Activist/Storyteller & Resilience/Social Justice Facilitator to the committee barring any objections. They have been attending the past couple of meetings and bring experience and knowledge of the local art scene. The trustees agreed by consensus that Mr. Carrier should appoint Chelvanaya Gabriel to the committee. Mr. Carrier said that the committee will meet again in September.

Landscaping & Grounds Committee - Mr. Twarog reported that the committee met this week and that there are a number of projects in process including adding curb cuts that are ADA compliant, placement of outdoor power cables, and plans for a platform/bandstand/gazebo for outdoor performances. Plans are still in the formative stages and the committee would like to have a better

Reports on Subcommittee and Other Meetings (continued)

sense of what they want before contacting an architect. Mr. Twarog said any plans or drawings will be shared with the trustees.

Other Business

Mr. Carrier asked Ms. Downing about the credit card issues discussed by the auditors. Ms. Downing said that there is a way to be invoiced by Amazon instead of using the card, but that it would be difficult to include those charges each month with the warrant due to timing issues. Ms. Downing said that the card is used frequently for small purchases and it would be cumbersome to have to enter the number multiple times a day. Ms. Moss said that the password could be changed quarterly thereby improving security. A log could be created where people could sign off that they have the new password. Ms. Prabhaker said that where she works, she can place Amazon orders but they all need to be approved by a single person before the orders go out. Ms. Hess asked if the card has ever been abused or misused and Ms. Downing said not to her knowledge. Ms. Downing said that the other issue raised by the auditors about getting invoices from the city for the work done for Forbes will be difficult. Former finance director Susan Wright said the invoices were on multiple warrants with multiple approvals and she was not able to provide them for FY2020. Ms. Downing and Ms. Buckhout will be meeting with the city's new finance director, Charlene Nardi, and will work with her to get it resolved.

FLEA Contract Negotiations: Executive Session

At 5:17 PM, Ms. Hess moved that the trustees go into executive session to discuss contract negotiations with FLEA because negotiation in open session would be detrimental to the library's bargaining position. 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 invited Ms. Buckhout, Ms. Downing, Ms. Moss and Ms. Sheirer to remain as guests at the executive session. Mr. Sherer, Mr. Petcen, and Mr. Hackett left the meeting at 5:17 PM. Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:20 PM, Mr. Twarog moved that the executive session be ended and the regular meeting reconvened. 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. Hess made a motion to approve the mutually agreed upon FY2022 FLEA contract changes retroactive to July 1 including a 2% contractual increase for all members and step increases for eligible members; the addition of a resignation policy; adding Juneteenth (June 19th) to the list of paid holidays; and formally approving the PFML language as preliminarily approved by the trustees in late 2020. 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.

At 5:20 PM Ms. Prabhaker 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 5:20 PM.