

**TRUSTEES OF FORBES LIBRARY**  
**Thursday, September 21, 2023**

**Present:** Ms. Debin Bruce, Mr. Russell Carrier, Ms. Lisa Downing, Ms. Kyle Hamilton, Ms. Emily Prabhaker, Ms. Elizabeth Sheirer, Mr. Joseph Twarog. **Also Present:** Mary Biddle, Head of Borrowers Services; JoEllen MacKenzie, observer for the Friends of Forbes Library; Priya Charry, Head of Adult Services; Alexander George, candidate for trustee; Ruth Francis, candidate for trustee. **Present via Zoom:** Ms. Molly Moss, Ms. Katy wight, trustee. **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 for some participants as indicated.

The meeting was called to order at 4:00 PM.

**Bills & Warrants**

The trustees signed the warrant dated September 21, 2023.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Prabhaker moved that the Secretary's report of July 20, 2023 be accepted and placed on file with a minor correction. Mr. Twarog seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Treasurer's Report**

Ms. Hamilton said that the treasurer's reports for July and August are not yet ready to be presented to the trustees. She has been working on multiple projects including the treasurer reports, auditor's report, and the state aid report which needs to be submitted next week. Once completed she will email the treasurer's reports to the trustees who can approve them at next month's meeting.

Mr. Carrier said that he appreciates the amount of work Ms. Hamilton has been putting in and understands her frustration. Ms. Hamilton said that next year she will have a better sense of how to plan for and budget time. In response to a question from Ms. Bruce, Ms. Hamilton said that the \$1,900 error in the Rowe Special Collections fund that was reported at the last meeting has been corrected.

Mr. Carrier said that in response from a suggestion from Bartholomew Inc. to invest short-term funds into treasuries with higher yields, Ms. Hamilton has come up with a recommendation for Forbes to take advantage of higher interest rates. Ms. Hamilton said that for now she believes Forbes should take a conservative approach by investing in CDs at Florence Bank. Forbes currently has a \$37,000 CD due to mature on October 30, which she recommends be rolled over. Additionally she recommends putting an additional \$10,000 into a 7-month CD at 4.39% at Florence Bank, then start to ladder more CDs at \$10,000 increments as it feels appropriate, while keeping an eye on cash flow and making sure that the library can always make payroll.

Ms. Bruce made a motion to invest \$10,000 in a 7-month CD at Florence Bank. Ms. Prabhaker seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Treasurer's Report** (continued)

Ms. Hamilton said that Florence Bank offers remote deposit capture with a cash management business account. It involves installing software on a library computer, which would then allow for checks to be deposited remotely rather than going to the bank. The fees from this type of account would be mostly offset by earning points each month, roughly one dollar for every thousand in the account. Ms. Moss added that the fees would also be offset by a savings in staff time and that donors would appreciate their checks being deposited more quickly. Ms. Hamilton said that if the agreement is broken before five years, there is a \$500 charge.

Mr. Twarog made a motion to open a cash management business account at Florence bank allowing for remote deposit. Ms. Prabhaker seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Gifts, Donations, and Bequests, etc.**

Ms. Downing submitted a list of undesignated gifts received from multiple donors in July and August with \$1,309.15 to the Book and Media Fund, \$925.31 to the Lyman Special Collections Fund, \$50 to the Garvey Book & Media Fund, and \$52.05 to Rosamond Chester Coolidge Fund.

Mr. Carrier said that he and Ms. Downing agreed that the \$925.31 in donations to the Lyman Special Collections Fund should be combined with \$74.69 from the Morin Fund to equal \$1,000 to be transferred to the Lyman Special Collections Fund in the endowment to help replenish it.

The following donations were received since the last trustees' meeting: a creamer with scene of Plymouth Notch and made for Ruth Aldrich and sold at her teahouse 1920s-1930s from Susan Arcouette Watling; Fairy on Gosling illustration from Mother Goose and Friends by Ruth Sanderson; and Composition with Black Cat by William Sharp, Oil on Canvas. Ms. Downing read a letter of appreciation for Forbes Library from Mr. Sharp.

There were no designated gifts or receipts from sales/rents in July and August.

Ms. Bruce made a motion to approve the undesignated gifts and donations as proposed by Ms. Downing and amended by Mr. Carrier. Ms. Prabhaker seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Downing introduced Priya Charry, the new Head of Adult Services, and the trustees welcomed her to Forbes. Ms. Charry left the meeting at 4:21 PM.

**Socially Responsible Investing**

Ms. Downing reported that Bartholomew Inc. compiled an update on socially responsible investing based on a question from Mr. Carrier at the last meeting about the effect of the Republican attack on ESG investments on those types of funds. Mr. Carrier also corresponded with Brian Jamros at Bartholomew Inc. about the Forbes' investment strategy, withdrawal rate, and investment allocation of equities and bonds. The current portfolio is a 50/50 mix of equities and bonds, but until a few years ago the mix was 60/40. Mr. Jamros said that with a 4% withdrawal rate, 3% inflation, and 1% desired growth rate, he recommends that Forbes switch back to a 60/40 mix. Mr. Carrier said this is something the trustees should consider quarterly, and that the library needs a finance committee to make recommendations about the

**Socially Responsible Investing** (continued)

library's short-term and endowment funds. Mr. Carrier said that looking at the 20 trailing quarters, the library's withdrawal rate has not gone down as much as he expected, and that Mr. Jamros said this was because the library was continuing to put new funds into the endowment. He recommended that the trustees continue to do this as much as possible.

Ms. Prabhaker made a motion to authorize Bartholomew Inc. to change the mix in the endowment to 60/40 equities and bonds. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Department Report: Borrowers Services**

Ms. Downing introduced Mary Biddle, the Head of Borrower Services, who has been in her position for about a year. Ms. Biddle thanked the trustees for the opportunity to talk to them. She presented a written report and a slide show. In the last year, the library has returned to its pre-COVID numbers in circulation and patron visits. Circulation in August 2023 reached over 34,000 items not including e-books. Electronic monitoring at the front door recorded 4,239 people during the first week of September. Masking is optional, some staff are choosing to mask, and she expects it will continue to be like this for some time. In the last year the library has become fine-free and faxing and scanning are also free. Patrons are thrilled. She said that two staff members are always scheduled on the desk since they are so busy helping patrons with various things. Ms. Biddle, the new head of Borrower Services was hired, and she has implemented measures to improve staff satisfaction, and begun cross-training staff on service desks. Ms. Biddle has implemented some changes around communication within the department and how Borrower Services interacts with other library departments. They have engaged in team building activities such as a trip to the Natural History museum at Amherst College, which helps with staff morale. She said she is so grateful to be part of such a great team of terrific people. She is still working to improve a number of procedures. Two new Neighborhood Free Book Boxes have been added downtown, one in front of City Hall and one in front of the Chamber of Commerce. Ms. Biddle said that the book displays in the lobby are always changing and are very popular, timely, and relevant. 2022-2023 saw the return of work-study students from Smith College, and a return of volunteers from the community. New items added to the Library of Things include a telescope, two induction cooktop sets, a digital projector, a portable amplifier, multiple puzzles and games, a pickleball set, a bocce set, and more. Items on the wish list include portable electric tools and a variety of garden equipment.

Mr. Carrier asked if she had any requests of the trustees and Ms. Biddle said that they need two new book carts. Ms. Moss said they cost about \$500 each with shipping since they are soldered together at the factory and shipped fully assembled. Ms. Moss said that in addition, interlibrary loan needs a sturdier cart for a cost of \$1,000, making a total of \$2,000. She plans to bring this request to the Friends at an upcoming meeting. Mr. Carrier said to let the trustees know if funding is needed from the trustees.

Mr. Carrier encouraged Ms. Biddle to continue thinking about more things that will improve the patron experience as well as staff morale. He said that outreach and publicity is part of the strategic plan and appreciates all she does in those areas. He also said the relationship with Smith College is important to the library and anything she can do in that area is great.

**Department Report: Borrowers Services** (continued)

The trustees thanked Ms. Biddle for her report. Ms. Biddle thanked Ms. Downing and Ms. Moss for their support and for making Forbes such a welcoming and respectful place to work. She left the meeting at 4:45 PM.

**Friends of Forbes**

Ms. Prabhaker attended the September 6 meeting of the Friends of Forbes and reported that the garden tour brought in almost \$13,000 this year. Expenses include the Director's Discretionary funds for new merchandise, programming in the youth department, and museum passes. Overall the budget is doing well. The membership mailing is going out in the fall. Special events include the Artisans Fair on Sunday, October 1 from 10 AM to 3 PM, and planning for next year's garden tour. Ms. Downing requested funding for water bottle filling stations, necessary when so many people are coming in hot and thirsty. A patron donated \$2,000. Ms. Downing requested \$6,000 from the Friends, and will ask for \$4,000 from the trustees.

**Administrative Report**

Ms. Downing reported that the library served as a cooling center for the city for two days in late July and several days in early September. An increase in attendance was noted during those times, as well as an increase in library card signups. In addition to the usual offerings, cold water was provided to visitors.

Ms. Downing said that there is a feedback survey for the new special collections online content management system, Argus. She would appreciate it if the trustees took the survey that is linked from the top of the page: <https://archives.forbeslibrary.org>.

Ms. Moss and Benjamin Kalish are attending a two day conference for Massachusetts library staff who are interested in public library data and evaluation. They will be learning methods of gathering, analyzing, and using data for planning, managing, and communicating impact.

A staff training session was held last week that included a presentation of the new strategic plan, a screening of the Coolidge documentary, and a fire drill. Jennie Lamour organized a wonderful barbeque lunch and Jason Petcen cooked local corn and did the grilling.

Ms. Downing and Ms. Moss hope to see the trustees at the DoozyDo parade on Saturday, September 23 either marching along with the library staff or on the sidelines. Pam Acosta on the library's staff is the creative director this year and it is going to be such a fun time to celebrate the community and show support for one of Forbes' partner organizations, Northampton Neighbors.

Priya Charry started last week as the new Head of Adult Services. She is quickly learning all about Forbes and the community and everyone is thrilled to have her join the team. Adult Services encompasses what has been traditionally called Reference and includes all of the other services that are provided including reader's advisory, technology training, programming, and so much more.

Cheri Buckhout reached out to express her gratitude for the Chewy gift certificate and card. She was very touched.

Forbes was nominated by Congressman Jim McGovern for the 2024 National Medal for Museum and Library Service. This annual award is presented by the

**Administrative Report** (continued)

Institute of Museum and Library Services and recognizes outstanding libraries and museums of all types and sizes that deeply impact their communities. Winners are expected to be announced next spring.

Forbes will be participating in a statewide effort organized by the Massachusetts Board of Library Commissioners (MBLC) called *Let Freedom Read*, a statewide read-in to celebrate the freedom to read on Saturday, September 30 at 4 PM. "We may not agree on what to read, but hopefully we can all agree that the freedom to choose what we want to read is a vital part of a democratic society," said James Longergan, director of the MBLC.

The Division of Community Care has opened and is offering support at their drop in center at 1 Roundhouse Plaza or by phone and email. This information has been shared with the staff and Forbes looks forward to working together. In response to a question from Mr. Carrier, Ms. Downing said that it has been pretty quiet since the Division of Community Care has opened. She said their open hours are during the day because that is when the social services agencies they partner with are open.

This month's Hosmer Gallery exhibit is of particular interest to anyone interested in local arts history. Several of Judy Messer's prints on display will become part of the library's art collection after the exhibit is over. The other half features Ruth Sanderson's stunning paintings which are also featured in Judy's exhibit. There is a piece called "Fairy on Gosling" that she plans to donate to the library after the exhibit.

Maria Sperduti heard from one of the Northampton Free Neighborhood Book Box volunteers who shared, "I had a wonderful exchange with a young mother who said her daughter reads English and Spanish so I handed her two chapter books: one of each. The little girl hopped out of the car to see them - SO excited! So I would say that the NFBBs are not only enjoyable but educational; we are truly part of many generations of learners!"

Julia Cornick and other staff organized an extremely successful event with Smith students and signed up 82 library cards. Assuming that every student there was a first year (and most of them were), that means over 10% of the first year class now has a library card! Melinda White and Ms. Cornick were processing cards as fast as they could; fifty of those cards were handed out in the first hour. The snacks, vintage postcards, Paco stickers and button maker were also a big hit.

Ms. Downing said that new computers were deployed this week. She thanked Ben Kalish and Jason Petcen for their help in getting them installed. She said that COVID is back, and that it's been a strain with some staff being out sick. She said that Forbes' contact at Smith College has left and that Susan Fliss, Dean of Libraries, will let her know when a new liaison is assigned. In response to a question from Mr. Carrier, Ms. Moss said that work-study students receive small gifts at the end of the semester and that many of them go on to library school and later ask for letters of recommendation, which she is happy to provide.

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

**Next Meetings**

The next regular meeting of the trustees is scheduled for Thursday, October 19 at 4 PM. The trustees previously scheduled the following meetings for the remainder of 2022: Thursday, November 16; and Thursday, December 21. Meetings will convene at 4 PM, unless the representatives of Bartholomew Inc. 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 on Wednesday, October 4 at 6:30 PM. The meeting will be a hybrid in-person/online meeting. Ms. Bruce will attend on behalf of the trustees.

**Communications**

There were no communications this month.

**Discussion Topic**

There was no discussion topic this month.

**2025-2027 Strategic Plan**

Ms. Downing reported that the Strategic Planning Committee is presenting the 2025-2027 Strategic Plan for the trustees' approval. This plan was created with input from the staff, Board, Friends, committees, community leaders, library patrons, and the community at large. The themes of the plan became very clear as the data was compiled and the resulting goals and objectives will guide the library's priorities over the next several years. The plan benefited greatly from Seth Gregory's strategic branding consultation. He helped organize the feedback and created a visual framework for the planning and organization that will serve the library well for years to come. Many staff worked on the plan and Benjamin Kalish, Sarah Johnson, and Dylan Gaffney served on the committee along with Nicole Sibley from the Friends. Ms. Wight chaired the committee and produced the plan which is stunning. The committee is so grateful and proud of the finished product. Once approved by the trustees, the plan will be submitted to the MBLC by the end of the month.

All of the trustees expressed appreciation for Ms. Wight and said the report is outstanding. Ms. Wight acknowledged the committee members and all who helped with the report.

Ms. Wight made a motion to approve the Strategic Plan for 2025-2027 as presented by the Strategic Planning Committee. Ms. Prabhaker seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Intellectual Freedom Statement**

Ms. Downing said that in light of a statewide effort by libraries to stand up in solidarity for intellectual freedom and Forbes' new strategic planning objective stating that it will take action to continue to protect the intellectual freedom and privacy of library patrons, she asked the trustees to endorse the "Joint Statement on Intellectual Freedom and Censorship" of the Massachusetts Board of Library Commissioners (MBLC), The Massachusetts Library Association (MLA), The Massachusetts Library System (MLS), and The Massachusetts School Library Association (MSLA). A copy of the statement was distributed to the trustees.

Ms. Wight made a motion to speak to city councilors about putting forward a resolution supporting the statement, and serving as an example to other communities. Ms. Bruce said that although she would support that motion, she asked if Ms. Wight had considered if by connecting to a political process, it

**Intellectual Freedom Statement** (continued)

might cause the library to be linked politically in way the library didn't want. Ms. Wight withdrew her motion, and said she would consider this more thoughtfully and bring a more fully-formed recommendation to the next trustees' meeting. Mr. Twarog and Mr. Carrier also said they would support the resolution.

Ms. Bruce made a motion for the trustees to endorse the "Joint Statement on Intellectual Freedom and Censorship" of the MBLC, MLA, MLS, and MSLA. Mr. Twarog seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**"Democracy Holds Us Together" Statement**

Ms. Downing reported that the Coolidge Standing Committee recommends that the trustees request to sign onto a joint statement made by the federally funded presidential libraries and issued by the George W. Bush Presidential Center called "Democracy Holds Us Together". A copy of the statement was distributed to the trustees. She said it is a publicity opportunity to keep the Coolidge Museum in people's minds.

Ms. Bruce made a motion for the trustees to request to be included in the joint statement made by the federally funded presidential libraries and issued by the George W. Bush Presidential Center called "Democracy Holds Us Together". Mr. Twarog seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Mr. Twarog made a motion that the Coolidge Committee issue a statement on Coolidge stationery to be run as an ad in the Daily Hampshire Gazette with money from the Morin Fund. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Leadership Coaching**

Ms. Downing reported that she benefited greatly from the opportunity to work with a leadership coach last fall. She would like to continue to have the opportunity to work with Jenny Silver. Ms. Downing requested six executive coaching sessions with Ms. Silver for \$1,500.

Ms. Prabhaker made a motion to approve six executive coaching sessions for Ms. Downing with Jenny Silver for \$1,500 to be paid from the Morin Fund. Mr. Twarog seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Mr. Carrier encouraged Ms. Downing to bring requests like this to the trustees as often as needed, since the library does not have an HR department.

**Water Bottle Filling Stations**

Ms. Downing reported that the accessibility and ventilation work on the bathrooms is finally going to begin. This work is adjacent to the existing water fountains so now is the time to upgrade them. This has been requested by many patrons and will allow the library to provide cold, filtered water without needing to rely on plastic water bottles. This upgrade is planned for the first and second floors. Each unit costs \$6,000 and the other costs will be absorbed by the grant funding for the bathroom work because the existing units will have to be removed and reinstalled due to the work being done. A

**Water Bottle Filling Stations** (continued)

donor has contributed \$2,000 and the Friends have approved \$6,000 in funding for one of the units. Ms. Downing asked for approval of \$4,000 from the Morin Fund for the balance of the funds needed to purchase two units.

Ms. Prabhaker made a motion to approve funding \$4,000 from the Morin Fund for the purchase and installation of water bottle filling stations on the first and second floors. Mr. Twarog seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

The trustees expressed their appreciation to the library patron who donated the \$2,000, and asked Ms. Downing to let them know they are proceeding and to express the trustees' gratitude.

**Trustee Committees Review**

Ms. Downing said that in anticipation of new board members coming on, now is a good time for the board to review the standing committees structure. She asked the trustees to create an ad hoc committee and for Mr. Carrier to appoint members.

Ms. Prabhaker made a motion to create an ad hoc committee to examine and make recommendations about the library's current committee structure. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Mr. Carrier appointed Ms. Downing, Ms. Moss, Ms. Wight, and himself to serve on the committee.

**Staff Appreciation Gifts**

Ms. Downing said that Forbes has the most amazing staff and she would like to suggest that they be offered an end-of-year appreciation gift of a \$50 Downtown Northampton gift card. She requested approval of up to \$3,000 from the Morin Fund for the gift cards.

Ms. Bruce made a motion to approve purchasing end-of-year staff appreciation gifts of \$50 Downtown Northampton gift cards for up to \$3,000 to be paid from the Morin Fund. Ms. Prabhaker seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Mr. Carrier encouraged Ms. Downing to continue thinking of ways to express appreciation to staff.

**Increasing Board Size Update**

Ms. Downing reported that Forbes has the full support of the Attorney General's office for the expansion and now it is hoped that the legislative act to approve the expansion will happen quickly. Alan Seewald has determined that Forbes does not need to bring this expansion back for a vote on the city ballot. He has proposed that there be four trustee seats on the 2025 ballot (original two and two news ones) and then it would alternate between three and four every two years (e.g., 2027 would be three, 2029 four). It is anticipated that the increase will go into effect next year which will mean that the board will have two appointments to fill.



### **Trustees Election Update**

Ms. Downing reported that Northampton Open Media will be recording candidate statements later this month. Once they are available, they will be shared out in the library's newsletter and through social media.

### **Building Projects Update**

Ms. Downing reported that Central Services has provided some guidance on the bidding process for the performance stage. While awaiting news of the state grant application, plans are to hire an architect to put the call for bids together.

Ms. Downing said that the old boiler has been removed and parts for the new boiler have arrived. The chimney is being lined on September 28, which is a requirement of the new system. It is anticipated that installation work will start soon thereafter with the goal of having it completed by mid-October.

### **Mid-Year Review of 2023 Trustee Goals**

Ms. Downing distributed a chart with progress notes on the trustees' 2023 goals. Completed goals include having the new treasurer in place, completing the strategic plan, and implementing new branding. Goals in progress include increasing the board size to seven, increasing both the amount raised and number of donors annually as well as the amount invested in the endowment, improving the bathroom ventilation, increasing the personnel hours in the Coolidge Museum and hiring a consultant to redesign the permanent exhibit in the CCPLM, adding a performance stage to the west lawn, preparing to renovate the young adult room and adding a youth programming room, updating the HVAC system that supports the ground level, purchasing an AED (automated external defibrillator), and participating in Arts Night Out. Goals not yet started include increasing BIPOC participation and voices in trustee decisions and seeking opportunities to serve as an ambassador for the library and advocate for the library's needs.

### **Reports from Subcommittees and Other Meetings**

Development Committee - Mr. Carrier reported that the committee has been working on the fall appeal mailing which will go out early October, with follow up by email. Besides Library Giving Day, this is the library's biggest fundraising event of the year, and will go towards the Book and Media budget required donations (\$7,028) and then to replenish the Morin fund which has been used for various projects that are outside of the regular budget. The committee's goal is to increase annual donations by 5% and the number of donors and donations. In response to a question from Ms. Hamilton, Ms. Downing said that the library would begin receiving donation checks in October. Ms. Moss and Ms. Hamilton will discuss ways to make the process more efficient for Ms. Hamilton. Mr. Carrier said Ms. Hamilton should feel free to suggest ways to streamline and simplify processes.

Racial and Social Justice Committee - Ms. Prabhaker reported that the committee brainstormed potential actions related to the new strategic plan. They also discussed equity statements from the library community. It has been one year since stipends have been offered and no one has requested one to date. The committee appreciates having the opportunity to offer them should it make participation accessible in the future. Ms. Prabhaker said it was a good meeting and moved substantially towards her goals for the committee to include more BIPOC voices in discussions about the strategic plan and action items. Ms. Downing said that Ms. Prabhaker has done an incredible job chairing the committee, building community, and creating a safe space to

**Reports from Subcommittees and Other Meetings** (continued)

share. Ms. Prabhaker will be stepping down at the end of the year, but will stay on to help with the transition to a new chair.

Coolidge Standing Committee - Ms. Wight reported that they discussed plans for the next iteration of the book group as well as the upcoming annual meeting. They discussed the statement issued by the federally funded presidential libraries and brought a recommendation forward at today's meeting. They also revisited next steps for the exhibit committee with a potential grant opportunity and a recommendation for a local exhibit designer who comes highly recommended by Historic Northampton. Ms. Downing said that the committee is looking to hold their annual meeting some time between the election and Thanksgiving. Ms. Wight said they are revisiting their plans of redesigning exhibit space more realistically.

**Other Business**

At 5:27 PM Ms. Prabhaker moved to adjourn the meeting. Mr. Twarog seconded the motion, which was passed unanimously with Ms. Bruce, Mr. Carrier, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor. The meeting was adjourned at 5:27 PM.