

TRUSTEES OF FORBES LIBRARY
Thursday, June 20, 2024

Present: Ms. Rebekah Anderson, Ms. Debin Bruce, Mr. Russell Carrier, Ms. Lisa Downing, Ms. Ruth Francis, Ms. Molly Moss, Ms. Shelly Ruocco, Ms. Elizabeth Sheirer, Ms. Katy Wight. **Also Present:** Faith Kaufmann, Arts & Music Librarian; Jason Petcen, observer for the Forbes Library Employee Association (FLEA). **Present via Zoom:** Ms. Chris Hannon, observer for the Friends of Forbes Library; Ms. JoEllen MacKenzie, observer for the Friends of Forbes Library. **Absent:** Ms. Anne Teschner, Ms. Kyle Hamilton, Treasurer.

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 June 20, 2024.

Public Comments

There were no public comments.

Secretary's Report

Ms. Wight moved that the Secretary's report of May 23, 2024 be accepted and placed on file with a few minor corrections. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Treasurer's Report

The Treasurer's Report for the month ending May 31, 2024 prepared by Ms. Hamilton was distributed to the trustees. The Aid Fund has an ending balance of \$108,894.33. The Book & Media Fund has an ending balance of \$13,314.16. The total in all the cash accounts at Florence Bank is \$324,331.89. The value of the endowment on May 31, 2024 was \$6,665,417.63.

Ms. Downing said that it is nearing the end of the fiscal year and there are a lot of expenses that have not yet been reported. The warrant this month was high, around \$85,000, which will show up on next month's report, and she'll soon have a better idea of where the budget stands at the end of the fiscal year. Ms. Moss said that the money for public technology is not currently a part of the Book & Media budget, but does count towards the materials expenditure requirement (MER) which will be discussed later in the meeting.

Ms. Bruce made a motion to accept the Treasurer's Report for the month ending May 31, 2024 and place it on file. Ms. Ruocco seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Mr. Carrier said that there is a 10-month CD coming due to roll over in August, which will be discussed by the Finance Committee.

Gifts, Donations, and Bequests, etc.

Ms. Downing submitted a list of undesignated and designated gifts received from multiple donors in May with \$366.35 going to the Morin Fund; \$2,800 to

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

the Performance Stage Fund; \$500 to the Programming Fund: Children; and \$103 to the Coolidge Renovation Fund. There were no receipts from sales/rents or donations in May.

Ms. Wight made a motion to establish the Coolidge Renovation Fund to track contributions towards the redesign of the CCPLM exhibit space. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Ms. Anderson made a motion to approve the designated and undesignated gifts as proposed by Ms. Downing. Ms. Francis seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Financial Report: Book & Media Budget

Ms. Moss presented a proposed Book & Media budget for FY25. She said that the materials expenditure requirement (MER) set by the Massachusetts Board of Library Commissioners (MBLC) for the library's population group is 13% of Forbes' municipal appropriation. Assuming that the city's budget passes without changes to the library's line, that will be \$204,274 for FY25. Up to 10% of the materials budget is allowed to be spent on public technology. The majority of the income for the book and media budget is from endowment funds, with an approximate draw rate just under 3.5%. Ms. Moss proposed a budget of \$187,600 for FY25. The MER will be met through public technology and direct Friends of Forbes purchases (museum passes). If there is a surplus left over from FY24, Ms. Moss proposed rolling it over to FY25 and reducing the endowment draw by the same amount.

Ms. Moss said that for 130 years, the library has been buying books and media with private funds, and the city of Northampton has never contributed to the materials budget. She said that it doesn't matter which funds are used to purchase the public technology, and that it does not need to come out of the library's Book & Media fund. She tracks the technology purchases separately and reports them to the MBLC as required. She said she won't know if there will be a surplus until late July, when all the year-end purchases have been recorded. Mr. Carrier said that it is sometimes well into August when the numbers from the previous fiscal year are finalized and provided to the city. Ms. Moss said there will be two warrants in July, one for expenses up to June 30, and the other for expenses from July. In response to a question from Ms. Anderson, Ms. Moss said that most public libraries get their materials budget from the municipality with some dependence on Friends, and that Forbes is somewhat unique in this regard. She said that the city is required to give the library a 2.5% increase each year to meet the Municipal Appropriations Requirement (MAR).

Ms. Moss reviewed the line items in the Book & Media Budget on both the income and expenses sides. She said that at the start of the fiscal year, undesignated gifts will go towards the Book & Media Fund until the budgeted amount is met, at which point gifts will be allocated to other funds such as the Morin Fund. The Doland Reference Room Fund was created from a bequest to go towards spending in the reference room including periodicals and reference books, and also has a provision to be used for anything else the library needs. The budgeted amounts are similar to last year with the addition of 2 new line items for video games for children and adults. The current small

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Financial Report: Book & Media Budget (continued)

video game collections are almost always checked out. She said that next year she will bring the Book & Media Budget to the Finance Committee first before bringing it to the trustees for a vote.

Mr. Carrier said that the endowment withdrawal rate is determined using an average of the last 20 trailing quarters which eliminates large ups and downs in the amount withdrawn each year. He said that for a while the trustees were told that a 4% withdrawal rate would be acceptable, but recently Bartholomew Inc. has said that the portfolio's investment strategy would need to change to include more risk to maintain that level of withdrawal. He said that the portfolio needs to grow either through appreciation or accumulation in order to maintain that level of spending. He said each \$100,000 added to the endowment will allow for only an additional \$3,000 in the budget, assuming a 3% withdrawal rate, requiring continuing large contributions to maintain the projected levels of spending. At some point in the future, the trustees will need to make a decision about how to come up with the funds required for the Book & Media Budget to meet the MER. A contributing factor to the situation is the library doing away with fines beginning in 2020, which at one point provided \$40,000 to the Book & Media Budget, and more recently provided about \$20,000. The options include going to the mayor and asking for the city to make up the difference between what the endowment can provide and what is required to meet the MER, doing significant long-term continuing fundraising to meet the difference, and advocating to the MBLC to make changes to the MER, for example lowering it from 13% to 10% or allowing different types of expenditures to be included such as programming.

Ms. Bruce made a motion to approve the Book & Media budget as proposed by Ms. Moss, and to roll over any surplus from FY24 to FY25, reducing the withdrawal from the endowment by the same amount. Ms. Wight seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Department Report: Arts & Music

Ms. Downing and the trustees welcomed Ms. Faith Kaufmann to the meeting. Her annual report was distributed to the trustees prior to the meeting. The library changed web hosting providers, migrating content and fixing the problems that caused the outage in March. Programs included two adult & teen art making workshops in fall 2023, needle felting and metal crafting. Three more workshops were presented in spring 2024: block printing, mosaics, and scratchboard. A crafts Club was started and kicked off with an art & craft supply swap. A diverse range of concerts were hosted including Naomi Westwater's *Reclaiming Folk: Celebrating People of Color in Folk Music*; Katie Castagno's *Our Queer Elders*; Molly Aronson's *Classical Circumnavigation*; and Renaissance Jukebox's creative fusion on the theme of *Spring*. The first Forbes staff art exhibit was held in January 2024; the JFK Middle School student art exhibit was in May 2024; and Stan Sherer's retrospective photography show is on display now. The Charles Burleigh portrait is back from conservation treatment at Williamstown Art Center. *Athena*, a metal sculpture by Brian McQuillan was installed in May. New art acquisitions include a digital art print by Don Carter and Dora Dylanne Reyes, *Flamingo & Key Lime Pie*, and *Wahconah Falls* by Dana Salisbury. Mr. Gaffney presented at the New England Archivists spring meeting in March and at the Third Annual Power of Truths Arts & Education Festival in April. Ms. Kaufmann attended the online Digital Commonwealth conference in April. Ms. Kaufmann, Mr. Gaffney,

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Department Report: Arts & Music (continued)

and Brian Marchese attended the new England Music Library Association conference in May at Smith College. On June 4, Arts & Music, Adult Services, and Archives staff had a team-building event, handmade book crafting at Resilient Community Arts. Projects in process include completing the first phase of a comprehensive weeding and updating project in the Arts & Music print collections, Argus cataloging (data improvements, accessibility, and promoting public awareness are ongoing), and accessibility work for art on display (wall labels and descriptive audio), as time allows. Lighting in the Hosmer Gallery is improved and broken bulbs replaced. Ms. Kaufmann is retiring on June 29 after 36 years at Forbes. She said it would be great for more staff to take advantage of language learning opportunities.

Ms. Kaufmann said the department was in a strong place right now with community engagement and programming including concerts, music-making, and art-making. Forbes is well respected in the community for being able to provide access to create art which is an essential part of the quality of life in Northampton. Mr. Carrier said this is a big change in the right direction thanks in large part to Ms. Kaufmann's efforts. In response to a question from Ms. Bruce about what she would change, Ms. Kaufmann said that more staff to be able to get to some of the projects the department currently does not have time to do. Ms. Kaufmann also said that she would like to see proper storage for the art not currently on display so the collection can be rotated. She said that the library is at capacity for the artwork it is able to display and there is no more wall space. She said there is art that will be made in the future that belongs here, but there isn't anywhere to put it. Mr. Carrier said that a lot of the art owned by the library is part of local history and could be incorporated into a renovated local history room making more room for more recent acquisitions. In response to a question from Ms. Ruocco, Ms. Downing said that the new Athena statue is expected to age with a bronze patina. Ms. Kaufmann said that she has been meeting with library staff to discuss succession plans after she leaves for the Hosmer Gallery and library website.

In response to a question from Mr. Carrier about departmental needs, Ms. Kaufmann said that sound system upgrades for hybrid programming would be helpful, including microphone setup for streaming unamplified programs. The trustees, Ms. Kaufmann, Mr. Petcen, Ms. Downing, and Ms. Moss then discussed options for adding microphones to the Coolidge Room where most programming of this type occurs, and whether it should be part of the Coolidge Room renovation. Ms. Downing said that she would work on coming up with a proposal to bring back to the trustees.

Ms. Downing and Mr. Carrier on behalf of the trustees thanked Ms. Kaufmann for all her efforts over the years, and wished her a happy retirement. Ms. Kaufmann left the meeting at 4:55 PM.

Friends of Forbes

Ms. Anderson attended the June 5 meeting of the Friends of Forbes and said that she enjoyed meeting the Friends and appreciated their passion. She said they are very supportive and feel very strongly about the library. The bulk of the meeting was devoted to garden tour planning and they approved several requests from Ms. Downing. Mr. Carrier asked that trustee observers at the Friends' meeting submit a brief written report covering the main points of interest to the trustees that will be distributed to the trustees prior to their monthly

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Friends of Forbes (continued)

meetings. In response to a question from Ms. Wight, Ms. MacKenzie said that the preliminary figures are that about \$16,000 was made from the garden tour, not including several sponsorships that haven't been deposited yet. She said the feedback on the gardens was very good. Mr. Carrier said that the Friends do a terrific job and the garden tour is very impressive.

Administrative Report

Ms. Downing reported that Senator Comerford secured a \$50,000 earmark for the performance stage project that is included in the state's FY2025 budget which should be finalized soon. The Senator knew that Forbes had unsuccessfully submitted a state grant in the same amount. This additional funding puts the library at about \$300,000 for the project. Mr. Carrier said the funding still needs to be approved by the House and signed by the Governor who often vetoes earmarks, so it may be some time before the funds are received.

Ms. Downing thanked the trustees for reviewing and adding to the "Meet the Trustees" webpage. It has been shared on social media and it will be used to build a book display in the library at some point. She also thanked everyone who was able to participate in this year's trustees award ceremony in honor of Joseph Twarog and Stan Sherer. Both recipients and their families had a wonderful time as did everyone in attendance.

Dylan Gaffney and Ms. Downing met with Vince Jackson, director of Greater Northampton Chamber of Commerce and Sheila Green of the MA state office of Travel and Tourism, in preparation for the American Revolution 250th Anniversary. Mr. Gaffney shared some items from Seth Pomeroy, the first Brigadier General of the Continental Army, born in Northampton in 1706, heard about Lexington and Concord while home in Northampton, and made it to Boston in time to take part in the Battle of Bunker Hill at the age of 68. He also shared some of his research about Amos Jr. and Agrippa Hull, two Black soldiers born in Northampton, whose parents or other relatives may have been enslaved by the Pomeroyes. Agrippa went on to great fame in Stockbridge after his own illustrious service.

Central Services signed a contract with Keiter for the bathroom improvements project that will include the installation of water bottle filling stations on the first and second floors. The work is expected to begin in August.

There is a special exhibit in the Reading Room this month by the Storytelling Circle of the Hampshire County Food Policy Council about food insecurity during the pandemic. Ms. Downing asked the trustees to please stop by and take a look if they haven't already.

Faith Kaufmann will be retiring from the library at the end of this month after 36 years of service. There will be a celebration on Thursday, June 27 from 3-5 PM in the Hosmer Gallery. She said that every time a position becomes vacant, it is reviewed to see what has changed in the community and library needs. The position is expected to be posted in July and hopefully filled by September. Ms. Moss said the position will be posted internally for one week before being posted externally.

The ribbon cutting ceremony for the Athena Garden was very successful with about 85 people in attendance including many family members of Tom Ruane.

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Administrative Report (continued)

This year's summer reading program theme is "Metamorphosis" with original artwork by Pam Acosta for the flyers and log sheets. The kickoff party is this Saturday complete with face painting, magic, and hula hooping.

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

Next Meetings

The next regular meeting of the trustees is scheduled for Thursday, July 25 at 3:45 PM. Ms. Francis will invite the representatives from Bartholomew Inc. to attend. The trustees previously scheduled the following meetings for the remainder of 2024: Thursday, September 19; Thursday, October 24; Thursday, November 21; and Thursday, December 19. Meetings will convene at 4:00 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, September 4, 2024 at 6:30 PM. Ms. Francis will attend on behalf of the trustees.

Communications

There were no communications received this month.

Discussion Topic: E-books and Libraries

Ms. Downing reported that publisher's e-book and audio book pricing and policies are often at odds with library's budgets and needs for a variety of reasons including purchasing rights, pricing, and usage policies. In last month's packet, there was an article about how this is impacting the Seattle Public Library and the same is certainly true at Forbes. Ms. Downing distributed copies of the House Bill currently under consideration to provide consumer protection to libraries for the purchase and use of e-content as well as the testimony she provided during the hearing for that bill. There was a bill last year that was unsuccessful. This year State Representative Lindsay Sabadosa is one of the signers of the bill. She said the bill will not hurt authors and small publishers but is meant to counteract the large publishers who charge exorbitant prices and limit usage. This will free up library funds to spend on more books by other authors. Ms. Wight said there is a big difference between usage policies that publishers charge academic libraries versus public libraries. Ms. Downing said that the differences in how large publishers treat print books versus e-content disadvantages users with accessibility issues. Ms. Downing gave specific examples in her testimony about long wait times and how people often can't access content if they are unable to purchase it themselves. It is important for this legislation to pass as e-book and audio book demand is growing.

In response to a question from Ms. Anderson about what the trustees can do to help, Ms. Downing said she will let the trustees know when it is time to advocate for the bill. Ms. Downing will consult with Susan Fliss, Dean of Libraries at Smith College, about access to e-content at academic libraries. Ms. Downing said there is a group supporting this at the national level, but that states like Massachusetts and Washington are taking the lead in legislation with the hope that publishers will not want to negotiate on a

Discussion Topic: E-books and Libraries (continued)

state-by-state basis and any changes made by a large state will result in changes for everyone.

Facilities Projects

Ms. Downing distributed the Building and Grounds Committee's FY2025 list of projects for approval. This list includes some carryover projects from the current year as well as some new initiatives. Completed projects this past year include exterior painting of Children's entrance, renovation of the Borrower Services office, and new lighting and desks in the Technical Services office. Projects in process include the performance stage on the west lawn, the bathroom renovation project, and a design for the Coolidge exhibit space. Projects for FY25 include: replacing the fascia on the shed, additional locked storage, purchasing a tractor salt spreader, repairing sidewalk damage near the Green Street crosswalk, checking on the tree that is cabled, adding digital signage to the front lawn, repairing the front patio pavers, cleaning and replacing the pads under the oriental rugs, fixing the drain by the gallery, repairing the gutter by the children's entrance, purchasing new tables for the Community Room, updating the trash and recycling receptacles, purchasing a privacy pod, purchasing new chairs for the craft room and early literacy center, and purchasing additional flat storage for Special Collections and Facilities. Mr. Carrier asked Ms. Bruce to come back next month with a list of proposed projects, how much they will cost, and where the money will come from.

Coolidge Exhibit Design RFP

Ms. Downing presented a Request for Proposals (RFP) prepared by the Coolidge Standing Committee for an exhibit designer to remodel the Coolidge Museum. This is a top priority for the committee and the CCPLM Development Committee will direct the proceeds from its first annual appeal towards it. The trustees were asked to approve the RFP to be sent out in August. The trustees established a local fund to track contributions towards this project previously in the meeting.

Mr. Carrier said that in terms of process, the Coolidge Exhibit Committee worked on the RFP for several months, then brought it to the Coolidge Standing Committee who met made suggestions. The Coolidge Exhibit Committee met once more to include those suggestions and both the Exhibit Committee and Standing Committee unanimously support the RFP. It is hoped the proposals will come in at \$35,000 or less and will give the trustees an idea of what the overall project will cost. Ms. Ruocco asked about acoustics and said that she finds it difficult to hear in this room. Mr. Carrier said that improving the acoustics in the room is part of the proposal. Mr. Carrier said the intention is to present a balanced approach to Coolidge and his career. Ms. Ruocco said it seemed that different skill sets would be needed to design the space and construct it. Mr. Carrier said the committee is asking for bids from firms that have done similar jobs in the past and who are familiar with museums. This will be part of what will be considered when reviewing the proposals.

Ms. Francis made a motion to approve the RFP as presented by the Coolidge Standing Committee. Ms. Wight seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

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Appropriation for Bathroom Project

Ms. Downing is working with the head of Central Services to sign the bathroom improvements contract ASAP. To do that, they need to have the funds the library has committed in hand. Mr. Carrier signed a check for \$37,000 which is the portion Forbes committed to paying at the last meeting. Ms. Downing said the breakdown was \$12,000 (reimbursement from Friends), \$18,000 (surplus FY2024 state aid), and \$7,000 (Morin). This expense appears on the June warrant and Ms. Downing asked for retroactive approval.

Ms. Anderson made a motion to retroactively approve the transfer of \$37,000 in funding for the bathroom renovation project to the city as requested by Ms. Downing. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Treasurer Selection

Ms. Downing reported that the Finance Committee has been actively interviewing candidates to fulfill the bookkeeping and light accounting duties currently being performed by the treasurer. The committee recommends hiring Jo Landers Inc. for bookkeeping and light accounting for a trial period of six months and then reevaluating. Work will include moving the library's QuickBooks online, cleaning up and getting the library accounts in order, and looking for ways to increase efficiencies. They will charge a flat fee of \$75/hour this year and \$90/hour next year. They are a local company specializing in non-profits, and their references were good. One of the advantages to hiring a firm is that there will be a continuum of service and the library will not be subject to disruption when a treasurer leaves their post. The trustees are grateful to Ms. Jennie Lamour for agreeing to take on more duties to make this change possible. In addition, the trustees will ask the library's lawyers about whether a trustee can serve as official treasurer and if the trustees' by-laws need to be updated.

Ms. Wight made a motion to hire Jo Landers Inc. for bookkeeping and light accounting for a six month trial. Ms. Bruce seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor.

Trustee Committee List

Ms. Downing reported that all of the library's committees are up and running and she distributed a complete list.

Building and Grounds Committee (building@forbeslibrary.org) Debin Bruce (chair), Rebekah Anderson, Lisa Downing, Molly Moss, Jason Petcen, JoEllen MacKenzie, Katy Wight

CCPLM Standing Committee (coolidgesc@forbeslibrary.org) J.R. Greene (chair), William Scher (vice chair), Julie Bartlett Nelson, Blaise Bisailon, Dylan Gaffney, JoEllen MacKenzie, Davidd Murphy, Eli Porth, Cynthia Simison, Leslie Skantz-Hodgson, Rich Szlosek, Rob Weir, Katy Wight, Russell Carrier (ex-officio), Lisa Downing (ex-officio)

CCPLM Development Committee (ccdev@forbeslibrary.org) Russell Carrier (chair), Lisa Downing, Julie Bartlett Nelson, David Murphy, Cynthia Simison, Rich Szlosek

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Trustee Committee List (continued)

CCPLM Exhibits Committee (ccexhibits@forbeslibrary.org) JoEllen MacKenzie (co-chair), Rob Weir (co-chair), Julie Bartlett Nelson, Russell Carrier, Lisa Downing, Dylan Gaffney, Rich Szlosek, Martha McCormick

CCPLM Marketing Committee - Katy Wight (chair), Julie Bartlett Nelson, Lisa Downing, JoEllen MacKenzie, Eli Porth, Cynthia Simison, Rich Szlosek

CCPLM Nominating Committee - Bill Scher (chair), Katy Wight, Rich Szlosek, Lisa Downing

CCPLM Programming Committee - Bill Scher (chair), Julie Bartlett Nelson, Blaise Bisailon, Rob Weir, Leslie Skantz-Hodgson, Dylan Gaffney

Development Committee (development@forbeslibrary.org) Rebekah Anderson, Debin Bruce, Lisa Downing, Ruth Francis, Alexander George, Molly Moss, Nicole Sibley, Traci Wolfe, Margaret Groesbeck

Finance Committee (finance@forbeslibrary.org) Ruth Francis (chair), Russell Carrier, Lisa Downing, Molly Moss, Anne Teschner

Personnel Committee (personnel@forbeslibrary.org) Russell Carrier (chair), Katy Wight, Lisa Downing, Molly Moss, Shelley Ruocco

Racial and Social Justice Advisory Group (justice@forbeslibrary.org) Shelley Ruocco (co-chair), Anne Teschner (co-chair), Adrienne Andrews, Heather Diaz, Lisa Downing, Lucy Hartry, Gina Nortonsmith, Tina Sanchez, Bill Scher, Maxine Schmidt, Lolan Sevilla.

Mr. Carrier said that the Finance Committee duties will also include consulting with the Library Director and Assistant Director on the annual budgeting process. The Development Committee has yet to select a chair, which will happen at their first meeting. Mr. Carrier said the Development Committee plans to move from calendar year to a fiscal year accounting of fundraising.

Reports from Subcommittees and Other Meetings

Building and Grounds Committee - Ms. Bruce reported that they welcomed Ms. Anderson and Ms. Wight as new members to the committee and recognized Mr. Carrier as a membership change for another assignment. A substantial portion of the meeting dealt with a review of projects on the Facilities Plan. Links to the spreadsheet were provided to members and Ms. Downing gave an overall characterization of the projects. The plan is on the library's fiscal year and a goal of the meeting was to update the FY2025 Plan to present to the Trustees for approval at their June meeting. In the past, Ms. Moss has reformatted the project list but Ms. Bruce prefers to offer the trustees access to the working copy and provide for a list that summarizes the projects in progress and those anticipated to simplify the approval process. They also discussed the health of several trees on the grounds and a parking meter complaint. The outdoor performance stage description of work to be distributed to contractors was discussed. Several minor changes to the electrical requirements are needed, but it is being readied for distribution. Selection of the contractor to start work in the fall will determine the timeframe for purchase of the pre-fabricated structure. In response to a question from Ms. Ruocco about the timeline for the performance stage, Ms. Bruce said that it is hoped the RFP will go out very soon and that a

Reports from Subcommittees and Other Meetings (continued)

contractor will be selected over the summer with work to begin in the fall after the summer programming season has ended. She said that a project manager needs to be hired to coordinate the process and that the library has \$300,000 for the project. If the project goes over \$300,000, additional rules come into play. Pieces of the project can be pulled out and done separately if necessary, such as landscaping or installation of a sound system. Mr. Carrier asked Ms. MacKenzie to check to make sure that the Friends have sent over the money they have committed to the project.

Finance Committee - Ms. Francis reported that they met with bookkeeper Jo Lander and her employee. Ms. Lander provided an overview of her services and was willing to look at books so she can provide an estimate. Ms. Downing, Ms. Moss and Ms. Lamour will coordinate and set up time for Ms. Lander to meet with them at the library to review QuickBooks. At this meeting no one volunteered to be the secretary. Ms. Francis agreed to provide summaries of meetings while the committee searches for a new bookkeeper and treasurer. This will be readdressed when the search is completed. Their next meeting was scheduled for Thursday, June 13 at noon to review proposals. Ms. Francis asked if the trustees would like the representatives from Bartholomew Inc. to attend next month's trustees' meeting and Mr. Carrier said "yes." In the future, the Bartholomew Inc. representatives will meet with the Finance Committee separately in addition to the trustees. Mr. Carrier said the names of the "book funds" in the endowment should be changed to "book & media" funds. Ms. Francis asked if the Treasurer could be someone already on the board who would provide a high level view of the library's finances and endowment, rather than hiring a separate position. Mr. Carrier said this is a question for the library's attorneys since the will of George Forbes establishing the library calls for it being an appointed position.

The Coolidge Standing Committee - Ms. Wight reported that the committee reviewed and recommended sending the exhibit designer RFP to the trustees for approval. The committee also reviewed the timeline and details created by the CCPLM development committee for their first annual appeal mailing. Programming will continue with an author visit in July and a program about the 1924 immigration act in September. Ms. Wight suggested that in the future, the minutes from the CCPLM committees should be included in the trustees' packets, and the trustees agreed it was a good idea.

Other Business

In response to a question from Ms. Francis, Ms. Moss said she is in the process of making name badges for the trustees.

At 5:56 PM Ms. Bruce moved to adjourn the meeting. Ms. Ruocco seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, and Ms. Wight all voting in favor. The meeting was adjourned at 5:56 PM.