

TRUSTEES OF FORBES LIBRARY
Thursday, January 23, 2025

Present: Rebekah Anderson, Debin Bruce, Ruth Francis, Molly Moss, Shelly Ruocco, Elizabeth Sheirer, Katy Wight. **Also Present:** Jason Petcen, observer for the Forbes Library Employee Association (FLEA); Scott Monroe, observer for the Friends of Forbes Library; Dylan Gaffney, Local History Specialist; Julie Bartlett-Nelson, Coolidge Museum and Local History Archivist. **Present via Zoom:** Russell Carrier; Lisa Downing; Anne Teschner; JoEllen MacKenzie, President of Friends of Forbes; Jo Landers, Bookkeeper; Joseph Twarog; Doug Wheat. **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 4:03 PM.

Public Comments

There were no public comments.

Communications

A thank you card was received from the People's Institute for their weekly story time sessions.

The trustees received a letter from the Forbes Library Employee Association (FLEA) informing them of the recent election of officers: Jason Petcen, President; Dylan Gaffney, Vice President; Joshua Vrysen, Treasurer; Heather Diaz, Secretary.

Secretary's Report

Ms. Bruce moved that the Secretary's report of December 19, 2024 be accepted and placed on file with a few minor corrections. Ms. Ruocco seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

The trustees will review their contact information and submit any changes to Ms. Sheirer who will update the contact list for 2025. They should review their contact information on the website and let Ms. Downing or Ms. Moss know if they would like their address or phone number removed.

Bills & Warrants

The trustees signed the warrant dated January 23, 2025.

Bookkeeper's Report

Ms. Downing discussed the FY25 Budget vs. Actual Report for July 1-December 31, 2024 prepared by Ms. Landers. It shows some unusual variances since it is still in transition to being fully automated in Quick Books, some of which are due to timing issues, including expenses and income that are not equally distributed across the span of the fiscal year. Ms. Moss said that the budget in Quick Books is getting a lot closer. There are still a few things to tweak, and next year it will be much easier. Ms. Downing asked the trustees if they would prefer a more condensed version for their meetings, showing the broad budget categories without all of the detail, and they answered in the affirmative. The Finance Committee will continue to get the more detailed

Bookkeeper's Report (continued)

version. Ms. Downing said that with Ms. Francis and the new Treasurer coming on board, she is excited to have a skilled set of eyes looking at investments. At a request from Ms. Landers, Ms. Downing said that she will start sending reminders to her and the trustees a week ahead of time for reports and submissions to go in the monthly packet.

Ms. Anderson made a motion to approve the December Bookkeeper's Report and place it on file. Ms. Francis seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

2nd Quarter FY25 Report

Ms. Downing said that the 2nd Quarter FY25 Report for the city will be in the same format as the Budget vs. Actual report, but will only show income and expenses related to the city appropriation. She said there is still some clean-up and corrections to be made and it will be ready to send to the city soon.

Gifts, Donations, and Bequests, etc.

Ms. Downing reported that undesignated gifts totaling \$15,196.72 were received in December. The following designated gift was received since the last trustees' meeting: \$235.75 to the Coolidge Fund; and \$200 to the Book & Media Fund. There were no receipts from sales/rents in December.

The following donations were received since the last Trustees meeting: negatives of Coolidge's inauguration, and a photo of him visiting a military camp.

Ms. Bruce made a motion to accept the gifts and donations as reported by Ms. Downing. Ms. Anderson seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Next Meetings

The next regular meeting of the trustees is scheduled for Thursday, February 20 at 4:00 PM. The trustees scheduled the following meetings for the remainder of 2025: Tuesday, March 25; Thursday, April 24; Tuesday, May 20; Wednesday, June 18; Thursday, July 24; Thursday, September 25; Thursday, October 23; Thursday, November 20; and Thursday, December 18. Meetings will convene at 4:00 PM unless otherwise noted.

The next meeting of the Friends of Forbes Library will be held on Wednesday, February 5, 2024 at 6:30 PM. Ms. Francis will attend on behalf of the trustees.

Election of Officers

Ms. Wight said that there is nothing in the trustees' by-laws about the process for conducting elections, so she consulted Robert's Rules of Order. She said she will ask for nominations. If there is only one person nominated, then she will ask for a motion to elect the nominee, then a roll call vote will be taken. If more than one person is nominated, then the trustees can vote on how they would like to conduct the vote, e.g. by written ballot or roll call, etc., and anyone can make a motion about how to proceed.

Ms. Wight asked for nominations for President. Ms. Bruce nominated Ms. Wight for President. There were no other nominations.

Election of Officers (continued)

Ms. Francis made a motion elect Ms. Wight as President. Ms. Ruocco seconded the motion, which passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Ms. Wight said she was grateful and thanked the trustees. She then asked for nominations for Vice President.

Ms. Anderson nominated Ms. Bruce for Vice President. There were no other nominations.

Ms. Francis made motion to elect Ms. Bruce as Vice President. Ms. Ruocco seconded the motion, which passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Appointment of Secretary and Treasurer

Ms. Francis made a motion to appoint Elizabeth Sheirer as Secretary. Ms. Anderson seconded the motion, which passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Ms. Francis said that the Finance Committee recommends that the Board of Trustees appoint Doug Wheat as Treasurer. Mr. Wheat is a Partner & Wealth Advisor with Perigon Wealth Management based in Amherst. Prior to joining Perigon, he was a Wealth Advisor for Goldman Sachs Personal Financial Management. He received his BA in Economics from Hobart College and his MBA at the Yale School of Management. He also earned a Master's degree in Environmental Management at the Yale School of the Environment. He holds the CERTIFIED FINANCIAL PLANNER™ designation. He previously was the Board Chair for the United Way and participated in their annual audits and finance committee. He was also President of the Northampton Soccer Club and on the board of the Pascommuck Conservation Trust. He served on the school council for Leeds Elementary School and JFK Middle School. He is a resident of Northampton, where he and his wife raised their two sons.

Mr. Wheat thanked Ms. Francis for her introduction and said that his experience with the United Way, running an organization, filing tax returns, and overseeing projects will be helpful to the library. In addition, his work with investments will help in overseeing the library's endowment. He said that Forbes Library is a special place in Northampton, well-regarded, and well-run. He is happy to participate and become a part of that.

In response to a question from Ms. Wight, Ms. Francis said that the new Treasurer's role is a high-level position, and does not include the daily duties that Ms. Landers and Ms. Lamour are now handling. She sent Mr. Wheat the revised Treasurer's job description that was approved by the trustees at a previous meeting. Since the Will of Judge Forbes requires the Treasurer to be compensated, Mr. Wheat will be paid \$100 per year.

Ms. Bruce made a motion to appoint Doug Wheat as Treasurer. Ms. Anderson seconded the motion, which passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Ms. Julie Bartlett-Nelson joined the meeting at 4:33 PM.

Trustees' Award

Ms. Downing asked the trustees to discuss potential recipients for the Gertrude P. Smith Trustees Award. The award honors a community member or members who have given exceptional volunteer service or have made another significant contribution to Forbes Library and is named after the first recipient who is responsible for starting the Friends of Forbes Library in 1982. Ms. Downing added that the recipient cannot be a paid employee. She said she did not have any suggestions this year and asked the trustees if they had any. The Trustees' Award ceremony is usually in the spring, but Ms. Downing said it might make sense in the future to combine it with the volunteer/donor event in early March. Ms. Wight said that the award does not have to be given every year, and Ms. Downing said she would put it on the agenda again in the fall, so that if a recipient is chosen, there will be enough time to plan the award ceremony in conjunction with the volunteer/donor event.

Coolidge Exhibit Designer

Ms. Downing reported that 7 proposals were received for the Coolidge Exhibit Design, which were reviewed by the Exhibits Committee and brought to the full standing committee for discussion. The Standing Committee unanimously recommends Design Division, a local company based in Hadley and Amherst. A copy of their proposal was distributed to the trustees. They will create a room that feels presidential using color, vignettes, individual displays, a variety in scale of photos and displays, and auditory components such as oral histories, short videos, music, Coolidge's recorded voice, etc. They did not give as much weight to technology which seems realistic considering the cost of purchasing and maintaining equipment, and the limitations of staff to oversee its use and maintenance. They are currently working with Historic Northampton and the Ruggles Center locally and have also worked with the Franklin D. Roosevelt Presidential Library and Museum and the Choctaw Cultural Center in Oklahoma.

Exhibits Committee co-chair JoEllen Mackenzie said that she was very excited there were so many good proposals, and that Design Division feels like a good match. They understand the function of the room, and are excited about finding ways of telling the story of Coolidge and his local connection. She said that Design Division stressed giving visitors a feeling for the Roaring 20's - the music, what people were wearing, what they were driving, what was happening in the world - and they hope to communicate through displays and narrative the tremendous changes happening at the time.

Ms. Nelson said she was impressed by their experience working on projects both big and small, and with the Native American community, which will be part of this exhibit. She said they did a great job at the listening sessions with staff and have experience doing projects with audio and lighting design that encompass the key needs for a multipurpose space. With such a small, multipurpose space, the technology needs to be sustainable and affordable. There will be space for both permanent and temporary exhibits.

Ms. Downing said that accessibility was also something discussed with all the designers. Exhibits need to be physically accessible, but also intellectually accessible and designed for those who want to engage with history by emphasizing things like fashion, music, sports, and other popular culture of the time. Their design fee is \$55,000, which is reasonable considering the design fee is typically 20% of the total construction cost. The following money has already been approved: \$11,564.15 from annual appeal, \$10,000 match

Coolidge Exhibit Designer (continued)

from the Friends, \$5,000 from Coolidge endowed funds, and \$12,000 pledged from the Trustees. Ms. Downing recommends taking the remaining funds needed, up to \$15,000, from the unrestricted gift from Mary Ellen Osgood currently valued at \$23,000. Ms. Nelson has submitted a grant application for \$15,000 for design and planning to the Massachusetts Cultural Council Facilities Fund. If awarded, in May, the funds will be used for expenses already incurred on the project. There is a larger construction grant that will be applied for in December 2025. Ms. Downing said she has reached out to Mary Ellen Osgood to let her know about the plans, but has not yet heard back.

Ms. Bruce made a motion to approve hiring Design Divisions for the redesign of the Coolidge Presidential Library and Museum for a fee of \$55,000 using the funds outlined above along with up to \$15,000 from the Osgood unrestricted gift. Ms. Anderson seconded the motion, which passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Ms. Nelson will send out letters and get it touch with Design Division to sign the contract. It will likely be a year before demolition can begin. In response to questions from the trustees, Ms. Moss said they are free to talk about it, but not to distribute the design proposal. Ms. Wight asked the trustees if they know of anyone who might be interested in helping with the project. The Coolidge Committee needs help with fundraising and many other tasks.

Ms. Nelson left the meeting at 4:50 PM

Classification and Compensation Study

Ms. Downing reported that the library's pay structure is based on a grade chart that was developed in a study conducted in the 1990s. It was part of a citywide study and since then the city has gone through a new study that did not include Forbes. The chart has 11 steps and Forbes is unable to use steps 1, 2, or 3 because they are below minimum wage even though the chart is updated annually to reflect the agreed-upon contractual increases. Additionally, Ms. Downing does not have access to any accompanying documentation such as education or experience that should be used in determining where to place a new or revised position within the framework of the chart. Updating the chart was identified as a priority action step in the library's current strategic plan.

During the last year, there have been meetings with the Forbes Library Employee Association (FLEA) to discuss this issue and review proposals for firms to conduct a new study for the library. After reviewing several proposals, the preferred firm is MGT. Their proposal was brought to the Personnel Committee who reviewed it. Ms. Downing said that Forbes is very lucky to have Ms. Ruocco chairing the Personnel Committee with her professional human resources experience. She asked good questions which were all answered in a satisfactory manner. The Personnel Committee unanimously recommends hiring MGT to conduct the compensation and grade study. The proposal from MGT (formerly GovHQ) was distributed to the trustees. The proposed fee is \$15,600. Ms. Downing requested that half of the fee, \$7,800 come from undesignated funds from the fall appeal. She plans to ask the Friends to fund the other half of the fee at their February meeting.

Classification and Compensation Study (continued)

Ms. Downing said there is a sense that Forbes is underpaying staff, especially in the lower grades, and this review is necessary to gather and document information. She said that every position is an opportunity to think about the organization's needs, and it would be helpful to have something more clearly spelled out. Ms. Ruocco said that MGT's methodology was solid, their experience with libraries and municipalities was good, and they have great references. In response to a question from Ms. Francis, Ms. Moss said that she expects that this review will provide a framework with definitions that will be more easily updated going forward and will not need to be re-done again for a while. Ms. Ruocco said every 5-10 years is usual unless something requires it sooner. Ms. Moss said she hoped this info will put the trustees in a good position to advocate for staff.

Ms. Ruocco made a motion to approve hiring MGT to perform the Classification and Compensation Study for a fee of \$15,600, with \$7,800 to come from undesignated funds from the fall appeal, and the remaining \$7,800 to be requested of the Friends. Ms. Teschner seconded the motion, which passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor.

Gutenberg Bible

Ms. Downing reported that the library owns a 1913 facsimile of the Gutenberg Bible. It may have been purchased by Charles Ammi Cutter although the provenance is unclear. It was displayed in 1952 as reported in a Springfield Republican newspaper article in celebration of the 500th anniversary of the Gutenberg Bible. While it is a gorgeous bible, it is not within the scope of the library's collection development policy and is a good candidate for deaccessioning. Dylan Gaffney consulted with a local rare book expert who said he guessed it would sell in the \$5,000-\$7,000 range at auction, with the caveat that auctions can be unpredictable. Ms. Downing said that sending the bible to auction with a reserve price is one option and another is to have a dealer try and find a private buyer which could potentially garner a better price. Her recommendation, in consultation with Mr. Gaffney, is to go the route of the private buyer with a minimum asking price of \$4,500.

Mr. Gaffney displayed the Guttenberg Bible facsimile to the trustees. He said there was little record of how it came to be at Forbes other than it was acquired in 1913, the same year it was published. There is nothing in the accession records or newspapers about it. It is outside of the library's collection scope, since it has no local connection. According to the library's policies, it can be given away or sold. He has approached both Smith and UMass Special Collections, but there has been no interest.

Ms. Ruocco moved that the library seek a private buyer for its 1913 facsimile of the Gutenberg Bible with a minimum asking price of \$4,500. Ms. Francis seconded the motion, which passed with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, and Ms. Ruocco voting in favor and Ms. Teschner abstaining.

Mr. Gaffney left the meeting at 5:15

Department Report

There was no department report this month.

Administrative Report

Ms. Downing reported that she and Ms. Moss attended the legislative breakfast for Senator Comerford's district at Greenfield Community College earlier this month. Simmons College School of Information Science graduate program cosponsored the event since they have recently relocated to GCC. This year's agenda is called "Empowered by Libraries" and invites local communities to share the ways they are empowered by their library. Entries can be submitted or viewed at lovemasslibraries.com. This year's agenda calls for increases in all 7 library lines in the state budget with larger increases for the lines supporting the Board of Library Commissioners, State Aid, and the Center for the Book which now has a homebase in Northampton. Ms. Downing said that libraries had been level funded, with the technology line item only going up by \$3,000, which is severely insufficient.

A "year in review" brochure has been developed that features statistics as well as highlights from 2024 and plans for 2025. Ms. Downing was able to present it to the city council at a recent meeting.

The library's website was hacked on December 19 and it took several days to bring it back although a temporary site was put up almost immediately. Special thanks go to Benjamin Kalish for his fast and thorough action. The new host is much more responsive, and settings have been further refined to try and prevent this from happening again.

Forbes was contacted by several local businesses and organizations saying that they had been approached by someone claiming to be doing a canvas tote bag fundraiser for the library. Ms. Downing worked with the chamber and media channels to try and get the word out that this is not a legitimate fundraiser for the library.

Once again, Forbes kicked things off for the ice art festival with a tiger on the prowl chasing a rabbit, with assurances by the carver David Barclay that the rabbit gets away.

Next month the library will be hosting the Winter Exquisite: Zine & Diorama Fest on Saturday, February 8, 11 AM-4 PM in the Reading Room. The event will accommodate 20 artist vendors, 12 dioramas, plus host Western Mass Electronics electronic music open mic from 12-3 PM, all in an immersively decorated Winterscape. Special thanks to the Friends for sponsoring this magical and unique celebration of local book-artists and book-art adjacent creators.

The Adult Services team is finally fully staffed with the addition of Ide Amari Thompson joining Forbes as the Arts and Music Specialist. They are a published poet with family ties to the Bahamas who brings a commitment to community building and fostering creativity.

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

Discussion Topic

There was no discussion topic this month.

Review Prior Year's Trustees Goals

Ms. Downing reported that there has been significant progress on both the trustees' goals and the strategic action plan. A summary was distributed to the trustees. She said that a lot was accomplished last year including increasing the size of the board from 5 to 7, progress on the Coolidge Room renovation and the performance stage, and the near completion of the bathroom renovation. Ms. Downing invited the trustees to review their goals and develop an updated list for 2025 in consultation with the committees they are serving on that can be approved at an upcoming meeting. Ms. Wight said that each committee should add this as an agenda item for their next meetings.

Review Committee Assignments and Annual Goals

With the change in board leadership, Ms. Downing presented the current committee assignments for review: Building & Grounds - Ms. Bruce (chair), Ms. Anderson, Ms. Wight; CCPLM Standing Committee - Ms. Wight; CCPLM Development Committee - no trustee; CCPLM Exhibits Committee - no trustee ; CCPLM Marketing Committee - Ms. Wight (co-chair); CCPLM Nominating Committee - Ms. Wight; CCPLM Programming Committee - no trustee; Development Committee - Ms. Anderson (chair), Ms. Bruce, Ms. Francis; Finance Committee - Ms. Francis (chair), Mr. Carrier, Ms. Teschner; Personnel Committee - Ms. Ruocco (chair), President (TBD), Vice President (TBD); Racial and Social Justice Advisory Group - Ms. Ruocco (co-chair), Ms. Tescher (co-chair).

Ms. Wight said that the trustees should let her know if they want any changes to their committee assignments. Ms. Downing said that being President of the trustees takes up a lot of time and that Ms. Wight could really use some help with the Coolidge committees. She said trustees could sit in at a meeting without a commitment to see if it's a good fit for them. Ms. Moss said there are other, non-trustee community members on the various committees. Ms. Wight said that most committees do not meet every month. Ms. Francis asked about consolidating the Coolidge Development Committee with the main Development Committee. Ms. Wight said there is some crossover, and the two groups work in tandem. Ms. Moss said that it had been considered at the start, but that the Coolidge Development Committee's goals are very specific and concrete, while the main Development Committee's focus is much broader. Ms. Ruocco said that the Racial and Social Justice Committee came up with an informative marketing brochure that was put on the library's website, and that five people have come forward as a result. This may be something the other committees want to consider.

Trustees Resources Page

Ms. Downing gave an annual reminder that there is a resource page for trustees and the link to access it is: <http://bit.ly/39EkVCs>. Ms. Moss said that the trustees should let her or Ms. Downing know if they have specific questions or would like more information about a particular topic.

Strategic Plan Update

Ms. Downing said that the library is halfway through the first official year of the plan. She said that good progress is being made on all goal areas. Looking at 2025, a lot has been completed. She and Ms. Moss are putting their goals on this document and she feels good about the progress they are making.

Building Updates

Ms. Downing reported that the bathroom ventilation and accessibility project has been completed although a couple of important changes are still being worked on. The library is working with Central Services to have continuous

Building Updates (continued)

ventilation on the first floor bathrooms, the busiest bathrooms. Currently, the ventilation is activated when there is motion detected in either the mezzanine or second floor bathrooms. The other issue is with the automatic door opener on the first floor which is constantly needing to be reset. The door company is claiming that it is because people pushed the door shut instead of waiting for the opener. She has been working with Central Services on a solution. She has also asked for possible solutions for the ground floor bathroom that would allow the door handle set to be in coordination with the automatic opener. Right now, it only opens by pressing the opener and this is not intuitive, especially for pre-readers who are unable to understand the signage.

The shed doors near the back door have been replaced. This has been on the facilities project list as a priority for a while because the doors had become rotten and insecure. Now the shed will be usable for more storage.

The ground floor HVAC and children's renovation projects were unanimously approved for funding at the latest city council meeting. The money for the HVAC portion will be borrowed this spring and the rest of it will happen in FY2026. The renovation project will require some supplemental funding from the library roughly estimated to be between \$75,000-\$100,000. Ms. Downing will bring this to the Development Committee for further discussion.

Reports from Subcommittees and Other Meetings

Friends of Forbes - Ms. Bruce attended the January 8 meeting of the Friends of Forbes and reported that Steven Stover explained the long-standing activities of the Library Zine club that meets monthly. The Friends agreed to fund \$1,500 for printing, music, and decorations for the Zine and Diorama Festival to be held February 8. Scott Monroe gave a detailed end-of-year Treasurer's Report. The Bartholomew account balance was \$630,000, of which \$575,000 was endowment. The Greenfield Savings account ended the year with \$30,000. 2024 expenses and income were more than projected. Memberships were up, there were several notable donations at the end of the year. The Membership, Special Events, and Finance Committees had nothing to report over the holidays. The Friends voted to recognize the work of the Garden Committee. Gardens for the tour have been identified, and they are looking for more sponsors. Ms. Moss summarized updates of library building projects and news of the hiring of Ide Amari Thompson as the new Adult Services Librarian. JoEllen MacKenzie discussed her efforts to put together a Friend's Calendar for 2025. Nicole Sibley discussed the use of Google Docs as a central repository. That led into a quick discussion of upcoming events: Valentine's Day Raffle, Valentine Day breakfast for staff, Library Giving Day (April 1), and the Friend's Annual Meeting on April 2.

Building and Grounds - Ms. Bruce reported that the Building and Grounds Committee met yesterday. Rick Katsanos of HA/I Architecture joined for a discussion of the stage project. Mr. Katsanos and Ms. Downing met with City Central Services last week. The outcome can be summarized as 1) the construction contract will be between the library (not the city) and the contractor, and 2) the process will follow the city House Doctor process and the city will handle posting the bid. The House Doctor contract was signed yesterday. The committee was informed of the progress on the solar array that is being donated to the project. There is an AARP grant underway to fund a sound system. Ms. Moss will get a revised cost estimate from the company that provides sound services for Forbes. Ms. Downing has been attending City Council and city Finance committee

Reports from Subcommittees and Other Meetings (continued)

meetings to be available to answer questions about the Children's Renovation and HVAC upgrades. The CIP funding was approved for the project to start in 2025. Other building topics included new shed doors, roof and gutter repairs, and the deterioration of the front sidewalk. Ms. Bruce will meet with Ms. Downing and Ms. Moss to make a first draft of the FY 2026 Facility Plan. The committee's next meeting is March 19 at noon.

Coolidge Standing Committee - Ms. Wight reported that the Coolidge Standing Committee met on January 7. The main agenda item for discussion was the choice of museum exhibit designers to reimagine a new Coolidge Museum. JoEllen MacKenzie, Co-Chair of Exhibits Committee presented the update of the process and recommendation to hire from the exhibits committee. The Exhibits Committee had received and reviewed 7 proposals and chose 4 firms to meet with over zoom during December. The committee narrowed down from 4 to 3 finalists and recommended Design Division. The Standing Committee voted unanimously in favor and to forward this to the January Trustees meeting. The Development Committee assisted Julie Bartlett-Nelson and Ms. Downing in submitting a grant application to the Massachusetts Cultural Council Facilities Fund which could give \$15,000 towards design fees. There are also plans to apply to CPA soon to hire a conservation firm to evaluate and make a conservation, display and storage plan for textiles and accessories in the Coolidge and Local History collections.

Development Committee - Ms. Anderson reported that they met on January 23. Gifts from the fall appeal totaled \$43,000, up from \$37,000 last year. The Coolidge fundraising is slowing down with 71 gifts received totaling \$11,385. The next event is Library Giving Day on April 1. A beautiful donor impact brochure has been created and shared at a City Council meeting. There is a new Gift Acceptance Policy, approved at the last trustees' meeting with a \$50,000 threshold to justify naming. In addition, there is a new Gift Agreement Form to document larger gifts' value, purpose and intent. The donor/volunteer event is scheduled for March 2. The Development Committee agreed to meet every 2 months on the 2nd Thursday.

Finance Committee - Ms. Francis reported that the Finance Committee recommends that the Board of Trustees appoint Doug Wheat as Treasurer.

Personnel Committee - Ms. Ruocco reported that they are meeting on Monday, January 27.

Racial and Social Justice Advisory Group - Ms. Teschner reported that they are meeting next on March 3 at 4 PM.

Other Business

Ms. Francis noted that the Governor's order allowing remote meetings ends on March 31. Ms. Moss said that she is hoping it will be extended, and that if necessary, the trustees can update their by-laws.

At 5:45 PM Ms. Bruce moved to adjourn the meeting. Ms. Francis seconded the motion, which was passed unanimously with Ms. Anderson, Ms. Bruce, Mr. Carrier, Ms. Francis, Ms. Ruocco, Ms. Teschner, and Ms. Wight all voting in favor. The meeting was adjourned at 5:45 PM.