

**TRUSTEES OF FORBES LIBRARY**  
**Thursday, June 24, 2021**

**Present:** Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Mr. Twarog, Ms. Sheirer, Ms. Wight. **Also Present:** Maxine Schmidt, observer for the Friends of Forbes Library. **Absent:** None.

Pursuant to Governor Baker's Emergency Order Modifying the State's Open Meeting Law issued March 12, 2020, this meeting was held using remote participation via Zoom teleconferencing.

The meeting was called to order at 4:05 PM.

**Bills & Warrants**

Ms. Hess made a motion to verbally approve the warrant dated June 24, 2021. Ms. Wight seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor. Ms. Downing will wait until there are a few more months of warrants and then schedule a time for the trustees to come in and physically sign them.

**Public Comments**

There were no public comments.

**Secretary's Report**

Ms. Hess moved that the Secretary's Report of May 20, 2021 and the Secretary's Report of the Executive Session of May 20, 2021 be accepted and placed on file with a minor correction. Ms. Prabhaker seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Treasurer's Report**

Ms. Buckhout presented the Treasurer's Report of May 31, 2021. The General Aid Fund had positive net activity for the month of \$2,308 and has a balance of \$66,564. The surplus is due to a higher than expected state aid of \$10,073, other income of \$8,384 of which \$8,626 is Families First Coronavirus Response Act payroll credits, and the previous year surplus. The significant overspending in payroll of \$31,618 is offset by the unused work study funds of \$11,000, and other areas of underspending, so that the overall overspending when compared to the year-to-date budget is only \$5,115. The Book & Media Fund closed with positive net activity of \$556 and has a balance of \$16,712. The COVID Fund had positive net activity of \$2,464 and has a deficit of \$222. The new Digital Capacity Grant had positive net activity of \$4,499. The Externally Financed Transactions Fund had negative net activity of \$2,289 and has a deficit of \$3,443. The Go Local (Outside Voices) Grant had negative net activity of \$530 and has a balance of \$5,700. The Lyman Special Collection Fund had negative net activity of \$106 and has a balance of \$18,588. The M. Hershkowitz Memorial Children's Book Fund had no activity for the month. The Morin Fund had negative net activity of \$4,709 and has a balance of \$69,764. The Moving memories IMLS Grant had positive net activity of \$189 and has a deficit of \$5,525. The Outreach Fund had; positive net activity of \$500 and has a balance of \$8,828. The Programming Fund -Adult had negative net activity of \$408 and has a balance of \$8,107. The Staff Development Fund had negative net activity of \$831 and has a balance of \$3,316. The balance in the endowment at Bartholomew Inc. as of May 31, 2021 was \$6,246,725.

**Treasurer's Report** (continued)

Ms. Downing said that the Watson Copier fund has a deficit due partially to a lack of income from the pandemic and she has moved staff copying and printing to the Aid fund for FY22. She requested a transfer of \$3,500 from the printing line in the Aid Fund to the Watson Fund to cancel out the deficit.

Ms. Prabhaker made a motion to transfer \$3,500 from the printing line in the Aid Fund to the Watson Copier Fund. Ms. Wight seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Buckhout asked that \$3,500 that was taken earlier in the year be returned to the Aid Fund in the endowment from the Aid Fund in the operating account.

Mr. Twarog made a motion to transfer \$3,500 from the Aid Fund in the operating account to the Aid Fund in the endowment. Ms. Wight seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Buckhout suggested transferring \$11,500 of other income to the Garvey Book & Media Fund in the Endowment.

Ms. Hess made a motion to transfer \$11,500 from the operating account to the Garvey Book & Media Fund. Ms. Prabhaker seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Prabhaker made a motion to approve the Treasurer's Report of May 31, 2021 and place it on file. Ms. Hess seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

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

The following undesignated gifts were received since the last Trustees' meeting: a total of \$278 to Morin Fund including \$103 from Sarah Bachrach, Northampton, MA; \$100 from Emily Weir, Florence, MA; \$30 from Nicole Sibley, Amherst, MA; \$30 from Anonymous, Northampton, MA; \$10 from Morgan Brown, Northampton, MA; and \$5 from Gavin.

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

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

**Financial Report**

There was no financial report this month.

**Department Report: Facilities**

A list of projects that were defined and prioritized by the Facilities Subcommittee consisting of Mr. Carrier, Mr. Twarog, Ms. Downing, Ms. Moss and Mr. Petcen were distributed to the trustees. The biggest project is upgrading the bathrooms to make them more accessible, improve ventilation, add bottle filler water fountains, and lock indicators. It will be brought to the trustees for approval once cost information is obtained. Possible funding

**Department Report: Facilities** (continued)

sources include a combination of Capital Improvement Projects funds from the city, Community Block Grants, the Aldrich Fund and the Doland Fund. Improvements to the lighting in the Cataloging Department, the craft area outside of the Community Room and the back of the nonfiction section in the Children's Department will be rolled into the Young Adult and Children's programming room expansion project in conjunction with the city electrician. The shed that is attached to the building by the staff entrance has been broken into several times. The fascia is rotten and not secure. Replacing the fascia will cost approximately \$1,000. The outside banners are beyond their useful life, with one already damaged and no longer up. They will be replaced with a new campaign and design, for approximately \$3,000 and the Friends will be asked to share the expense. The following projects are proposed to be funded from the Morin Fund, which is now the main fund for other building repairs and additions. The Mezzanine carpet, about \$2,500-\$3,000, is showing considerable wear and will soon be a tripping hazard. The Community Room rug, \$4,000, is stained with fraying edges. This room is one of the highest use spaces for community programming. To properly care for the valuable oriental rugs, new carpet pads will be purchased for \$500. A schedule will be created to have a few cleaned each year on a rotating basis. The small children's chairs in the craft area are solid, but have been painted so many times that the paint does not adhere well. They will be replaced with 10 chairs that will be easy to clean and have a higher weight limit than the current ones, for \$1,000.

Ms. Hess made a motion to approve the bathroom upgrade projects, with cost and funding to be approved at a future meeting; lighting improvements to be incorporated into the Young Adult and Children's Room upgrades; \$1,000 from the Aid Fund to repair the shed; \$3,000 for new banners, the cost to be shared with the Friends; and projects funded from the Morin Fund including \$2,500-\$3,000 for the Mezzanine carpet, \$4,000 for the Community Room carpet, \$500 for carpet pads for the oriental rugs, cleaning of the oriental rugs schedule and cost to be determined, and \$1,000 for ten new chairs for the craft area. Ms. Prabhaker seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Friends of Forbes**

Mr. Carrier attended the Friends of Forbes virtual meeting on June 2 and reported that they used the funds awarded by Florence Bank Customer Choice Community Grants to purchase six computers for the Children's Department. It was a working meeting where they also planned for the garden tour on July 17.

**Administrative Report**

Ms. Downing reported that the auditors will attend the July meeting which will start at 3:45 PM via Zoom.

The library's Go Local grant is featured in the Massachusetts Board of Library Commissioners' (MBLC) new LSTA website, that was developed to provide information about the federal grant program by legislative district. The description about the grant is as follows: "Acknowledging the gaps in its local history collection, the Forbes Library strives to create a truly living and dynamic document of Northampton. This project continues the work of deepening and complicating the local history collection through oral history, community digitization, and the recording of library programming. The Library will build and strengthen connections with community partners by providing much needed technical support, relevant archival collections, and public

**Administrative Report** (continued)

programming space. The thematic areas of concentration for this project will be turn-of-the-twenty-first-century music history in Northampton and the Northampton Pride Parade."

Ms. Downing and Ms. Moss are excited that Juneteenth has become a federal holiday. This is such an important day in the nation's history and they look forward to celebrating it moving forward. The Racial Equity Symposium, inspired by Juneteenth was held on Monday, June 21 to examine how racial equity barriers can be broken down in both services and spaces. The morning generated some great brainstorming ideas that will form the basis for proposed changes that the trustees will hear more about in the future. They would like to thank the Racial & Social Justice Committee for their efforts to make the symposium a success.

The Trustees Award ceremony honoring Elaine Reall, Martha McCormick, and Dr. Melvin Hershkowitz was the first in person event at the library since the pandemic began and it was absolutely lovely. Ms. Reall and Ms. McCormick had beautiful remarks and while Dr. Hershkowitz couldn't join in person, Ms. Prabhaker's moving tribute was conveyed back to him through his friends and family in attendance. Mr. Carrier said that Ms. Prabhaker did an outstanding job talking about Dr. Hershkowitz and his contributions.

Ms. Downing said that a summary of Community Engagement activities has been included in the packet to trustees each month for a few years. Now that it is such an established and routine part of operations, Ms. Moss and Ms. Downing would like to replace that section of the agenda with a monthly report of activities supporting racial and social justice initiatives. Ms. Downing asked the trustees for comments or suggestions on what would be most helpful or about the change in general.

The Friends surprised the library with a \$7,500 gift at the end of their June meeting to purchase six computers for young adults which is a high priority item. The Friends will fund this in part from the \$5,000 Community Choice grant award from Florence Bank.

Tickets for the Friends Garden Tour, July 17, are now on sale along with raffle tickets.

Ms. Downing and Ms. Moss would like to congratulate Alene Moroni for moderating an author panel at the Edelweiss Bookfest 2021, a national conference for the book publishing industry. She also represented Forbes as moderator for two panel discussions at the Massachusetts Library Association conference last month.

The live stream Paco camera will be available to view from the website very soon. It is hoped that people near and far will enjoy watching Paco swim around for years to come.

Children's Librarian Sarah Johnson wrote, "All of us were heartbroken to learn of the passing of the visionary children's book author, illustrator, and Northampton resident, Eric Carle. His books entertained and inspired millions of readers and are favorites among Forbes' patrons, both young and old. His legacy will live on not only in his books, but in the pioneering work of The Eric Carle Museum of Picture Book Art in Amherst, which promotes the picture book as an art form, provides excellent training for educators and librarians, and instills a love of art and reading in visitors. We

**Administrative Report** (continued)

recently heard that Carle described his books as, 'Toys that you can read. Books that you can play with.' Thank you for delighting us for decades--we'll miss you, Eric!"

**Phased Reopening Plan Update**

Ms. Downing reported that it has been a very busy month of reopening for the library. All public service areas now have open hours and many in person services have resumed including computer access. The library has until Labor Day to get to full open hours for State Aid certification. Planning has begun for in person programming and meeting room use to resume in September. Staff were polled this week about their thoughts on masking with 62% supporting continuing to require all patrons and staff to wear masks and 38% supporting CDC guidelines and requiring only unvaccinated people to wear masks, keeping it optional for everyone else except in the children's department where masks would continue to be required. Ms. Downing is very pleased to report that as of June 16, all library staff, both benefitted and IPT are now fully vaccinated. She would like to congratulate and thank the staff for getting the library to this very significant milestone. Ms. Moss read a moving email from Children's Librarian Sarah Johnson about the excitement surrounding the Children's Room's first day of opening. Ms. Downing said the reopening committee is meeting weekly and soon the Children's Room will have more open hours, there will be longer Saturday hours, and one evening will be open per week.

The trustees discussed the masking requirements and staff survey about masking. Mr. Carrier said that speaking for himself and following the science and CDC guidelines, he would like to see the library opening up more quickly and eliminating the mask requirement for vaccinated people. He questioned how staff will be able to continue to enforce mask wearing for everyone when other businesses and grocery stores have dropped them, and how staff will handle non-compliance. Ms. Hess said she was quite taken with the comments from staff, some of whom are uncomfortable with the idea of removing masks and who feel that requiring masks in only some areas, such as the Children's Room, will create confusion for library users. Ms. Prabhaker said she was trying to weigh all the different perspectives and struggling to come to a decision about the masking requirements. As the mother of unvaccinated small children she understands the concern of parents in dropping the mask requirements. Ms. Downing said that when people come into the building now without masks, they are politely being offered and reminded to wear one. There have been a few unpleasant interactions, but no one has refused. Mr. Twarog said that it is impossible to tell the difference between vaccinated and unvaccinated people and that there are still places requiring masks. Several trustees mentioned the uncertainty around the new variants which are likely to become dominant, and that the pandemic is not over yet.

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

**Next Meetings**

Ms. Downing reported that Governor Baker has extended the provision allowing for remote open meetings through April 1, 2022.

The next regular meeting of the trustees is scheduled for Thursday, July 22 at 3:45 PM via Zoom. Ms. Buckhout will invite the auditors to the meeting.

**Next Meetings** (continued)

The following meetings have been scheduled for 2020: Wednesday, September 15; Thursday, October 21; Thursday, November 18; Thursday, December 16. The meetings will be at 4:00 PM unless the representatives of Bartholomew are invited, in which case the meeting will begin at 3:45 PM.

The next meeting of the Friends of Forbes Library will be held Wednesday, September 1, at 6:30 PM. Ms. Hess will attend on behalf of the trustees.

**Communications**

Ms. Downing received an email from Dylan Gaffney on June 24 about the Charter Review Committee's recommendations, which are now before the legislature. Representative Lindsay Sabadosa and Senator Jo Comerford each testified in favor of this H.2202 before the Joint Committee on Municipalities and Regional Government during the June 8 hearing. The Charter Review Committee chairs, Stan Moulton and Sam Hopper submitted written testimony on behalf of the Charter Review Committee, drawing from its report. The legislative committee reported that bill (which includes making the city clerk an appointed position, removing the designation of "candidate for re-election", filling temporary absences and vacancies in the office of mayor, filling vacancies on the School Committee and trustees of Forbes Library, extending School Committee provisions to Smith Vocational & Agricultural School, and other housekeeping recommendations) out favorably and it has moved on to the House Committee on Steering, Policy and Scheduling. Mr. Carrier said that as this goes through the legislative process, each major change will have to go before the voters before being adopted.

**PPP Loan Forgiveness**

Ms. Downing reported that the Payroll Protection Program (PPP) loan for \$250,689 has been forgiven. She would like to thank Ms. Buckhout for working very hard to make this happen before the end of the fiscal year. Ms. Downing proposes designating the funds as follows: \$15,000 for additional IPT for summer staffing; \$17,184 for the self-checks in Children's and Arts & Music; \$25,000 to the Morin fund; \$43,505 to the Garvey endowment fund; \$50,000 to the Lyman Special Collections endowment fund; and \$100,000 for the creation of the Gertrude P. Smith Book endowment fund to support the Arts & Music collection.

Ms. Wight made a motion to approve the allocation of the PPP funds as proposed by Ms. Downing. Ms. Hess seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Anti-Racism Sign**

The Racial & Social Justice Advisory Group had a discussion about wording for an anti-racism sign for the library grounds and recommended, "Racism and intolerance have no place here". Upon further discussion of the Racial & Social Justice Advisory Committee, it was proposed that the design be kept simple without graphics. Ms. Downing's recommendation is black or dark green ("Forbes green") lettering on a white background. The trustees were asked to approve this language and design with funding of approximately \$300 previously approved from the Aid Fund.

Ms. Wight made a motion to approve the wording and design for the anti-racism sign. Mr. Twarog seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Grace Coolidge Portrait**

Ms. Downing reported that the portrait of Grace Coolidge that was damaged in route to the National Portrait Gallery in Washington D.C. is now at the Williamstown Art Conservation and Preservation Center. The estimate to clean and repair the portrait is \$1,213.50 and the National Gallery will pay the portion of that allocated for repair. They will also pay the costs for return of the portrait to Forbes.

Ms. Prabhaker made a motion to approve up to \$1,213.50 for the repair and cleaning of the Grace Coolidge portrait to be paid from the Morin Fund. Ms. Wight seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

**Discussion Topic: Board Size and Compensation**

Ms. Downing introduced this month's discussion topic about board size and compensation stemming from the trustees' conversation last month about ways to diversify the board as well as to have the most effective board possible. She reached out to Attorney Sandra Lucentini for information about the process by which a change could be made as well as about the last time changes were sought through the probate court in 1984. Ms. Lucentini provided a copy of Judge Dunphy's decision in 1984 which references the dismissal of the compensation issue at the beginning and provides his reasoning for approving the increase in the number of trustees. She also provided a copy of the Special Act that incorporated the trustees, noting the mention that "no trustee shall receive any pecuniary compensation for his services," as well as the act amending the act of incorporation to account for the increase in the number of trustees in accordance with the 1984 decision.

Ms. Downing said that there is no universal agreement on the optimum size of a board of directors. A large number of members represents a challenge in terms of using them effectively and/or having any meaningful individual participation. According to the Corporate Library's study, the average board size is 9.2 members, and most boards range from 3 to 31 members. Some analysts think the ideal size is seven. Ms. Downing provided links to documentation on these points. Ms. Downing also provided a link to the relevant section in the MBLC handbook for trustees about the selection and appointment of trustees. For elected trustee boards, the selection of trustees, the size of the board, the terms of membership and the powers and duties of trustees are covered in Massachusetts General Laws, Chapter 78, sections 10-13. The filling of board vacancies is covered in Chapter 41, section 11. Ms. Downing also provided relevant sections of Massachusetts General Laws, Chapter 78, sections 10-13. Section 10 covers town libraries and selection of trustees and officers.

Ms. Downing said that Ms. Lucentini's interpretation was that since the issue of compensation was not in the will, that it was not under the purview of the probate court. In terms of being able to support a broader range of people serving as trustee, the board should look at ways to break down barriers to participation by covering expenses related to travel, childcare and technology, though this will require further research. Ms. Buckhout said that for tax purposes reimbursement of expenses is not considered compensation.

Mr. Carrier said that the timing of making any changes is tricky since the city is in the midst of changes to its charter which can only be made every ten years. He questioned if it would be prudent to move forward at this time when so many other issues will be put before the voters. He said that in 1984 Judge Dunphy said that part of his reasoning was that people should want to

**Discussion Topic: Board Size and Compensation** (continued)

be on the board out of concern and support for the library, not for compensation. He said that the process is complicated and lengthy. First, the library would need to hire lawyers who would research the issue and make a recommendation. If the trustees decide to move forward, the lawyers would prepare papers and go before the probate court, where the city would have input as well. The judge will take some time to issue a ruling, which would then be sent to the State Attorney General for approval. After that it would go before the city council, then go through appropriate committees in the state house and senate. They would need to concur, then it goes back to the city for approval by voters. Mr. Carrier suggested that Ms. Downing contact the mayor's office about the feasibility of pursuing changes at this time and report back at the next trustees' meeting.

**Children's & Youth Services Department Renovation**

Ms. Downing reported that the city council approved the Mayor's request for \$30,000 to fund an architectural study to add a youth programming room and renovate the young adult room. This project will be coordinated with Central Services and once it is finished will provide the information needed to complete the ground floor HVAC project. Once the new HVAC is installed, the library will be in a position to do the renovation. When Ms. Downing has a sense of next steps and timing from David Pomerantz, it will be time to reconvene the committee. Mr. Carrier said Ms. Downing should convene the committee and schedule a meeting after she has set the agenda.

**Massachusetts COVID-19 Emergency Paid Sick Leave**

Ms. Downing reported that on May 28, 2021, Governor Baker signed new legislation (H.3702: An Act providing for Massachusetts COVID-19 emergency paid sick leave) implementing new emergency paid sick leave requirements for employers effective Monday, June 7, 2021 through Thursday, September 30, 2021 (or exhaustion of the COVID-19 Emergency Paid Sick Leave Fund, whichever first occurs). The Act requires Massachusetts employers to provide up to forty (40) hours of paid sick time for employees due to a COVID-19 related reason, with employers permitted to apply for reimbursement for paid leave from the newly created COVID-19 Emergency Paid Sick Leave Fund.

**Northampton High School Internship**

Ms. Moss reported that the library hosted a high school student intern who worked with Dylan Gaffney on a local history project and the liaison sent a note of appreciation. Mr. Carrier said this was a terrific idea and asked if there was a possibility of doing something similar with the Coolidge committee. Ms. Moss said that she is working on an agreement with Northampton High School to be able to continue to do things like this.

**Documenting Early Black Lives**

Ms. Moss reported that the Pioneer Valley History Network, UMass Amherst Public History Program and the W.E.B. Du Bois Library have come together for a collaborative endeavor called, "Documenting the Early History of Black Lives in the Connecticut River Valley." Forbes is one of the participating historical organizations who will perform a "deep dive" into the library's relevant holdings with the help of a student researcher and present their findings in a fall capstone event.

**Community Engagement**

Ms. Moss reported that Forbes had a visit from two Jackson Street School 5th grade classes on a hot day. As Ms. Johnson said, "Libraries need children in



**Community Engagement** (continued)

them and it felt so nice to have some busy, happy kid energy inside the library's walls again."

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

**Reports on Subcommittee and Other Meetings**

CCPLM Standing Committee - Mr. Carrier reported that the committee met and they discussed the Presidential Book Club, the Grace Coolidge portrait, and the new AV equipment for the museum. They are beginning to plan for their annual meeting.

Racial and Social Justice Committee - Ms. Hess reported that the committee will be meeting next week to review the brainstorming ideas and feedback from the Racial Equity Symposium and review next steps. She acknowledged Ms. Downing, Ms. Moss, and other library staff for a really successful day.

BIPOC Art Committee - Mr. Carrier reported that the committee is continuing to review possible artists, a process that will continue through July. Ms. Downing said they are looking to add another potential member. Mr. Carrier said if the committee feels strongly, they may ask for additional funds to supplement the \$20,000 currently allocated.

**Forbes Library Employee Association (FLEA) Contract Negotiations: Executive Session**

At 5:28 PM, Ms. Hess moved that the trustees go into executive session to discuss contract negotiations with FLEA because negotiation in open session would be detrimental to the library's bargaining position. Ms. Prabhaker seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor. The trustees invited Ms. Buckhout, Ms. Downing, Ms. Moss and Ms. Sheirer to remain as guests at the executive session. Ms. Schmidt left the meeting at 5:28 PM. Ms. Buckhout, Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Moss, Ms. Prabhaker, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 5:38 PM, Ms. Wight moved that the executive session be ended and the regular meeting reconvened. Ms. Hess seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Downing will contact FLEA to set up a meeting to present the trustees' counter offer.

At 5:38 PM, Ms. Prabhaker moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously with Mr. Carrier, Ms. Hess, Ms. Prabhaker, Mr. Twarog, and Ms. Wight all voting in favor. The meeting was adjourned at 5:38 PM.