

## TRUSTEES

Russell W. Carrier  
Marjorie R. Hess  
Elaine M. Reall  
Katy E. Wight  
Joseph Twarog



# FORBES library

20 WEST ST.  
NORTHAMPTON, MA 01060

## Trustees Agenda

**Thursday, February 22, 2018, 3:00 PM**  
**Coolidge Museum**

DIRECTOR  
Lisa Downing  
ASSISTANT DIRECTOR  
Molly Moss  
SECRETARY  
Elizabeth Sheirer  
TREASURER  
Cheri Buckhout

1. Bills and Warrants
2. Public Comment
3. Secretary's Report of January 16
4. Treasurer's Report
5. Department Report - Facility and Technology Reports, Jason Petcen
6. Administrative Report
7. Friends of Forbes
8. Next Meetings
  - a. Trustees: Tuesday, March 27 at 4 PM
  - b. Friends of Forbes Meeting: Wednesday, March 7 at 6:30 PM
  - c. Coolidge Museum Advisory Board, March 5 and June 4 at 4 PM
9. Communications
  - a. Survival Center
  - b. Community Foundation
  - c. MBLC State Aid Notification
  - d. Thank You Note from Mari Ada Crosbi
10. Financial Report
  - a. FY19 Budget
11. Action Items
  - a. Smith Collaboration (Lisa Downing)
  - b. Unattended Child Policy (Lisa Downing)
  - c. Document Retention Policy Committee (Lisa Downing)
  - d. Landscaping and Grounds Meeting (Lisa Downing)
  - e. 125th Anniversary Committee (Lisa Downing)
12. Informational Items
  - a. HVAC Project Update (Lisa Downing)
  - b. LED Conversion Project (Lisa Downing)
  - c. Trustees Award (Lisa Downing)
  - d. Legislative Breakfast (Lisa Downing)
  - e. Community Engagement (Lisa Downing)
  - f. Reports on workshops/meetings/activities
    - i. Labor Relations Meeting (Lisa Downing)
    - ii. Fundraising Meeting (Lisa Downing)
    - iii. Staff Meeting (Lisa Downing)
    - iv. CCPLM Structural Review Committee (Lisa Downing)
13. Miscellaneous
  - a. Events Calendar
  - b. Press Cuttings

Elizabeth Sheirer, Secretary