

Holyoke Public Library Board of Directors Meeting Minutes

Facilitator: Terry Plum, President

Note Taker: Jeremy Smith, Clerk

Present: *Board Members:* Terry Plum, Jeremy Smith, Manuel Frau-Ramos, Joan Steiger, Bellamy Schmidt, Tom Barrett, Miguel Vasquez, Susan Carey, Janet Stupak, *Library Director:* Maria Pagan, *Financial Manager:* Andrew Parker, *Friends* Tim Damon

Not Present: Patrick Leahy, George Mettey, Sandy Ward

Previous Meeting Minutes: **Approved**

Announcements

-The president thanked Sandy Ward for her years of service to the Board. He listed many of her accomplishments as a Board member. She has resigned to become president of the Friends of the Library.

Reports

President's Report

Terry Plum

- Nominating Committee: The Annual Meeting is October 20. The nominations for officers need to be confirmed by then. Nominations for Corporators are appreciated. Several of the City Directors' terms have expired. Please let the Nominating Committee know if you are still interested in being a City Director. There is also still an additional City Director vacancy that needs to be filled.
- The President will continue to serve for the next year with the expectation that the Vice President-elect will "learn the ropes" and succeed him next year.

Director's Report
Maria Pagan

- The library park is complete. We are now waiting for the grass to grow before it is open to the public.
- Capeway Roofing has not responded to our calls. The Director is recommending using a local roofer.
- A contractor, ABS, was called to submit a quote to deal with installing the Variable Frequency Drives needed to vent the attic. Cote will also be submitting a quote.
- The Director has been meeting with the Assistant Directors to discuss personnel policies, customer service, fines and fees, goals, and the public restroom.
- The Fall Schedule is now in place.
- The Assistant Directors have suggested having a monthly staff meeting on Wednesday mornings opening one hour later.
- The Director would like to subscribe to the Miss Humblebee's Academy early literacy tool. She has asked the Friends to cover the annual cost of \$1,200 per year. In the interim she has asked the Board to cover the cost. The board approved the expenditure with the understanding that a marketing plan would be created to encourage its use.
 - **Motion Person responsible:** Janet Stupak **Second:** Bellamy Schmidt.
That the Board approve \$1,200 for the Miss Humblebee's Academy database.
Approved
- **See Appendix A for full report.**

Draft of proposed by-law amendment to enable members of the Board of Directors to constitute the membership/members of the Corporators
Joan Steiger

- **Motion Person responsible:** Bellamy Schmidt **Second:** Tom Barrett
That the Board approve the proposed by-law amendment to enable members of the Board of Directors to constitute the membership/members . **Approved.**
- **See last months meeting for by-law.**

Finance Committee & Treasurer's Report
Tom Barrett

- The Finance Committee has taken steps to ease the transfer of funds from the endowment to operating checking.
- **Motion Person Responsible:** Bellamy Schmidt **Second:** Manuel.
That the Board approve the FY16 budget, as amended. **Approved.**
- **See Appendix B for full report.**

Personnel Committee
Bellamy Schmidt

- Candidates for the computer coordinator position are being reviewed.

Long Range Investment Committee Report
Tom Barrett

- A \$50,000 rainy day fund will be created from the endowment but will be executed once market conditions improve.

HPL Reality Report
Bellamy Schmidt

- HPL Reality will be having a Board Meeting tomorrow, Wednesday September 9.

Friends Report
Tim Damon

- The Friends had their Annual Meeting recently and elected several new officers.
- The library book sale is happening Sept 18 and 19. Promotion is ongoing and many books are coming in.

Development Committee Report
Tom Barrett

- Nothing to report.

Old Business

Celebrate Holyoke Debrief
Terry Plum

- Things went well.

New Business

Approve date for Annual Meeting
Terry Plum

- **Motion Person Responsible:** Bellamy Schmidt **Second:** Susan Carey.
That the Board hold their Annual Meeting on October 20 at 6:00pm. **Approved**

Goals for FY 2016
Terry Plum

- The past year's goals were discussed. There was a general consensus that many of last year's goals were accomplished, in-process, or on track to begin. Goals for FY 2016 will be discussed further.

Motion made and seconded to adjourn at 5:55pm.

Next Meeting: **Tuesday October 10, 2015. Annual Meeting**

Tuesday September 8, 2015

APPENDIX A

Library Director's Monthly Report September 8, 2015

FYI/Requests

- **Statistics summary** —.
- **Park Renovation** — Done! Waiting for grass to grow.
- **Capeway Roofing** –Tony is not returning my calls. Recommend we use a local roofer.
- **HVAC** – Need to contact Christopher Major from ABS and Cote to get quote to replace VFD drives and vent the attic.
- **Time clock** – Jose is working on setting it up.
- **Assistants Directors** – Jason Lefebvre, Carla Wessels and I have been meeting on Thursdays. We are working on a couple of policies to submit to Personnel Committee. One is regards to attendance (time clock, time off requests). Others have to do with Customer Service, Fines and Fees, Public Restrooms. We have been asked to work on 5 or 6 goals for the library for next year. We will work on increasing circulation; improving customer service; marketing/public relations; increasing programs for adult/YA.
- **Fall Schedule** – We will work the scheduled for Saturdays, like we did during the Summer. I believe the History Room opens one Saturday a month.
- **Staff meeting** – Assistant Directors suggest that we have monthly meeting the fourth Wednesday of the month from 8:30am-9:30am and open to the public one hour later, at 9:30am.
- **Carpet, Floors & Upholstery Cleaning** –Stanley Steemer were here Saturday, September 5th
- **Landscaping** –G&H Landscaping did most of what they proposed.
- **Early Literacy Station** – I presented the idea to the Friends. I would like to subscribe to Miss Humblebee's Academy. Annual cost for Holyoke is \$1,200/yr

Programs / Outreach

Announcements/Reminder—

- **Next meeting** – Tuesday, October 13, 2015 at 4:30pm/ Annual meeting Tuesday, October 20th at 6:00pm
- **Surprise private visit to the library** – Wednesday, September 9 at 11am, Justice Sonia Sotomayor will be at the library to read to Lawrence School 3rd grade students.



- Full Online Curriculum **Preschool through Kindergarten**
- Fully interactive with offline practice worksheets
- Hundreds of fully interactive, guided lessons in Math, Science and Social Studies, Language and Literacy, Art, and Music
- Covers 7 or 8 of the 10 Kindergarten Readiness Skills a child needs

Miss Humblebee's Academy language and literature helps children develop skills required by the Head Start Child Development and Early Learning Framework and the Common Core State Standards. Preschool through kindergarten-aged children learn basic concepts and build a strong foundation in letter knowledge and sound. The curriculum gradually becomes more challenging as the child advances.

Children will learn:

- Alphabet knowledge, sounds each letter represents and writing practice sheets
- Upper and lowercase letter recognition
- Follow multi-step auditory directions
- Rhyming
- Blends (br, tr) and digraphs (ch, sh)
- Segmenting and putting sounds together to create words
- Parts of a book
- Comprehension
- Categorizing like words
- Sight words
- Auditory discrimination; distinguishing the difference between bin and pin

In addition, your child and you will enjoy hours of educational and entertaining reading that spans many literature styles. You'll find traditional stories such as *The Crow and the Pitcher* and *The Lion and the Mouse*, as well as new stories and poems written exclusively for Miss Humblebee's Academy, all richly illustrated.

Tuesday September 8, 2015

Reference Report-September 2015 (August 2015 information) September 2, 2015

Reference Tally: ~ 1274

Reference Interactions: ~265

These interactions include:

- Technical assistance on accessing the public computers e.g. problems with the patron's card, difficulty printing, locating websites, using Word, etc.
- One-on-one help with homework, HiSET preparation, college courses, etc.
- Maintaining a quiet study atmosphere (enforcing policies on noise levels, speaking on cell phones, running, and so forth.)
- Helping patrons locate resources using the public access catalog, databases or directing them to another area in the library or to a community resource.
- Answering questions that come via telephone or e-mail
- Ordering materials through the catalog for patrons
- On-going weeding and updating of the Collections
- Maintaining records of study room and bathroom use.
- Providing information on the library's web-site
- Conducting tours of the Library as needed.
- Processing overdue notices and bills

Future programming ideas:

- One-Book: I will be contacting Tzivia Gover (past One-Book coordinator) about a future program. August Update : Tzivia is on vacation until September 2nd so I will contact her after her return date. Also, I mentioned to Sandy Ward that perhaps the Friends could sponsor this event.

July Update- Tom Mechem of the State Board of Education's presentation on the HiSET is postponed until the Fall due to scheduling conflicts. August update : I will be contacting Mr. Mechem sometime this week or next.

Workshop attendance : I will be attending a workshop on e-books on September 25th.

Cheryl A. Livengood (Reference Librarian-Reference/Non-fiction area)

Archivist's Report
8 September 2015
Eileen Crosby
ecrosby@holyokelibrary.org

1. There is not a great deal to report since my last report (in late August).

Our Fall Event Schedule continues to firm up:

Wednesday, September 23, 2015, 6:00 PM: "In Search of French Holyoke" Jonathan Gosnell, Professor of French Studies at Smith College. See: <http://www.holyokelibrary.org/historynews.asp>

Saturday, October 10: Walking tour of a section of Dwight Street, in collaboration with family historian Tom Kass. We will assemble at Heritage State Park **at 10:30**, be shuttled by bus up to Holy Cross Church, walk back down Dwight Street. We will talk about the history and architecture of some of the Queen Anne homes and other residential buildings on the hill, as well as the commercial /school/government buildings on lower Dwight. The tour will include some history of buildings that are no longer there and the families associated with them, the Delaneys, in particular. We will end at City Hall. This free event is part of Next Stop Holyoke. Holyoke Community College has generously supplied the bus.

October 17: Our second annual Home Movie Day! The History Room is once again collaborating with Jeremy Smith to evaluate and screen home movies in obsolete formats (16mm, 8 mm, Super 8, and VHS) contributed by the public. Movies do not need to be filmed in Holyoke. No pre-registration needed: Come to the Community Room at 11:00 AM to drop off films, if you have some. Come at 1 PM for the screening. Free popcorn. I will be sending an email soon that will help you spread the word.

November 3, 5, 10, 12, 17, and 19, 6:00 PM. Screening of the entire PBS series "Latino Americans" with guest introducers for all episodes and scholar-led discussions for two. Funded in part by the ALA/NEH Latino History Grant received by the Pioneer Valley History Network.

All the events are on the website <http://herencialatina2015-16.org/events-herencia-latina/>

I will be sending out a press release to Board members and staff. The grant administrators are counting on participants to forward press releases, especially to anyone who has a widely-distributed list on which they might share it further.

Saturday, November 7, beginning at 10:30 AM: I am really excited to be bringing Maureen Taylor, the Photo Detective, to Holyoke. This nationally-known author and genealogist will give a talk on using family photos to learn more about one's ancestors. <http://www.maureentaylor.com/>
Ms. Taylor will give two back-to-back workshop/lectures and will sell and sign books during the break and at the end

10:30-11:30 Identifying and Dating Family Photographs

11:45-12:45 Reading Immigrant Clues in Photographs

2. Vitek Kruta and Kathy Dunn will again be bringing in a youth group to do research on City Hall. Their research is related to their virtual mural restoration project.

3. The oral history project continues to progress. As I reported last month, additional candidates have come forward and are being scheduled and I am processing interviews recorded in the winter and spring to share with the public. I also continue to work with donors and potential donors of historical material.

4. Updating of our disaster plan is underway. I am consulting with Jason on assigning roles to staff both with regard to updating information about the new space and with regard to who does what in an actual disaster. I would welcome participation of Board members, even if only as a 3rd or 4th back-up in case something happens and Maria is out of town or can't be reached. If you have special skills that would be good for us to know about in the event of a disaster, please do let me know so that I can be sure to have that on file, along with your best contact info.

5. I have consulted with Jason on the possibility of offering Ancestry tutorials to staff at staff meetings. While he loves this idea for down the line, we realized that it will not work in the immediate future. I will instead be trying to schedule some staff, particularly those who work on the Reference and Computer Room desks, for small group or even one-on-one training. Ancestry Library Edition is actually quite intuitive and easy to use, so the tutorials would just provide an opportunity for me to demo some highlights and tips as well as field questions. Any staff who would like to participate in a hands-on session should contact me.

6. After consulting with Terry and others, I wrote a polished draft of a response to issues raised by Gregor Trinkaus-Randall in his environmental monitoring report and sent that to Maria on Sept 1 to finalize and send. Among my suggestions:

- Use direct-to-metal paint on some of the skylight panes to block some of the light coming into the HHR on bright days. I am working with Tom on this and we may experiment with paper to see how this will look before applying paint.
- Purchase two de-humidifiers for the HHR spaces on the third floor. Everyone seemed to agree, so these are now on order and will be here within the week.

I am still working on finding a back-up for Tom so that the overhead lights in the HHR rooms really do get turned off each morning. It would be best if we could simply get these lights off the automatic timer.

Tuesday September 8, 2015

APPENDIX B

Tuesday September 8, 2015