

Tuesday December 12, 2017

# Holyoke Public Library Board of Directors Meeting Minutes

**Announcement: None**

**Facilitator: Jeremy Smith, President**

**Note Taker:** Co-clerk - roxann Callender

**Present Board Members:** Jeremy Smith, George Mettey, Susan Carey, roxann Callender, Miguel Vasquez, Bellamy Schmidt, Owen Humphries.

**Friends:** Sandy Ward, **Director:** Maria Pagan

**Not Present:** Kelly Curran, Andrew Parker, Joan Steiger, Manuel Frau-Ramos, Charlie Berrios, Karlene Shea

Meeting called to order at 5 PM.

**MOTION: To approve HPL Board Minutes for October and November**

- Moved by Jeremy
- Seconded by Bellamy
- Motion carried unanimously.

## Reports

### President's Report

- We have decided on new minimum salaries for the staff and will be submitting our suggestions to the Mayor for submission to the City Council in January.

**MOTION: To nominate roxann Callender as Vice-President**

- Moved by Jeremy
- Seconded by Bellamy
- Motion carried unanimously.

### Director's Report

- Intends to contact Holyoke Community College for staff training. Proposes a half day work place ethics and customer service training, as well as one day for OSHA and Safety.

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- 3M Security Gate and Command Center – Bibliotheca has installed the new Alert system to track items going out that have not been checked out. On Tuesday, Nov. 21, the power went off in the library which reset the count on the gate. • Programs / Outreach – We continue with outreach.
- Discussed Teen room lighting issue with Phillips
  - Maria asked 2 electricians for quotes to replace the Teen’s Room lighting system to submit to HG&E with the Energy Conservation Loan Program application.
- Personnel
  - I will be meeting next week with Ken White, HCC to plan for the Staff Training workshops – Workplace Ethics & Customer Service (\$2,099), OSHA & Safety for Custodian (\$900).
  - Teen’s Librarian applied for a \$500 stipend to attend a community health pre conference at the Public Library Association conference in Philadelphia on March 20, 2018. She is asking for the Library to cover the 2 nights of lodging and food, as well as the Amtrak 2-way ticket.
- Maria contacted NorthEast Paint to scrape the paint from the ceiling and provided 3 separate quotes for the ceiling, columns and third floor. There is a savings of \$1,500 if the project is done as one and not in 3 stages. (\$23,500 - \$1,500 = \$22,000)  
**MOTION: To proceed with the painting project as one stage instead of three**
  - Moved by George
  - Seconded by Bellamy
  - Motion carried unanimously.
- Grants
  - CDBG applications are available. Alicia recommended we try again for the security cameras. • Donation Requests: 90+ Companies that Donate to Nonprofits. Request Corporate Support. Ask for Monetary and In-Kind Donations
- Statistics from last month were provided in Maria’s packet. Bellamy requested that Maria do a comparison from month to month and year to year.
- On the topic of the Library Strategic Plan, Maria informed the board that the first draft will be emailed to the board.

**See Appendix A for further details**

## **Finance Committee & Treasurer’s Report**

Andrew and George

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- George informed the board that the returns to the funds has exceeded expectations: 14%
- Profit and Loss shows a loss, but there are no concerns.
- Rockefeller works well with the committee.
- They are unsure if Jon Lumbra is going to remain on the finance committee.

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**See Appendix B for additional details**

### **Personnel Committee Report**

Bellamy Schmidt

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- Nothing to report

### **HPL Realty Report**

Bellamy Schmidt

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- Nothing to report

### **Friends Report**

Sandy Ward

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- Reported that HPL Friends met with library personnel to discuss the possible dissolution of Friends of HPL
  - Present at the meeting: Sarah Page, Sandy Ward, Andrew Parker, Joan Steiger, George Mettey and Karlene Shea.
  - Concluded that an attorney is needed to facilitate this process.
  - Discussed the Mini-Golf fundraiser extensively
    - There was significant contributions regarding marketing
  - Jeremy suggested, that Owen be added to the Mini Golf planning committee, and Owen and Sandy agreed with his suggestion.

### **Old Business**

- None

**MOTION:** Adjourn Meeting

- Moved by Owen
- Seconded by Bellamy

Meeting adjourned at 6:38 PM

**The next meeting is on Tuesday, January 9th 2018 at 5:00pm**