

Tuesday November 14, 2017

Holyoke Public Library Board of Directors Meeting Minutes

Announcement: None

Facilitator: Jeremy Smith, President

Note Taker: Co-clerk Kelly Curran

Present Board Members: Jeremy Smith, Manuel Frau-Ramos, George Mettey, Susan Carey, Tom Barrett, roxann Callender, Kelly Curran, Miguel Vasquez, Joan Steiger, Bellamy Schmidt, Charlie Berrios and Owen Humphries.

Friends: Sarah Page, **Financial Officer:** Andrew Parker, **Director:** Maria Pagan

Not Present:

Meeting called to order at 4:34 p.m.

October Annual and HPL Board Meeting Minutes: **Not Approved**

Reports

President's Report

- Nothing to Report

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.
- Teens room lighting continues to be an issue (Phillips looking into the matter)
- Painting is needed throughout the building. Maria states that it's going to be expensive and suggest that it should be done on a day when library is closed. Bellamy suggested, it could be the same day that the library is closed for staff training.
- Maria is to obtain an invoice for the maintenance agreement, as well as to contact a painter and work with Phillips on the issue of the lights in the teen room.
- Maria informed the meeting that HPL is doing outreach by calling agencies and having them set up a table in the front of the library. The goal is to target mostly newcomers from Puerto Rico. Some of the resources that the agencies offer is are; to share

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information about food stamps and housing. HPL will host an informational day and invite several community agencies to participate. The other outreach efforts in progress are for newcomers to promote English online programs and assistance for children as they transition into the schools, along with help for their computer skills and job search activities. Maria also stated that she shared HPL resources during the HPS Parent Power Academy Summit.

- Maria indicated that she encourages library staff to apply for grants. Owen, asked if we have partners or regional partners to share grant opportunities, so as to strengthen relationships with other libraries.
- 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 she lost the folder on her computer

See Appendix A for further details

Finance Committee & Treasurer's Report

Andrew and George

- George informed the board that, Andrew's computer is not working thus they were unable to provide a budget analysis.
- The Treasurer reported that they are performing on track; a withdrawal of 88K was made out of endowment. They stated that the endowment has done really well last month, beat our 5%. They were a little over 10% last month. YTD is close to 17%. Exceeding their goal.
- They have gone out to get bids on the investments; two in house and Rockefeller will also bid. Once all bids are in the finance committee they will meet with someone from the committee.
- They are unsure if Jon Lumbra is going to remain on the finance committee.

See Appendix B for additional details

Personnel Committee Report

Bellamy Schmidt

- Bellamy wants to draft an ordinance for the city council to increase/improve the salary structure.

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- Reporting personnel committee had a meeting because an employee wanted to file a grievance. Joan suggested that the procedure be followed.

HPL Realty Report

Bellamy Schmidt

- A letter was received from MHIC stating that the library is in excellent condition. However they identified a few areas that needed attention, like the flaking paint and lights in teen room. Maria sent her the plan.
- HPL Realty is scheduled to have their meeting tomorrow. Terry Plum is planning on attending. He is remaining on their board. His historical knowledge is irreplaceable. Bellamy will do the footwork. The tax credit deal (7 years) is up December 2018. Jay Driscoll is also on the board and was part of the deal. Will start discussing the future of HPL and HPL Realty relationship. Will inform the board and solicit the board if there are any changes.

Friends Report

Sarah Page

- Sarah Page is the new vice president for Friends of HPL. She reported that the Friends would like to work with the library board to merge in a way that would not require the Friends to have a 501c3 status. They are open to options.
- Andrew said if the Friends want to raise money and have strings attached, they would not be considered autonomous, because the funds would belong to the board. Bellamy's response was, perhaps we could establish a separate line item for friends funds. It was also mentioned that since a Friends member has been coming to all HPL board meetings they have a better sense of what the board is doing.
- Jeremy suggested Friends draw up a proposal. Andrew asked what they intend to do with their current funds. Sara will check with Friends board.
- Jeremy recommends there could be a Friends member as a HPL Corporator board member.
- Sarah will meet with Joan, Andrew and Manuel for their input later.

Old Business

- Maria put goals in the annual report. She will put something together to get the Strategic Planning Committee together.
- Jeremy will submit the name of the City Director, suggested by Maria to the Mayor for approval. This is to replace Patrick Leahy.

MOTION: Adjourn Meeting

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- Moved by Bellamy.
- Seconded by Susan

Meeting adjourned at 5:54 PM

The next meeting is on Tuesday, December 12, 2017 at 5:00pm"