

Tuesday November 8, 2016

Facilitator: Terry Plum, President

Note Taker: Kelly Curran/roxann Callender, Clerk

Present: *Board Members:* Terry Plum, Jeremy Smith, Manuel Frau-Ramos, Bellamy Schmidt, George Mettey, Tom Barrett, Kelly Curran, Miguel Vasquez, roxann Callender, Susan Carey, Joan Steiger

Library Director: Maria Pagan, *Friends:* Karlene Shea

Not Present: Patrick Leahy, Charlie Berrios, *Financial Manager:* Andrew Parker

Meeting called to order at 4:33 p.m.

Previous Board Meeting and Annual Meeting Minutes: **Approved**

Holyoke Public Library Board of Directors Meeting Minutes

Announcements

- none

Reports

President's Report

Terry Plum

- Maria did performance evaluations for the staff. She discussed their evaluations and added goal settings.
- Maria, Susan and Bellamy went over each staff's performance evaluation
- Annual meeting, 2 board meetings, retreat – Terry thanked board
- Maria was thanked for doing a great job with broken benches.
- Recognized Jeremy for being secretary and Susan for being vice president
- Charlie Berrios is performing at Presencia at WGBY on November 16th (get a hold of Joan for tickets)

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- Terry went to Patty Cramer's funeral, representing the Library. She was a HPLC Board member from August 2006 through May 2009.
- President recognized the good work of the staff in the following reports: ...
- Grade 3 Reading scores have gone up – have we contributed to it?
- **See Appendix A for full report.**

Director's Report

Maria Pagan

- The benches were damaged on the weekend of November 6th. Maria has procured estimates for repair, and the lowest estimate is about \$7300. The deductible on the new insurance policy is \$10,000.
- Maria reached out to Alicia Zoeller of the Office of Community Development, which has unexpended CDBG funds. Maria is also pursuing an estimate for security cameras.
- Maria is estimating \$20-40,000 for cameras. Need to upgrade server and intensive labor getting the cables inside the building.
- Interviews scheduled for next week for a temporary/on call position.
- The Strategic Planning survey is translated, printed and ready to be mailed out by next week. Surveys will be numbered by a volunteer on Wednesday, November 9th
- Instead of the traditional end-of-the-year get together for volunteer, board and friends of the library. The friends of the library are proposing a luncheon for staff and volunteers at the Library.
- **See Appendix B for full report.**

Finance Committee & Treasurer's Report

Tom Barrett

- The proposed budget was discussed. Final approval will be voted on at the next HPLC meeting. Wait for Andrew to come to meeting to approve budget analysis
 - MOTION TO TABLE BY BELLAMY report to next meeting
 - Proposed by

- Second by
- Passed?
- **See Appendix C for full report.**

Personnel Committee Report

Bellamy Schmidt

- Bellamy and Terry met with Sara Carroll, the Assistant City Solicitor, to discuss ways to increase compensation to the library staff. Various possibilities were presented to the Board.

Long Range Investment Committee Report

Tom Barrett

- There has been no withdrawals scheduled and the endowment has been moving sideways. Nothing in or out.

HPL Realty Report

Bellamy Schmidt

- Nothing to report

Friends Report

Karlene Shea

- Fall festival at St. Paul's Church on Sat Nov. 5. Made about \$120
- Met with Maria about passes that the library has for museums in the area. People do not use the passes. It is not being publicized. Friends will work on publicity. Friends will pay for bookmarks, posters for library and schools
- Purchased two videos on women and computing (*Great Unsung Women Of Computing*)
- Changed meeting dates for holidays. One meeting on December 5th which will cover November and December
- Allocated \$2500 for events for the children/teens room. Had one affair in park. There is still money left.
- Purchased *Marble* collection(to be defined) subscription for 3 years
- Giving \$100 for magazines for teen rooms

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- Planning appreciation luncheon for staff

Development Committee Report

Tom Barrett

- The annual appeal is going out on November 10

Old Business

Nominating Committee

Susan Carey

- Refer to the Personnel Committee report.

New Business

HPLC Board Committees

- Patrick removed from the Community Relations Committee. Community Relations Committee needs a charge.
- Add Miguel and George to the Personnel Committee. Susan stepping off.
- Combine finance and long term investment committee
- Finance & Long Term Investment to be consolidated
- Policy Committee - Jeremy replaces George
- The Planning Committee was replaced by the Strategic Planning Committee.
- Technology/Digital Projects Committee

All of these changes were approved by the Board.

The next meeting is Tuesday, December 13, 2016 at 4:30 PM

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APPENDIX A

President's Report

APPENDIX B

Director's Report

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APPENDIX C

Finance Committee Report