

Holyoke Public Library Board of Directors Meeting Minutes

Announcement: None

Facilitator: Jeremy Smith, Vice 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,

Friends: Sandy Ward, Karlene Shea

Financial Officer: Andrew Parker

Not Present:., Bellamy Schmidt, Charlie Berrios, Maria Pagan

Meeting called to order at 4:30 p.m.

May and June Board Meeting Minutes: **Approved**

MOTION: Joan made the motion to accept the minutes with one correction being the friends report with jeremy's name making a motion, George seconded it. Carried Unanimously

Reports

President's Report

- Annual Meeting 10th October 2017
 - Speakers suggested: teen librarian, Luis Soria from the School Department, outreach librarian from Chicopee, or someone from Way Finders, formerly known as HAP.
- New Board Members
 - Member Director (Owen Humphries)
 - City Member
- Need candidates for Officers (Susan Carey tasked)
 - Vacancy on the board for city and corporation.
 - Maria has a candidate that she highly recommends. He will need to be elected at the Annual Meeting in October.
- Formal recognition for outgoing director Terry Plum (Susan Carey to consult Terry's wife).

Director's Report

Maria Pagan (Not Present)

- Teens' Room Lighting - Fixed
- Book drop, 3M Security Gate and Command Center
- Programs / Outreach - Connected with
 - Transformative Culture Project
 - WMA Employment Collaborative
 - Enlace de Familia, SPARK, SCORE
- Grants – Working on grant for Community Foundation, deadline September 18.
- Candidates for Board – Gloria Urbina
- Statistics summary —.
- Library Strategic Plan –

See Appendix A for further details

Finance Committee & Treasurer's Report

Andrew and George

-
- The 2017-18 budget was reviewed. Changes include:
 - Increase book acquisitions budget
 - On-line Database (price increase)
 - Sensor Track Database
 - Library Supplies increased
 - Increased extraordinary building repairs and maintenance cost
 - HVAC contract increased
 - Fire suppression and boiler maintenance increased
 - Snow removal increased
 - Balanced by maintenance contract for computers
 - Computers out of warranty

See Appendix B for additional details

MOTION:George made motion to accept budget. Susan Carey seconds. Motion carries unanimously.

Personnel Committee Report

Bellamy Schmidt (Not Present)

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- Nothing to report

Long Range Investment Committee Report

Tom Barrett

-
- Nothing to Report

HPL Realty Report

Bellamy Schmidt (Not Present)

- Nothing to Report

Friends Report

Sandy Ward and Karlene

- In reorganization of the Friends - Karlene is saying that this situation is not unique to the Friend's board. Small boards outsource to pay someone with experience to run their board or come under a large board for help managing their board. Karlene will bring this to the Friend's board to share their options. The three options include:
 - paying someone to manage the board
 - coming under the Holyoke Public Library Board
 - disbanding.
- Andrew explained how the funds will be used and tracked if they came under control of HPL. He said there wouldn't be significant change in management of funds. If city of Holyoke takes over the library however, Friends of Holyoke will be barred by state law from having alcohol during events.
- Tom said anything Friends raised would come to the library and HPL would have to allocate it.
- By-law changing should happen at the annual meeting but you can call a special meeting. Friends Annual Meeting is September 25th 5:30-7pm in the Library Community Room.

MOTION: The Holyoke Public Library Board agrees to sponsor 2018 Mini Golf fundraiser.

- Moved by George Mettey
- Seconded by Tom Barrett
- the motion carries unanimously.

Development Committee Report

Tom Barrett

- See Report Provided

Strategic Planning Committee Report

Maria Pagan

- Nothing to Report

Technology Committee Report

Jeremy Smith

- Nothing to Report

Tuesday September 12, 2017

Nominating Committee

Susan Carey

- Nothing to Report

MOTION: Adjourn Meeting

- Moved by Kelly Curran.
- Seconded by Tom Barrett.

Meeting adjourned at 5:57 p.m.

The next meeting is the Annual Meeting on Tuesday, October 10, 2017 at 6:00 PM

APPENDIX A

(will be embedded with final version)