

HPL minutes

Holyoke Public Library Board of Directors Meeting		
10.8.2013	4:30	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Maritza Martinez, Tom Schwab, Jeremy Smith, Wesley Kulig, Bellamy Schmidt, Manuel Frau-Ramos, Shauna Hickey, George Mettey, Patrick Leahy, Susan Carey; <i>Financial Manager</i> Andrew Parker; <i>Archivist</i> , Eileen Crosby; <i>Library Director</i> Maria Pagan; <i>FDA staff</i> Nina Mankin	
Not Present		
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	3 moves: History room, Lynch school and the City Hall library. Mostly done except for a few things. City Hall is more than half moved.
Planning for a soft opening on Oct 15: no phones, no computers or permanent signage. Not open full hours.	
CDBG grant: No meetings but will get it going at the end of the month	
Inspections are done on the new building: plumbing, electrical, etc. GC still owns the building. Will get the Certificate of Occupancy next week.	
Holyoke Historic commission had some suggestions about the murals and the lighting in the computer room and the clock in the Young Adult room.	

Finance Committee & Treasurer's Report	
George Mettey	
Discussion	At the moment we are in a good cash position.
See Appendix A for full report	

Personnel Committee Report	
Bellamy Schmidt	

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Discussion	Reviewed resumes for the Fundraising Assistant position. An offer has been made and accepted by a candidate. Computer Coordinator position has been posted and we are receiving resumes. Need to interview. Personnel Committee will participate in the interviews.
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Director's Report	
Maria Pagan	
Discussion	Outreach to the schools: All set for a spare change drive in the schools as a fundraiser for the buy-a-brick campaign.
Block party in honor of Jay Borges on Sunday October 13.	
Had online training for new website with Dale Darmody of Piper Webs.	

History Room Report	
Eileen Crosby	
Discussion	Most of the storage furniture has arrived. Moving rest of collection tomorrow Oct 9. Remaining furniture will be moved to Lynch.
Opening will be hampered by the lack of computers.	
Will hear soon from the Community Found of Western Mass about a grant proposal.	
Waiting to hear about cost for Ancestry database which we will lose access to not being at HCC.	
Geneology workshops at Senior Center will begin soon.	

Trustees Report	
Shawna Hickey	
Discussion	Brokerage house has yet to be chosen due to pending by-law change reorganizing the trustees.
Has information on a potential small business loan from Bank of America.	
Online access to the endowment is being set up.	

Friend's Report	
Tim Damon	

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Discussion	Having meeting on Wednesday Oct 9. Will be inviting members of the friends to tour the building.
Will be discussing the organization of the Lynch School sale. Possibly in November.	
Tax filings for the Friends need to be completed. Tim is working on it.	

FDA Report	
Nina Mankin	
Discussion	Community Foundation of West. Mass did a site visit. Oral History Project funding. Working Cities Challenge Grant has a site visit Oct 16.
Fundraising totals: \$ 2,146,512. Sending out a mailing of 700 pieces to individuals who may be able to give \$1,000 or more. Will be going out in the next week. Looking for help from board members signing appeal letters and phone banking follow up phone calls. Dates will be arranged.	
Heritage book is done and is going out to families of the people from the 2011 Heritage Event to donate to the campaign. Will have other copies for sale at the library as well.	
Buy a Brick campaign will be launching following the grand opening.	
Loomis Community is doing a tour Nov 1 of the new library and the history room. Will present them with fundraising materials.	

NEW BUSINESS

Annual Meeting	
Terry Plum	
Discussion	Notices went out in the mail.

Loan to HPLR from HPLC for HPLR operations		
Terry Plum		
Motion	Person Responsible	Second
Made to table: Approved	Terry Plum	Tom Schwab

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Plan for retiring the city construction loan		
Terry Plum		
Discussion	Asking to borrow 1.512 million from the endowment to help pay off city loan.	
Motion	Person Responsible	Second
That the board President, with the advice of the finance committee, be given the authority to resolve the city loan by either borrowing from the endowment or a third party. Approved	Sandy Ward	Susan Carey

Election of new HPLR Director from the non-City Directors of HPLC		
Terry Plum		
Discussion	City directors of the HPL Realty; Mayor, Bellamy, City Solicitor. Need to elect another member to replace Tom Schwab by the member-directors of the board. Jay Driscoll possible.	
Now that Michael Moriarty is not a practicing lawyer he will need to be replaced as the library's legal consultant. Tabled until next month's meeting.		
Motion	Person Responsible	Second
Nominate Jay Driscoll to be Director of HPL Realty. Approved	Sandy Ward	Tom Schwab

Posting HPLC agenda and minutes to new website	
Terry Plum	
Discussion	Would like to have the agenda and minutes to the website. Will do that.

OTHER BUSINESS

Motion made and seconded to adjourn at 6:04

NEXT MEETING

Tuesday November 12 at 4:30 at the Holyoke Public Library.