

HPL minutes

Holyoke Public Library Board of Directors Meeting		
12.10.2013	4:30pm	250 Chestnut St.
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Wesley Kulig, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Patrick Leahy, Joan Steiger, Sandy Ward, Susan Carey <i>Financial Manager</i> Andrew Parker, <i>Archivist</i> , Eileen Crosby, <i>Library Director</i> Maria Pagan, <i>FDA staff</i> Eric Fiedler	
Not Present	Maritza Martinez, Shauna Hickey, Tom Barrett	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

ANNOUNCEMENTS

Volunteer Party	
Terry Plum	
Discussion	There will be a party at the Yankee Pedlar for all staff and volunteers on December 13, 2013 from 6:00pm-8:00pm

REPORTS

President's Report	
Terry Plum	
Discussion	The library opening was spectacular. Congratulations to all.
The Community Development Block Grant is not as far along as hoped. We will be doing a Request for Qualifications (RFQ)	
The library was turned down for the National Endowment for the Humanities grant for the third time. Terry has asked to see the comments from the grant reviewers.	

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The board discussed the charges of each committee and measured progress:

Community Relations Committee
 Development Committee
 Personnel Committee
 Finance Committee
 Planning and Policy Committee
 Technology Committee
 Moving Back Committee (still has some responsibilities to the materials stored at Lynch school.

Committees that will expire:
 Building Committee

Personnel Committee

Bellamy Schmidt

Discussion	The Computer Coordinator search is ongoing. If we cannot make a hire, the search will be reopened and reposted.
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The Committee plan on updating the Board Member Orientation Manual for new board members. They will be working on it after the first of the year.

Director's Report

Maria Pagan

Discussion	Everything in the library seems to be working fine. Staffing is a concern. We are working out computer glitches here and there
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Wednesday December 11th is the Chamber of Commerce Breakfast.

Yesterday Maria went to Boston for the Working Cities Challenge Grant. We will know if we received the grant in January.

Motion	Person Responsible	Second
That the library follow the Holyoke Public School decisions for emergency snow closings. Approved	Maria Pagan	Sandy Ward

Treasurer's Report

George Mettey

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Discussion	<p>During the month of October we ended in a strong cash position, however we had a lower than average income due to the move.</p> <p>Profit and loss shows an operating loss in the first four months of FY2014 due to one-time expenditures resulting from the move. This should be corrected within the coming months.</p> <p>Partial repayment of the city loan was made in November. Much of our current operating cash on hand is restricted for special uses (e.g. technology payments and infrastructure purchases).</p>
<p>See Appendix A for full report</p>	

Holyoke History Room Report	
Eileen Crosby	
Discussion	In person visits to the archive are up.
<p>The photo organizing project is going well.</p>	
<p>The Friends have sponsored a subscription to Ancestry.com. Eileen will be leading workshops for the reference staff on how to use it.</p>	
<p>The History Room is trying to get a whole program of events for this winter and spring and is open to suggestions from the board on possible speakers.</p>	
<p>Genealogy workshops will start in the computer classroom in January.</p>	
<p>A discussion was held about the possibility of the History Room taking a position on the demolition of the Farr Mansion. The Board agreed that it is completely appropriate for the History Room and the Archivist to distribute information on this issue, but the Library should not take a formal position. Personal opinions on the issue however are outside the purview of the board.</p>	
<p>There is a microfilm cabinet still at HCC that needs to be moved. Patrick volunteered to move it with his vehicle.</p>	
<p>Olivia Mausel of the Holyoke Historical Commission would like to be involved in the digitization of the Transcript Telegram.</p>	

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See Appendix B for full report

Long Range Investment Committee Report

Bellamy Schmidt

Discussion	The Committee evaluated several investment advisors and decided to hold a new round of evaluations to have a firm in place by April.
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See Appendix C for full report

Friend's Report

Tim Damon

Discussion	The Friends are working on the Annual Gala to be held February 1 of 2014. There will probably be a costume theme. They are also working on a speaker's series to be held during the Holyoke Winter Carnival in February.
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\$3,450 was raised at the surplus furniture sale.

FDA Report

Eric Fiedler

Discussion	If you wish to buy a brick, please do so on Valley Gives Day on 12/12/13. You can also make any contribution on that day to help the library.
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We are planning a Log Cabin event in the spring. In lieu of a donation to the library, the owner of the Log Cabin offered to sponsor a fundraising event in April or May of 2014 by providing catering services at an event at the library.

NEW BUSINESS

HPLC Loan to HPLR

Bellamy Schmidt

Motion

Person
Responsible

Second

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That HPL Realty borrow \$50,000 from the HPL endowment for working capital to pay urgent bills for 6 months. Funds would then be replenished when we receive it from MHIC. APPROVED	Bellamy Schmidt	George Mettey
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HPL Budget Request to City	
Terry Plum	
Discussion	A budget request went in to the city today. A computer services librarian, classed as a reference librarian, is in the request.

HPL Realty Report	
Terry Plum	
Discussion	We retired another \$2.2 MM of the loan from the city in November and rolled over the balance of \$1.5 MM for six more months at 0.5%. We expect that pledge and grant collections during that period will allow us to retire most of the loan.

Planning for 2014	
Terry Plum	
Discussion	Look over board committees to see where you want to fit in. The board will begin a planning process in January.

OTHER BUSINESS

Holyoke Historic Commission Letter	
Terry Plum	
Discussion	The Holyoke Historic Commission sent a letter regarding the sale of the Casper Ranger table. It was agreed that Terry will respond with a letter offering to loan the table to a public location in Holyoke for 5 years, the choice of location to be facilitated by the HHC.

Motion made and seconded to adjourn at 6:09

NEXT MEETING

Tuesday January at 4:30 at the Holyoke Public Library.

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APPENDIX A

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Report of the Treasurer December 10th, 2013

During the month ended October 31, 2013 the Holyoke Public Library's cash position remained strong (\$828,555). We are showing lower-than-average income and expense transactions. This was anticipated in last month's report due to the move to our new building. Our cash position since October 31

Our profit and loss shows that we have sustained an operating loss of \$34,092 in the first four months of FY2014. This is worse than an anticipated loss of \$19,409 by this time this year. The change from an operating gain to a loss was largely caused by one-time expenditures resulting from the move. Our loss position should correct to our projection within the coming months.

A partial repayment of the City Loan was made during November. Operating cash on hand is now less than \$100,000, much of it restricted for special uses including the payment of technology and infrastructure purchases.

Respectfully submitted,

George Mettey, Treasurer

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APPENDIX B

HPL minutes

Archivist's Report

December 2013

ecrosby@holyokelibrary.org

Patrons/Reference service:

The high numbers of patron visits reported last time have continued. We do not have enough hard data to report yet and expect that the numbers are still somewhat inflated by the fact that people want to see the new location. Nonetheless, on several occasions we have had more research visits in one day than we had in a very good week at HCC. Email inquiries, in contrast, are way down. I have consulted with Jeremy about asking Piperwebs to do what they can to make the new History Room pages (and contact info) more easily findable on the web.

The exhibit on the 1902 Library appears to be catching the attention of casual patrons. I plan to leave it up until January.

Current Projects

Photographic collection re-processing: Our Simmons graduate student completed her internship on December 5. She completed the physical reprocessing of the photograph collection and set up a template for cataloging each photograph. I have also created a simplified finding aid structure for the photograph collection and will be using volunteers to help complete this project. We hope to have a much better organized photograph collection in the near future. The History Room has additional boxes of uncatalogued photographs that will need to be incorporated.

Inventories/Shelf Lists: We/I have been spending all the time we can spare each week working on accurate inventories and shelf lists for collections and items. As these are completed, we will be able to find items in the collection more easily. We will continue this work in the coming year.

Genealogy: Thanks to the donation from the Friends, we now subscribe to two Proquest databases: Ancestry Library Edition and Heritage Quest Online. Due to recent connectivity issues, I have not been able to publicize or promote these services. That will start to happen this week. Ancestry Library Edition will be available from any HPL computer. It is not clear yet whether the link will be just on the website or via an icon on each desktop. I hope to offer introductory workshops or tutorials to all staff who work on the reference desk. (See below for more about workshops.)

Events Planning

In January, the History Room will host a series of class visits from Tziviva Gover's poetry class at the Care Center. Students will be learning about Holyoke history and using photographs as prompts for creative writing.

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Tzivia Gover has also accepted an invitation to speak at the HPL about her research into Elizabeth Towne, the publisher of the turn-of-the-century new age magazine, *The Nautilus*. No date has been set. She will also be speaking at Wistariahurst in early May.

Lecture Series: Jim Sheehan has also accepted an invitation to speak about his research into family farms and farming in Holyoke. Due to Jim's schedule, our tentative date for this talk had to be pushed off to February 5. This means that any open house planned for January will have to have a different speaker.

I have additional verbal, unconfirmed commitments from other individuals to participate in a spring lecture series sponsored by the History Room. I am also pursuing additional leads and ideas. ***I request that Board members or Friends forward to me the names of people they think would make good speakers or who would have an interest in speaking.*** I would like to have at least 4 speakers in the spring and 4 in the fall. I hope some of these will tie in with the Pioneer Valley History Network 2014 theme "Made in the Pioneer Valley."

Scavenger Hunt: I (with help from volunteers) will be pursuing Sandy's suggestion to make the Scavenger Hunt coincide with the Winter Carnival. It will encourage people to explore the library and will have one or two questions that require History Room resources.

Genealogy Workshops: I would like to start offering monthly introductory workshops in genealogical research in the computer classroom in January. We will probably begin with very basic introductions to using resources and tracking research. If there is demand for more advanced workshops, some History Room funds may be re-allocated to cover the cost of presenters.

Follow-up items and additional questions:

- I have received several inquiries as to whether the Board Room can be reserved for meetings by outside groups. Can it? Do Board members and the Friends schedule their own use of the room in a central place so that double-booking can be avoided?
- I think it would be appropriate for the History Room to voice support for the effort to persuade the YMCA not to demolish the Farr home at Pine and Appleton. Would anyone on the Board see this as problematic?
- I have decided to hold onto one of the microfilm cabinets we had at HCC to accommodate future growth of the Springfield Republican microfilm collection. I am looking for someone with a truck or van
- The dispute with AMS Imaging (ScanPro) on whether we are entitled to a free upgrade as promised appears to have been resolved. Awaiting confirmation email.

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- Copier in History Room still cannot be used as a scanner, but my understanding is that this issue is on its way to being resolved.
- The History Room is need of a software download (Adobe Acrobat Pro), which we can get through the Library's Tech Soup account at very low cost. The amount is in the History Room budget. It will need to be ordered by Andrew. Once I have the download link and/or log in, I can download and install the software on the appropriate HHR computer.
- No word yet (as far as I know) on the oral history grant (Community Foundation of Western Mass).

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APPENDIX C

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Long Term Investment Committee Report December 2013

1) The Committee met on 11/13/2013 and it was unanimously agreed upon to continue researching firms. Future meeting dates have been scheduled to agree on a proposal letter that will be sent out to interested vendors.

Proposal letter will be sent out with a request to respond no later than January 17th, 2014 if they are interested in presenting to the Committee.

February 12th is the tentative date that the Committee will meet with the candidates and it's the goal to have a decision made and changes to be implemented by the 1st day of the 2nd quarter of 2014.

2) It was agreed to authorize MSBB to begin moving MSA's into the recommended mutual funds in an effort to increase earnings.

3) It was suggested by Jon to expand the Committee to 5 people to allow for transparency between the Committee and the Board. The 2 additional people would observe and offer opinions but would not have voting powers. The 2 people recommended were Terry Plum and another Board member.

This would allow the President to have access to all information as it's discussed and would allow the other board member to participate and potentially move into any vacant committee spot in the future.

4) Online access to the accounts was granted to Terry and Andrew. Bellamy and Jon have requested online access and that is currently being resolved.

5) Because of new Patriot Act disclosure requirements since the opening of the original accounts, we have been asked to provide a copy of one of the following documents that will comply with the Act in the opening of a new account. We have 30 days to get this in place. (As of 12/03/2013) Any of one of the following documents would serve this purpose:

- Certified Articles of Incorporation
- Charitable & Constitutional Bylaws
- Organizational Charter
- Certificate of Incorporation

Shauna will facilitate getting this information to Rob Humberston of Morgan Stanley.

6) Bellamy requested a transfer of \$50,000 from the endowment to HPLRealty to use as working capital. HPLR will pay this back when the construction project is over. HPLR needs the funds to pay urgent bills at times when the funding for those payment has been held up either in the MHIC approval process or in the City approval process.

This process was initiated 12/04/2013.