

HPL minutes

Holyoke Public Library Board of Directors Meeting		
7.8.2014	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Tom Barrett, Janet Stupak, Sandy Ward, Joan Steiger <i>Financial Manager</i> Andrew Parker, <i>Archivist</i> , Eileen Crosby, <i>Library Director</i> Maria Pagan,	
Not Present	Tom Barrett, Susan Carey, Wesley Kulig, Patrick Leahy	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report / Building Committee Update	
Terry Plum	
Discussion	A letter was sent to the historic commission regarding the restoration of the murals. There was an article in Preservation magazine on the library renovation.
Terry discussed the library park renovation plan. The project will be going out to bid shortly.	
We will be sending a letter to the Historic Commission regarding the McCormick turbine that is currently in the park.	

Finance Committee & Treasurer's Report	
George Mettey	
Discussion	The Committee discussed a proposed budget for FY15. The FY15 budget was provisionally approved by City Council.
The library cash position as of May 31 was \$466,492. The operating profit and loss shows a year to date loss of \$8,455.	
The transfer of endowment funds from MorganStanleySmithBarney settled prior to July 1. As of May 30, the cash value of the endowment was \$6,332,886.	
The Mass Cultural Facilities Grant has been received and the IMLS has been submitted and is pending receipt in the amount of \$100,000. The LEED grant of \$120,000 is pending.	

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See Appendix A for full report		
Motion	Person Responsible	Second
That the board operates under the budget from the prior fiscal year. Approved	George Mettey	Bellamy Schmidt

Personnel Report	
Bellamy Schmidt	
Discussion	The library hired a computer coordinator who started July 7 th . His name is Jose Cartegena-Ortiz.

HPL Realty		
Bellamy Schmidt		
Discussion	HPLR is requesting \$50,000 from the endowment to use to buy items for the library that were not purchased in the original equipment purchases such as security cameras, monitors, OPAC tables, shelving in teen room, CD shelves, dust covers for history room, history room scanner, holes in the front outside benches.	
Motion	Person Responsible	Second
That the Board approves a transfer of \$50,000 from the endowment to pay for remaining building expenses and city lease rent payment. Approved	Bellamy Schmidt	George Mettey

Director's Report	
Maria Pagan	
Discussion	The Air Conditioning unit is not working. The contractors have been notified.
MA Fire Technology will be testing the library fire systems.	
The Requests for Proposals for the library park renovation will be going out soon.	
The Mayor and City Council approved the submitted \$767,223 budget for the library.	

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The LEED Green Cleaning Policy is being customized to the library.
The City Personnel Administrator made some recommendations regarding performance reviews which are being integrated into the process.
Circulation data for the State Annual Statistics Report is being gathered.
The Summer Reading Program started the last week of June. There are over 200 participants.
See Appendix B for full report

Archivist Report		
Eileen Crosby		
Discussion	Statistics for this year are up.	
We have been taking in new materials.		
We sent out some items, mostly photographs, to be digitized by the Boston Public Library. There is no cost to the library for this service. The items will be available on the Digital Commonwealth website. We will be sending more items in August.		
See Appendix C for full report		
Motion	Person Responsible	Second
That we authorize the payment of up to \$500 for a preservation consultant to look at the Holyoke Water Power Collection if it becomes necessary. Approved with one abstention.	Sandy Ward	Joan Steiger

Friends Report	
Sandy Ward	
Discussion	There was an annual meeting on June 11. New officers and board members were elected.
IRS filings for the Friends have been closed out through FY 11. We are now looking at 990s for FY 09 and 10.	

FDA Report
Terry Plum

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Discussion	The Development Committee met to go over the fall fundraising event.
The Buy-A-Brick campaign has launched.	

NEW BUSINESS

Lynch School	
Discussion	There are library supplies still stored at Lynch that need to be dispersed. The Recycling Committee will take care of it.

Motion made and seconded to adjourn at 6:15.

NEXT MEETING

Tuesday August 12 at 4:30pm

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APPENDIX A

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Report of the Treasurer July 8, 2014

The Holyoke Public Library Finance Committee has prepared a budget for the continued operation of the Library, but the Committee recommends that until the City of Holyoke adopts and posts their budget publicly, that the Library continue to operate under the budget from the prior fiscal year. I move the following: the Board operate under the prior fiscal year's budget until the next regular meeting.

During the month ended May 31, 2014 the Holyoke Public Library's cash position closed at \$466,492.

The operating profit and loss statement shows a year to date loss of \$8,455. The Finance Committee has received the transfer of an additional \$35,000, reflected in this P&L statement.

Transfer of endowment funds from MorganStanleySmithBarney, at the recommendation of the Long-Term Investment Committee, settled prior to July 1. However, the adjusting entries for the endowment balance were not posted as transactions at month end are still settling. March and April entries have been passed due to settlements for dividends receivable and changes in value during the liquidation process for the transfer from MSSB to Rockefeller. As of May 30, the cash value of the endowment was \$6,332,886.

The Massachusetts Cultural Facilities Council grant has been received by the Library in the amount of \$246,420, and the IMLS grant has been submitted and is pending receipt in the amount of \$100,000. The LEED grant of \$120,000 is pending certification of the building's energy efficiency. Receipt of these grants will assist in the paydown of the City loan.

Respectfully submitted,

George Mettey, Treasurer

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APPENDIX B

Library Director's Monthly Report July 8, 2014

FYI/Requests

- **Statistics summary**—enclosed
- **AC issue**—Chillers are not working properly. We have contacted Fontaine Bros. ABS and Cote. Fontaine to contact General Mechanical Contractors.
- **Fire Systems and Extinguishers inspection/test**—MA Fire Technology is scheduled for Monday, July 14th. \$475 for systems & about \$5.00 for each extinguisher.
- **Computer Coordinator**—We have a new Computer Coordinator/IT, Jose E Cartagena-Ortiz who started Monday, July 7th.
- **Park Renovation**—The Committee met about a week ago to review the proposed changes. RFP will go out to bid soon. Work on park might start as early as September.
- **City Budget**—Mayor approved and City Council voted on **\$767,223** for the library: \$539,845 for personnel and \$227,378 for energy/books/lease.
- **Library Budget**—Andrew has a draft that I am in process of reviewing.
- **LEED Green Cleaning Policy**—I received a sample of the Green Cleaning Policy which I am customizing to our library.
- **Performance Review**—I met with City Personnel Administrator. He made a few recommendations.
- **State's Annual Statistics Report**—I started to gather all the stats. Report is due August 22nd.

Outreach/Programs

- **Summer Reading Program**—Started last week in June. We have over 200 participants.

Announcements/Reminder—

- **Next meeting** -- Tuesday, August 12, 2014 at 4:30pm

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APPENDIX C

Archivist's Report

8 July 2014

ecrosby@holyokelibrary.org

1. History Room Usage – 3 months**

2014	April (4 wks)	May (4 wks)	June (4 wks)
In-person	135*	83	112
Email	14	10	11
Telephone	16	12	6
Mail	0	0	2
Totals	165	105	131
2013(for comparison)	97 (4 wks)	100 (5 wks)	73 (4 wks)

*included a class

** Breakdown has continued to be about 50% family history/genealogy and 20% research into buildings and institutions. The remainder is a broad mix of inquiries.

2. It was an eventful month with regard to acquisitions and donations. We re-housed and brought on site the C.R. Wilhelm Collection of glass plate negatives of scenes of Holyoke. (See #3, below). We were also offered and accepted about 8 boxes of historical records and catalogs from National Blank Book and Avery/Dennison, which we will add to the existing collection of materials donated by Dick Towne.

Dick and Marge Newton (Dick is a descendant of the Newton family of Holyoke), presented us with a new biography of his cousin Joan Newton Cuneo, an early race-car driver (and Holyoke native) with a fascinating life story. Dick Newton wrote the introduction to the book, which is entitled *Mad for Speed*. A press release is forthcoming. We have accepted additional smaller collections and those are creating accession records for those.

3. Digital Projects and other technology updates:

Tom Blake, the head of the Boston Public Library's digitization lab came for a site visit on June 26. We reviewed the first batch of items I had selected for **digitization through the BPL program**. He accepted and took to the lab over 300 contact prints from the Milan P. Warner Collection, the C.R. Wilhelm collection of glass plate negatives, and fourteen (mostly oversize) books.

We have received guidance in how to prepare additional materials (fragile books and atlases) for digitization and will have these ready to send in August, when Tom expects to bring back the materials they are digitizing now.

The photographic images will be viewable online in Digital Commonwealth sometime after they are returned to us and after we have created metadata for each item. We will plan to promote the C.R. Wilhelm Collection once a good portion of it is viewable online.

Volunteer Tom Barrett has suggested Filemaker Pro as an alternative to an out-of-the-box **database software program for organizing collections**. The cost would be much lower than commercial software designed for archives/museums (\$197.00 vs. almost \$1000.00). We would need to design our own database. I plan to experiment with a free trial and go from there.

4. **We held the first of four Genealogy Research Drop-in sessions** in the Computer Classroom on July 7. Attendance was good, considering that we have not promoted it heavily yet. The approach (we had History Room volunteers and regular patrons who worked one-on-one with people) worked well. Sessions will be Mondays, 3:00-5:00, July 14, 21, and 28.

5. **The adjustable height chairs** that worked well at the 2 microfilm readers had to go back to the Computer Room now that the classroom is open. Not having adjustable height chairs at these two machines has caused some discomfort (and difficulty seeing the microfilm) for patrons. If anyone has thoughts on how we could get 2 inexpensive but nice-looking adjustable height chairs, please let me know.

6. I have not been able to schedule enough fully-trained volunteers to cover the History Room for 20 hours during week of my **vacation, August 11-15**. We had a different volunteer mix last year, and not nearly as much space to supervise or as many patrons to serve, so we were able to remain open 16 hours. This year, I don't know if we should close, reduce hours, or try to schedule and train other library staff to cover the room. I am consulting with Carla on the last possibility. If we were to reduce hours and services that week, we might open just 10-12 (10:00 -1:00 if possible) Tuesday and Thursday to accommodate people who need to get to the microfilm and directories.