

HPL minutes

Holyoke Public Library Board of Directors Meeting		
10.14.2014	5:00pm	Holyoke Library
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Susan Carey, Joan Steiger, Sandy Ward <i>Library Director</i> Maria Pagan, <i>Finance Manager:</i> Andrew Parker <i>FDA:</i> Eric Fiedler	
Not Present	Janet Stupak, Patrick Leahy, Tom Barrett	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	There was a brief discussion on the need to rethink the structure of the corporators.

Finance Committee & Treasurer's Report	
George Mettey	
Discussion	The library ended August with a cash position of \$152,797.
Final payment of the city loan was made in September of 2014	
We expect increased interest income from the decision of the Long Term Investment Committee to hold our cash reserves for operations at PeoplesBank instead of with the investment company.	
See Appendix A for full report	

HPL Realty	
Bellamy Schmidt	
Discussion	A Representative from MHIC came to inspect the property. She was quite impressed and will be submitting a positive report.

Director's Report	
Maria Pagan	

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Discussion	The Storm Drain Art event is happening on November 8 th .
The drive that was damaged on the air conditioning unit was replaced at no cost to the Library. Cote, the HVAC company, will monitor.	
Some walls that were not replaced during construction have not been accepting paint. Maria will contact contractors to investigate the issue.	
There is an issue with the rain garden in the parking lot. An HCC student who is in an environmental class is going to study the issue and how to deal with it. Pioneer Valley Planning Committee has a workshop on rain gardens for businesses. They have also given recommendations.	

Archivist Report	
Eileen Crosby	
Discussion	See Appendix B for report

Long-Range Investment Committee's Report	
Bellamy Schmidt	
Discussion	The endowment has been doing very well. At the end of August it was at \$6.3 million.

FDA Report	
Eric Fiedler	
Discussion	The bricks have been engraved and are waiting to be installed. We raised about \$15,000 not including installation. The unveiling will happen with the plaque unveiling.
FDA's official relationship with the library ends in December. FDA will write a financial development plan for the Library for the coming year, with recommendations for fund raising.	
The Log Cabin dinner fundraiser is happening on November 20 th .	

NEW BUSINESS

Vote on Nominating Committee Recommendations for Officers		
Susan Carey		
Motion	Person Responsible	Second

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That the following Board members be elected to the following offices (Treasurer-Tom Barrett, President-Terry Plum, Vice President-Susan Carey, Secretary-Jeremy Smith). Officers were elected for one year. Approved	Susan Carey	Bellamy Schmidt
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FY 15 Goals from Retreat	
Terry Plum	
Discussion	The president reviewed goals from the recent retreat.

Motion made and seconded to adjourn at 6:27pm

NEXT MEETING

Tuesday November 18 at 4:30pm at the library.

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APPENDIX A

HPL minutes



Report of the Treasurer October 14, 2014

During the month ended August 31, 2014 the Holyoke Public Library's cash position closed at \$152,797. The current cash position is adequate for operation of the Library under the current budget and has been maintained.

Final payment of the City loan was made during September, 2014, and will be reflected in the next month's financial statements. Two major withdrawals from endowment funds were processed in October, one of \$132,000 to provide for operating funds from the Library and the other of \$625,000 to pay down the City loan.

Note that a comparative statement of profit and loss has been distributed at this meeting for the period ended August 31, 2014. There was no profit and loss distributed covering the period ended July 30, 2014, as the budget had not yet passed.

We expect increased interest income from the decision of the Long-Term Investment Committee to hold our cash reserves for operations at Peoples Bank instead of with the investment company. This transfer has been completed and will reflect in the endowment value, cash balance, and profit and loss statement next month. Cash drawdowns from the endowment for operations are reported as income as they are taken. Future statements will show significantly higher endowment YTD income as the drawdowns are taken.

Respectfully submitted,

George Mettey, Treasurer

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APPENDIX B

Archivist's Report

14 October 2014

Eileen Crosby

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1. History Room usage has been steady. Report of quarterly statistics is below.

		In person	Email	Telephone	Mail	Total/wk	Total/month
July	6/30/2014	14	4			18	
	7/6/2014	18	3	5		26	
	7/14/2014	28	3	5		36	
	7/21/2014	32	1	3	1	37	
	7/28/2014	9	4	2		15	132
August	8/4/2014	28	4	4		36	
	8/11/2014	9	5	3		17	
	8/18/2014	20	4	2		26	
	8/25/2014	24	1	3		28	
							107
September	9/1/2014	19	1	9		29	
	9/8/2014	34	5	11	1	51	
	9/15/2014	25	7	13	4	49	
	9/22/2014	20	5	3		28	
	9/29/2014	18	2	3		23	180
		298	49	66	6		419

2. Training of some volunteers in the processing of historical materials continues. We are undertaking near item-level processing of the Holyoke Rotary Club files. We are also scanning original material in the collection to PDF to support the work of club members on the organization's centennial celebration in 2015-2016.

3. Tom Keeler used insulation to block the gap between the floor and the reading room bookshelves, to prevent items from sliding under the shelves. The supports for dust covers have been added to the Reading Room bookshelves, but the dust covers have not been installed. We had 2 visits from Donnegan, who came up with a good solution to our microfilm reader glare problem by making custom hoods of black foamcore. This was covered by our service contract. They work well and look fine.

4. Tom Barrett and I are continuing to explore options regarding a new collections management tool.

5. Holyoke Memories Day took place October 11. Turnout was steady and came to about 30. Although we were prepared for more visitors, those who came were engaged and stayed for conversations. Some recollections were collected and some photos were identified. It was a good opportunity for volunteer staff normally on separate shifts to get to know each other. Several people suggested that we take the Mystery Photo portion on the road—to some senior centers. I have broached the topic with the Holyoke Sr. Ctr. activities director and she is interested.

Please remember, and let others know about:

Holyoke Home Movie Day: Saturday, October 18.

Home Movie Day is an international festival of amateur film held by volunteers, archivists and filmmakers from around the world. Bring your 8mm, Super8, 16mm and VHS home movies for a free public screening at the Holyoke Public Library. We will screen them for friends, family and the community.

Saturday October 18, Holyoke Public Library Community Room

11:00am-12:45pm film drop off

1:00pm screening

6. The Oral History program team had a good workshop and a follow-up planning and practice interview meeting. Candidates are being invited to interviews.

7. The materials we had digitized at the Boston Public Library Digitization Lab have been returned (as of 10/14/2014). The bound items can be viewed here:

<https://archive.org/details/holyokepubliclibrary>

Seven additional bound items were sent to Boston today.

We are now working staff of the digitization lab on a template for simple descriptive metadata for the individual objects (primarily photographs) that will be in the Digital Commonwealth repository. Once that is complete, the items will be placed in the queue for ingest into Digital Commonwealth. We have been told that there have been delays ingesting new material, so it could be a few months before these photographs are accessible to the public.

An important development: As part of the above process, the Milan P. Warner collection of circa 340 photographs was digitized from the contact prints. A test scan of one of the glass plates, however, proved that it would be much preferable to scan the negatives themselves. Tom Blake, head of the digitization program, looked at the glass plates today and said they looked well enough packed to transport to Boston. We may want to use an insured mover (they usually work with William B. Meyer). I will try reconvene the Digital Projects Committee in the next few weeks to discuss next steps.

8. Unanswered question from last month: I would like to know if the data collected on the environment of the Compact Shelving Area by the HVAC system is being recorded and stored. If not, can it be easily set up to record temperature and humidity? It would be ideal if we had ongoing monitoring of this area and we may have the capacity to do that already. I would need to work with someone to download and store the data periodically.