

HPL minutes

Holyoke Public Library Board of Directors Meeting		
12.9.2014	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Sandy Ward, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Patrick Leahy, Tom Barrett, Susan Carey, Janet Stupak, <i>Library Director</i> Maria Pagan, <i>Friends</i> Tim Damon & Brittney Noble	
Not Present	Joan Steiger	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	Staff member Martha Olver's mother Rose as well as Walter Haggerty both passed away recently. Maria handled donations and flowers for their funerals. Donations were sent in Walter's name to the Palmer Public Library.
The library is ready to be submitted to the U.S. Green Building Council. A final ruling is about 3-4 months away.	
Following up on the discussion from last month about the Corporators, Joan has talked to Tom Schwab and will bring the results of the discussion to the board.	
"No overnight parking" signs need to be posted in the parking lot.	
Valley Gives is December 10.	
Terry is going to make revisions to the Hunter College Memorandum of Understanding.	

Finance Committee & Treasurer's Report	
Tom Barrett	
Discussion	The library's cash position for the month ending October 31 is \$87,432.
Jose Figuerora re-negotiated our Comcast bill and reduced it.	

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See appendix A for full report

Personnel Committee		
Terry Plum		
Discussion	FDA's contract is up in December. Susan, Tom and Terry will meet with FDA next week to establish guidelines for fund raising. A discussion was held about the appropriate reporting line for the part-time campaign person.	
Press releases, which were written by Walter Haggerty, need to be taken over by someone else.		
Motion	Person Responsible	Second
That the Board revises the Public Service Team structure. Approved	Bellamy Schmidt	Susan Carey
Motion	Person Responsible	Second
That the part time campaign person report to the Board. Approved	Terry Plum	Bellamy Schmidt

Director's Report	
Maria Pagan	
Discussion	Maria emailed Bill Fuqua about possible contractors for the peeling paint in the fiction rooms. He has yet to respond.
Four new cameras were installed. One each in the teen room, the new books/AV area, and both fiction rooms.	
Maria filled out the Personnel Acquisition Form for the part-time Library Assistant.	
The library will continue to follow the Holyoke Public Schools inclement weather closing/delay schedule.	
The city budget is due December 10.	
See Appendix B for full report.	

Friend's Report
Tim Damon & Brittney Noble

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Discussion	The renewal notice for Friends Membership will be going out the first of the year.
	\$1,660 was stolen following the Friends fundraising gala en route to the Friends Treasurer. The Friends have issued a public notice in the Republican & the Sun alerting the public to the theft.
	Tim will sit down with Andrew to sign the 990s to get them mailed out soon.
	The Friends are on planning on beginning to work on the Future Begins Here event.
	Friends Meetings are now on the 3rd Tuesday of every month at 5:30 pm. December will have no meeting.

FDA Report	
Terry Plum	
Discussion	The Night at The Library event raised \$20,000 with a 10 year commitment of \$30,000 to name the Board Room.

Archivists Report	
Discussion	See Appendix C for report.

NEW BUSINESS

FY 2016 Budget	
Maria Pagan	
Discussion	The overall budget has increased mostly on the energy side. The Treasurer will take a look over the budget this evening.

Motion made and seconded to adjourn at 5:56

NEXT MEETING

Tuesday January 13 at 4:30 at the Holyoke Public Library.

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APPENDIX A



Report of the Treasurer
December 9, 2014

During the month ended October 31, 2014, the Holyoke Public Library's cash position closed at \$87,432. The current cash position is adequate for operation of the Library under the current budget, although a second distribution from the endowment will be necessary in January in order to maintain adequate liquidity and ensure continued Library functions.

There have been no unforeseen expenses to date and our financial position is within our budget limitations. As previously noted, many Library expenses, including those for some databases, subscriptions, and network access to C/W MARS, are due and payable at the beginning of the fiscal year and, for that reason, will skew spending within accounting conventions. However, in the real world, paying in one lump sum for some of these subscriptions results in a discount and costs us less than making monthly payments.

The City Budget request as pertains to the Library has been reviewed by the Finance Committee. With current economic challenges facing the City, it may be more prudent to reallocate existing resources than to request significant additional funding.

Respectfully submitted,

Thomas Barrett, Treasurer

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APPENDIX B

Library Director's Monthly Report December 9, 2014

FYI/Requests

- **Statistics summary—**
- **Park Renovation—**Waiting.
- **Paint from fiction rooms—** I emailed Bill Fuqua asking for suggestions/recommendations of companies that I can ask for estimates.
- **Four more cameras** – Teens area, New Books/AV area, both Fiction Rooms are installed.
- **Staffing needs** – I filled out the Personnel Acquisition Form for a part-time Library assistant to help supervise during the evenings and maybe Saturdays, ready to send out to the Mayor for approval.
- **Adverse weather condition—** We will continue to follow the Public Schools closing schedule.
- **City FY2016 Appropriation Budget request form** – Form is due December 10, 2014.
- **Contracts:**
 - Boiler and Chiller – Cote
 - Elevator – Baystate Elevator
 - Fire System – Wel-Design Alarm System
 - Fire Extinguishers – MA Fire Technologies
 - Security System – IRS?
 - Cameras – AMP?
 - Sprinklers –Allied Fire? Or AAFire?
 - Snow – Luis Dones
 - Landscape -- ?

Outreach/Programs

- **Partnership with CUNY** – Working on a MOU
- **Mambo on Main Street** – Concert, Saturday, December 13 at 7pm at War Memorial
- **Exhibit --** Student Sustainable Architecture Design Exhibit – Open House Dec. 11 at 11am
- **Fund raiser and Flag raising** – were a success

Announcements/Reminder—

- **Holiday Season closings: Library will be closed Wednesday, December 24th – Sunday, Dec. 28th & Wednesday, Dec. 31st at noon time.**
- **Valley Gives** – Wednesday, December 10th all day
- **Annual Get-together** – Friday, December 12th at 6pm, Yankee Pedlar
- **Next meeting** – Tuesday, January 13, 2015 at 4:30pm

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APPENDIX C

Archivist's Report

12/09/2014

Eileen Crosby

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1. With the onset of cold and wet weather, usage of the History Room has become more difficult to predict. We continue to get a wide range of inquiries, from simple to complex, and a mix of new visitors and repeat ones.

2. Volunteer John W. will be wrapping up his work for us soon. In the last month, he has produced more than 40 high quality scans of oversize historical maps and plans in City Hall. We have established some guidelines for scanning. John has nearly completed his hours, so this project will come to a close temporarily. In the spring, I hope to develop some selection criteria for scanning material at City Hall and train another volunteer for this work.

New volunteer Nancy S. has been cataloging photographs of the Flats urban renewal survey while David S. has been trained in collections re-processing and accessioning and will continue with us in the New Year.

3. The Friends renewed their commitment to providing Ancestry Library Edition on all Library computers. In the winter/spring, I hope to have the History Room sponsor 2-3 presentations on genealogy topics.

4. Upcoming events:

January 28, 6:00 PM: Robert T. McMaster will be speaking about his novel, *The Dyeing Room*, set in Holyoke circa 1917. This book is a sequel to *Trolley Days*.

April [date TBA] : Joseph Carvalho III will be speaking on his research on *Black Families of Hampden County* in April.

February: As noted above, we hope to offer 2 or 3 genealogy workshops/presentations.

March: I hope to schedule a combination Oral History project reception, preview, and Q&A.

May: at least additional event.

5. The Board of Boys' and Girls' Club of Greater Holyoke has approved the donation of their collection of historical scrapbooks to the History Room. Weather permitting, we will bring them onsite this week. These scrapbooks are perhaps the only good source for researching the history of the Golden Gloves boxing tournaments in Holyoke and contain significant organizational history as well. I hope to begin an indexing project with 1-2 volunteers this spring.

6. The Oral History program continues to progress. We have recorded 2 substantial interviews and are scheduling additional ones.

7. Maria has approved vacation days for me. I hope the impact on History Room hours will be minimal. On December 23, volunteers will cover the afternoon and will close at 4 PM instead of the usual 6 PM. On December 30, volunteers will cover from 10 AM – 2PM. I have announced this on the website and will make additional postings (and put it on the telephone greeting) so that patrons can plan ahead.

8. I sent the link to the History of the Library webpage to all of you and feedback so far has been very positive. As Janet pointed out, we need at some point to get a photo with the flags flying to replace the final shot. Once you have all had a chance to offer feedback, Terry will send the link to MHS.

9. Digitization Project:

Progress has been a bit slow on this front. All but one of the items in our small collection of digitized books in the Internet Archive has been upgraded so that users can now download a better quality item. I am trying to find out if the last one (*The Transcript Industrial Edition* from circa 1897) will also be upgraded before promoting the collection.

I will send more details about the digitization project and its progress in a separate report.

Some of the atlases that we had planned to digitize have already been made digital by the Mass State Library. We can put these directly on our website, but PiperWebs will need to create a separate sub-site to accommodate the large files. I am working with Dale Dormody of PiperWebs on this. Initially, it will just appear as a list of links to books in PDF form, each with a brief description.