

Holyoke Public Library Board of Directors Meeting		
1.13.2015	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, Miguel Vasquez, Susan Carey, Janet Stupak, <i>Library Director</i> Maria Pagan, <i>Friends</i> Brittney Noble	
Not Present	Joan Steiger, Tom Barrett	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	<b>Approved</b>	

## REPORTS

President's Report	
Terry Plum	
Discussion	The architectural firm that designed the library, FA&A, is interested in sending a submission to American Libraries magazine for their 2015 showcase of new and redesigned libraries.
The revised Hunter College Memorandum of Understanding has been signed and returned.	
The Community Development Block Grant park project is moving along. The Request for Proposals has been approved. The plan has been slightly revised due to budget.	
The Development Committee met with FDA and discussed several ideas for transitioning fund raising duties over to the library.	
The President will be meeting with the Friends of the Library next week to discuss possible future activities.	
Lawrence School would like to use the surplus library shelving currently in storage at Lynch.	

Finance Committee & Treasurer's Report	
Discussion	<b>See appendix A for report</b>

Personnel Committee	
Terry Plum	

Discussion	Mayor approved the job description for the Library Assistant position today.
Bob Judge, the city Personnel Director, has signed off on the new Assistant Director position.	

Director's Report	
Maria Pagan	
Discussion	As per MHIC recommendations, the Director is looking for landscaping quotes.
Quotes for the peeling paint in the fiction rooms will be coming in soon.	
The library received two Cultural Council grants: one for the children's room and another for a fiddler.	
The director would like to contract with a security company to deal with problem patrons. The director will write up a proposal and submit it to the Board for discussion.	
<b>See Appendix B for full report.</b>	

HPL Realty	
Bellamy Schmidt	
Discussion	We are starting to put money aside for future furniture and technology upgrades in the library.
HPL realty had to borrow \$5000 from HPLC for about a week due to a cash flow problem. The money has been repaid.	

Development Committee Report	
Terry Plum	
Discussion	See President's report.

Archivists Report	
Discussion	<b>See Appendix C for report.</b>

**NEW BUSINESS**

Staff Training Budget	
Terry Plum	
Discussion	The library would like to sequester some money for staff training. Terry and Maria will write up a proposal to present to the board.

# HPI minutes

Policies	
Terry Plum	
Discussion	Janet and Sandy have volunteered to review library policies.

Finance Committee Addition		
Terry Plum		
Discussion	Miguel was asked to join the Finance Committee.	
Motion	Person Responsible	Second
That Miguel Vasquez joins the Finance Committee. <b>Approved.</b>	Bellamy Schmidt	Susan Carey

Motion made and seconded to adjourn at 5:43

## **NEXT MEETING**

**Tuesday February 10** at 4:30 at the Holyoke Public Library.

HPL minutes

## **APPENDIX A**



Report of the Treasurer  
January 13, 2015

During the month ended November 30, 2014, the Holyoke Public Library's cash position closed at \$122,874. The current cash position is adequate for operation of the Library under the current budget. A second distribution from the endowment was received from the endowment in the amount of \$88,000 in early January, 2015.

The endowment suffered minor losses during the month of November; in addition, a withdrawal from the endowment will cause a noticeable change in value on the upcoming December balance sheet.

As part of our obligations to the MHIC deal structure, \$15,000 has been remitted by the Library to the City Treasurer, and a like sum has been billed by the Realty Corporation from the City, to establish the mandatory capital equipment and repair reserve account. This will appear in December's statements. This has a material impact on the liquidity of the Library.

A check register accompanies these reports for the first time; it is hoped that Library board members will review the check register and provide questions and feedback.

The City Budget has been approved by the Finance Committee and submitted to the Acting City Auditor; the FY2016 Library operating budget will be discussed by the Finance Committee with an anticipated presentation to the Board at our May meeting.

Respectfully submitted,

Thomas Barrett, Treasurer

## **APPENDIX B**

## Library Director's Monthly Report January 13, 2015

### FYI/Requests

- **Statistics summary—**

Holyoke Items in Circulation	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
<b>Total</b>	<b>8,238</b>	<b>7,560</b>	<b>8,055</b>	<b>7,868</b>	<b>6,209</b>	<b>6,827</b>
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
<b>Total</b>	5,364	5,262	4,203	2,360	5,888	6,765

- **Park Renovation—**Waiting.
- **Landscaping** – As per MHIC recommendations, I am looking for quotes for landscaping.
- **Paint job for fiction rooms—** I emailed Bill Fuqua asking for suggestions/recommendations of companies that I can ask for estimates. Mark Sullivan suggested Northeast Painting from Northampton. Philip from Northeast Painting and Steve from Guenette Painting came Friday. Will provide estimates.
- **Staffing needs** – I filled out and sent to Mayor the Personnel Acquisition and Permission to Advertise Forms for a part-time Library assistant to help during the evenings and Saturdays; Mayor approved our request today. It will be advertised as soon as Personnel receives the forms from Mayor's Office. Have not done the Reference Librarian yet.
- **Problem with patrons** — I would like to contract The Professional Agency to help us when dealing with problem patrons. Constable Jose Millan has helped us with the park and trespass notices. Former Police Officer Norberto Garcia can assist with security and other issues.
- **Grants:** Local Cultural Council grants – one for children's room, another for adult program

### Programs / Outreach

- January – Multi-Arts – Children's Writings and Illustrations project
- February 19 at 6pm – "Songs of Screen and Stage" with Doug Schmolze
- March 11 at 6pm – "The Beatles: Band of the 60s" with Aaron Krerowicz
- March 16 at 7pm – "Irish Music" with Tom O'Carroll
- March 21 at 1pm – "Irish Magic Show" with Debbie O'Carroll
- April 18 at 10am – "Musical Petting Zoo" with Springfield Symphony
- April 18 at 1pm – "Lost Radio Rounders" with Tom and Mike
- April – Multi-Arts – Family Art project
- **CUNY—**MOU with Hunter College in NY.
- **Multi-Arts** – Children Art Exhibit in April or May
- **Stephen Lewis** – Not in Anybody's Backyard: Latin American Posters in July-August

**Announcements/Reminder—**

- **Next meeting** – Tuesday, February 10, 2015 at 4:30pm
-



HPL minutes

## **APPENDIX C**

## Archivist's Report

1/13/2015

Eileen Crosby

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**1. Usage stats for the last quarter.** October was a very busy month. Total usage fell off in November and December, presumably in large part due to holiday closures, holiday busy-ness, and weather. I did not provide comparison stats for Oct-Dec 2013 because we had just opened and the stats are anomalous. Lower numbers do not always mean that we are less busy: some patrons come for several hours and/or need significant hands-on assistance. In addition, a single email inquiry might be taken care of quickly or might result in several email exchanges and 2-3 hours of research. There *have* been quiet days in the Reading Room and this allows some time to catch up on numerous projects.

Quarterly History Room usage statistics		In Person	Email/Facebook	Telephone	Mail	Total	
October	10/6/2014	45		2		47	
	10/13/2014	26	6	2		34	
	10/20/2014	35	5	4	1	45	
	10/27/2014	24	6	7		37	
<b>Subtotals</b>			<b>130</b>	<b>17</b>	<b>15</b>	<b>1</b>	<b>163</b>
November	11/3/2014	16	4	1		21	
	11/10/2014	18	2	4	1	25	
	11/17/2014	30	2	8		40	
	11/24/2014 short week	11	2			13	
<b>Subtotals</b>			<b>75</b>	<b>10</b>	<b>13</b>	<b>1</b>	<b>99</b>
December	12/1/2014	23	7	1		31	
	12/8/2014	10	2			12	
	12/15/2014	16	4	3		23	
	12/22/2014 this week open only 10-4 on 12/23	1	1			2	
	12/29/2014 this week open only 10-2 on 12/30	3				3	
<b>Subtotals</b>			<b>53</b>	<b>14</b>	<b>4</b>		<b>71</b>
<b>Totals / quarter :</b>			<b>258</b>	<b>41</b>	<b>32</b>	<b>2</b>	<b>333</b>

## 2. Upcoming History Room events in the Community Room:

- **January 28, 6:00 PM (Wednesday): Robert T. McMaster** will be speaking about his novel, *The Dyeing Room*, set in Holyoke in the spring of 1917. This book is a sequel to *Trolley Days*.
- **February 21, 11:00 AM (Saturday): Irish Genealogy with Lisa Dougherty.** A professional genealogist from the Albany area, Lisa will offer 2 back-to-back lecture/workshops on this topic. She comes highly recommended.
- **February 25, 6:00 PM (Wednesday):** An exciting double bill: In anticipation of the return of passenger rail service to Holyoke, **Nancy Howard will be speaking on her research into the old passenger rail station** on Bowers Street. As part of the evening's program, **Marcos Marrero, Director of Planning and Economic Development for the City of Holyoke**, will speak about the future of passenger rail service to the city. The event is co-sponsored by the Friends of HPL and they will be selling the new H.H.

Richardson Train Station ornament that evening. Special thanks to Michael Baron for helping to bring about this event.

- March: We hope to schedule additional events this month.
- **April [date TBA] : Joseph Carvalho III** will be speaking on his research on *Black Families of Hampden County* in April.
- May: We expect to have one more historical lecture this month.

### 3. Ancestry Library Edition Use Statistics

Time Frame - Jan 2014 to Dec 2014														
Client 24004 - HOLYOKE PUBLIC LIBRARY-MBLC / LIBKEY:PU-HOL(Tier 0)														
Database Name		Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Calendar YTD
Ancestry Library Edition all databases	Searches Run	1290	1704	1885	3396	2892	1607	2886	1910	1333	1887	740	1147	22677
Ancestry Library Edition all databases	Sessions	22	39	35	56	62	36	91	45	51	50	21	63	571

This report shows total searches and sessions by month and database

"Sessions" refers the number of times the database was accessed by a user at HPL. One might conduct many "Searches" per "Session." Note that statistics gathered by Ancestry do not distinguish between staff and patron usage. The Friends of HPL make Ancestry Library Edition accessible from all Library computers.

**4. The Oral History program** continues to progress. Two substantial interviews have been sent to be transcribed. We expect to conduct four more interviews in January and February.

**5. Digitization Project:** Our small collection of 12 digitized books (digitized by the Boston Public Library Digitization Lab last year), is now fully accessible in the Internet Archive. I created links to the individual titles on a new Digital Collections subpage of the HPL website. The problems with display that I mentioned in last month's report have been resolved. We have additional works in PDF format that we plan to make accessible from this subpage. Piperwebs is working to make this happen.

The digital files of the photographs and glass negatives that we also had digitized by the Boston Public Library arrived at the History Room late last week. A separate report will outline next steps in providing public access to this material.

**6. I have again asked Andrew if we can get a "no monthly fee" Paypal account** so that patrons can pay for scans without sending checks. I feel we are not providing good service to patrons by making them wait to receive scanned PDFs of obituaries until we have received a check. This drags out what could be a very efficient process. If the patron never sends a check, we have spent time locating and scanning material for no reason. The alternative, sending the scans without requiring payment up front, risks non-payment (which happens fairly often). The other downside of asking for small personal checks is that, since we only deposit HHR funds month, people have to wait a long time for their small checks to clear.

When I last discussed this with Andrew, he indicated that Paypal fees made an HHR account less than cost effective, but I have since seen mention of no fee/low fee accounts and am asking Andrew to look into that.