

HPL minutes

Holyoke Public Library Board of Directors Meeting		
4.14.2015	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Miguel Vasquez, Sandy Ward, Jeremy Smith, Bellamy Schmidt, Susan Carey, Janet Stupak, Manuel Frau-Ramos, Tom Barrett <i>Library Director</i> Maria Pagan	
Not Present	Patrick Leahy, Joan Steiger	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	The Board is experimenting with having staff reports to give the Board a sense of progress by staff initiatives.
<p>The LEED Gold application is in. The review for certification is on the “fast track” by the Green Building Certification Institute. We should know by the beginning of May.</p>	
<p>Finegold, Alexander Architects and the Library won a (Paul E.) Tsongas award for historic preservation from Preservation Massachusetts. There is a dinner May 6th to present the award at the Fairmont Copley Plaza in Boston. Maria, Bellamy and the President will attend.</p>	
<p>The first official construction meeting for the park renovation project is happening on Thursday April 16 with JL Construction and Milone and MacBroom.</p>	
<p>Susan and Terry attended a Holyoke Early Literacy Initiative (HELI) meeting to discuss possible library involvement in Holyoke literary efforts. Jason is going to be part of the Instructional Partners program of HELI. More information to come.</p>	
<p>The SPARK rollout happened last week. Sandy attended.</p>	
<p>The virtual library newsletter was emailed. Many thanks to Tom Barrett for his good work.</p>	
<p>The President met with Barbara Thrall of St. Pauls church to discuss a library book sale for Sept 18-20th. More details will be forthcoming.</p>	
<p>\$80,000 will be deposited into the endowment from the Capital Campaign.</p>	

HPL minutes

“No Parking Overnight” signs were approved by City Council and posted by the DPW.

Finance Committee & Treasurer’s Report

Tom Barrett

Discussion	The Treasurer will start sending the check register to see where money is going in a “micro” way.
------------	---

See Appendix A for full report.

Personnel Committee Report

Maria Pagan

Discussion	Staff performance reviews happened last month. The staff filled out a goals form and discussed an evaluation from the Director.
------------	---

We hired a Library Assistant, Christabell Ibarra, who has started working evenings.

Director’s Report

Maria Pagan

Discussion	Several terra cotta tiles on the roof are broken. We have extra tiles in the DPW barn. Capeway Roofing has been contacted to address the issue.
------------	---

Tom, the custodian, and Maria investigated buying a lift for changing lights and other “high up” stuff. The DPW submitted bids for the potential lifts.

We received a report from the state Library Environmental Monitoring program.

The Arbor Day tree planting event is happening sometime in May.

The painting of the fiction rooms is done. The Computer room has peeling paint as well. We have received a proposal for \$4,600 to address the issue.

There is an issue with the handicap door. Griffin Electric has been contacted to address the issue.

If the library wants to open on Saturdays during the summer it would cost \$10,000.

The Computer Coordinators are working on a 3-5 year technology plan.

The Holyoke Gas & Electric set up a spotlight across the street to illuminate the flag.

HPL minutes

See Appendix B for full report.		
Motion	Person Responsible	Second
To pursue a book sale with St. Pauls church. Approved	Bellamy Schmidt	Tom Barrett

Long-Range Investment Committee Report	
Thomas Barrett	
Discussion	No new withdraws from the endowment happened other than those planned.

HPL Realty Report	
Bellamy Schmidt	
Discussion	We have been going through the audit.
We are on track to submit our tax returns on time.	

Development Committee Report	
Terry Plum	
Discussion	The Board is encouraged to participate in the Future Begins Here by attending or buying tickets.

OLD BUSINESS

Goals for 2015	
Terry Plum	
Discussion	Ongoing

Corporators	
Joan Steiger	
Discussion	Ongoing.

Staff Training Funds	
Terry Plum	

HPL minutes

Discussion	A discussion was held about encouraging the staff to attend trainings. The Board agreed to ask the Director to offer on-site trainings for the staff based on the needs identified in the staff evaluations.
------------	--

NEW BUSINESS

HPL Policies		
Terry Plum		
Discussion	The draft of the Behavior Policy was discussed. Revisions were suggested and will be brought to the Board for approval.	
The draft of the Safe Child Policy was discussed. It was suggested to change references to minor to “school age”.		
The HPL Policies Committee will meet to discuss revisions to the Community Room Policy. Some issues with the current policy were discussed hoping to inform the revisions.		
Motion	Person Responsible	Second
To accept the behavior policy with revisions. Approved	Tom Barrett	George Mettey
Motion	Person Responsible	Second
To accept the safe child policy with revisions. Approved	Sandy Ward	Bellamy Schmidt

Prioritizing of Anticipated Extra Expenses for FY15		
Terry Plum		
Discussion	A discussion was held regarding prioritizing building and labor costs for the coming years. This bled into a discussion of the pros and cons of opening on Saturdays during the summer.	
Motion	Person Responsible	Second
That the Holyoke Public Library open on Saturdays during the summer. Approved (8 years and 1 nay)	Terry Plum	Susan Carey

HPL minutes

Motion made and seconded to adjourn at 7:01pm.

NEXT MEETING

Tuesday May 12 at 4:30 at the Holyoke Public Library at City Hall.

HPL minutes

APPENDIX A

HPL minutes



Report of the Treasurer April 14, 2015

During the month ended February 28, 2015 the Holyoke Public Library's cash position closed at \$178,224. The current cash position is adequate for operation of the Library under the current budget and has been maintained.

The cash balance in the Capital Campaign Checking Account was \$81,820 as of March 31, 2015. The Finance Committee and Long-Term Investment Committee have mutually agreed to transfer \$80,000 from the Capital Campaign Checking Account to the endowment. The funds transfer will be executed by the close of April.

The Finance Committee has assembled a list of possible capital improvements for the Library and solicits discussion and Board action on the same. The Library has different avenues for funding projects available, including remaining cash from the Realty Corporation, the capital reserve within the Realty Corporation, operating funds, and endowment-source funds.

Respectfully submitted,

Thomas Barrett
Treasurer

HPL minutes

APPENDIX B

Library Director's Monthly Report April 14, 2015

FYI/Requests

- **Statistics summary—**
- **Park Renovation—**
- **LEED** – In anticipation that the library will get LEED certification by May, Rosemary Waltos will ask Deb Roth, MBLC's Contracts Specialist, to prepare a contract for its Library Green Incentive award. They will want the contract and payment requests signed off on as soon as LEED comes through so we can get them in the system by the May 4 deadline. They will send the payment request forms when we send the contract. The award amount is \$218,380 regardless of the certification level received.
- **Roof/leaks** – Several tiles are broken. Extra terra cotta tiles are in 4 crates in DPW's Barn. Will need to know how many tiles are needed before DPW will deliver. Called Capeway last week, waiting for return call to see when they will be coming to replace broken tiles.
- **Lift** – New vs Used; Purchase vs Rental – Tom, Custodian and I looked into this. After some research, we both agree that purchasing new one and having it here would be best. We looked into the Genie AWP/ IWP Super Series. Tom visited the Senior Center to see their lift. Jim Kras, DPW provided us with the bids they received. Lowest bid, \$7,000 for a three battery operated new unit (no cables attached to drag around) vs \$6,850 electric with cord attached.
- **Library Environmental Monitoring Program** – August 2014-January 2015, MBLC installed dataloggers throughout the library to gather temperature, relative humidity, light, and ultra violet information for collections in general. The report includes information, specific comments and information on the dew point, Preservation Index, Time Weighted Preservation Index, Mold Risk Factor, Risk and Metric Table, Statistics Table, and Location Comparison Report. MBLC would like a report by September 1, 2015 as to what we have been able to accomplish based on the report and/or what is planned for the future.
- **Arbor Day Tree Planting Event** – Some time in May, at 10:30am, Lawrence School students will have a program, in regards to Arbor Day Tree Planting activity.
- **Paint job for fiction rooms—** Rooms are done. Proposal for Computer room came in for \$4,600.
- **Handicap door** – Called Griffin Electric and several others. Still waiting for Griffin.
- **Staffing needs** – Met with 5 applicants. I offered the position Christabell Ibarra, who has accepted and was retrained on Saturday.

- **Saturdays in the Summer** – I estimate we need approximately \$10,000 for 12 Saturdays, not including utilities...electricity, AC, water, etc.
- **Technology Plan** –Computer Coordinators are working on developing a Three-Five years Technology Plan, with budget needs for the next 3-5 years.
- **Maintenance Plan** – Custodians are working on Maintenance Plan for the next 3-5 years.
- **Performance review** – Met with 17 of the 21 employees.
- **City Budget review** – Tuesday, 4/21/15, 1:30pm
- **State Flag** – HG&E set a spotlight across the street to illuminate the flag.

Programs / Outreach

- April 18 at 10am – “*Musical Petting Zoo*” with Springfield Symphony
- April 18 at 11am – “*Organic Gardening for Everyone*” with John Root
- April 18 at 1pm – “*Lincoln and Liberty: Songs from the Time of Honest Abe*” with Lost Radio Rounders
- April 25 at 1pm – Sarah the Fiddler sponsored by Friend group
- April – Multi-Arts – Family Art project
- May 5 – Tzivia Grover, “Dream Interpretations”
- May 12 – Local author Anna Bowen, “Hattie”

Announcements/Reminder—

- Multi-Arts – Children Art Exhibit in April or May
- May 13 – HAP Community Presentation/update for buildings on Essex/Chestnut Streets
- May 14 – Marcos Marrero with Mt. Tom presentation
- Stephen Lewis – “*Not in Anybody’s Backyard: Latin American Posters*” in July-August
- **Next meeting** – Tuesday, May 12, 2015 at 4:30pm

Security Guard Proposal

To develop a library security proposal that may provide the needed level of protection and control while allowing the desired level of accessibility is a challenge.

I wish to provide and project an open, welcoming facility in which people feel safe and secure.

Critical assets needed to be protected in the library may include:

- Children
- AV Materials, especially CD's, DVD's, etc.
- Private Information
- Books and Periodicals
- Artwork
- Equipment
- The Building and Furnishings (e.g. against vandalism and graffiti)
- Staff and Patron Safety and Property
- Cash
- Vehicles
- Parking Lots and Structures
- Reputation
- Etc.

A part-time Security Guard may help us when dealing with problem patrons, supervise the park and with trespass notices. Support to our public library may also include:

- Review, update or development of Library Security Policies, Plans and Procedures
- Staff Awareness and Library Workplace Violence Prevention and Response Trainings
- Development of Emergency and Crisis Plans and Procedures to include planning for robberies, workplace violence, intruders, abductions, vandalism, terrorism, bomb threats, etc.

We can't clean Holyoke, but together, we can keep this block secured and hopefully change the perception that the library is not in a safe neighborhood.

Constable Jose Millan has helped us, but he can't do it alone.

I would like to contract The Professional Agency Protective Services. They are the same group that secures Peter Pan/PVTA transportation depot in Springfield. The rate would be \$17-\$20/hour.

June – August Saturdays

	6/6/15	6/13/15	6/20/15	6/27/15
Front desk	1 @ \$ 11.53 ld	1 @ \$ 11.53 jf	1 @ \$ 11.53 mr	1 @ \$ 11.53 ci
Children's room	1 @ \$ 20.51 jl	1 @ \$ 20.51 nh	1 @ \$ 20.51 jl	1 @ \$ 20.51 nh
Computer room	1 @ \$19.26 jc	1 @ \$19.26 jf	1 @ \$19.26 jc	1 @ \$19.26 jf
History Room	1 @ \$17.93 ec			
Reference room	1 @ \$19.26 mb	1 @ \$19.26 cl	1 @ \$19.26 mb	1 @ \$19.26 cl
Custodian	1 @ \$14.97 tk	1 @ \$14.97 mg	1 @ \$14.97 tk	1 @ \$14.97 tk
Utility/AC	?	?	?	?

	7/4/15	7/11/15	7/18/15	7/25/15
Front desk	C	1 @ \$ 11.53 jf	1 @ \$ 11.53 mr	1 @ \$ 11.53 ci
Children's room	L	1 @ \$ 20.51 nh	1 @ \$ 20.51 jl	1 @ \$ 20.51 nh
Computer room	O	1 @ \$19.26 jf	1 @ \$19.26 jc	1 @ \$19.26 jf
History Room	S	1 @ \$17.93 ec	1 @ \$17.93 ec	1 @ \$17.93 ec
Reference room	E	1 @ \$19.26 cl	1 @ \$19.26 mb	1 @ \$19.26 cl
Custodian	D	1 @ \$14.97 tk	1 @ \$14.97 mg	1 @ \$14.97 tk
Utility/AC	-	?	?	?

	8/1/15	8/8/15	8/15/15	8/22/15	8/29/15
Front desk	C	1 @ \$ 11.53 jf	1 @ \$ 11.53 mr	1 @ \$ 11.53 ci	C
Children's room	L	1 @ \$ 20.51 nh	1 @ \$ 20.51 jl	1 @ \$ 20.51 nh	L
Computer room	O	1 @ \$19.26 jf	1 @ \$19.26 jc	1 @ \$19.26 jf	O
History Room	S	1 @ \$17.93 ec	1 @ \$17.93 ec	1 @ \$17.93 ec	S
Reference room	E	1 @ \$19.26 cl	1 @ \$19.26 mb	1 @ \$19.26 cl	E
Custodian	D	1 @ \$14.97tk	1 @ \$14.97mg	1 @ \$14.97tk	D
Utility/AC	-	?	?	?	-

Lift: New vs Used; Purchase Vs Rental

Scissors lifts are used for several purposes within business and industry. They are an excellent choice when workers or materials need to be raised above ground level, without the obstructions caused by overhead cranes or machinery that lifts the item from its side (such as forklifts). With a scissor lift, the entire lifting mechanism is contained beneath the lift platform or table, providing lifting capability with a minimal footprint.

A scissor lift's power comes from hydraulic cylinders. This provides abundant force to raise the load on the platform. The "scissors" are crossing struts with hinge pins in the middle and at the ends. These provide stability for the platform. Shafts between the struts keep the two sets of scissors separated at a fixed distance, preventing sideways collapse.

Depending on the lifting height, a single pair of scissors may be used or multiple pairs that are stacked one above the other. Since the lift becomes more unstable the greater the scissors are extended, manufacturers limit the amount of extension that any one pair of scissors can perform. This is most easily controlled by limiting the stroke of the hydraulic cylinder.

Two Main Scissor Lift Varieties

Although there are many scissor lifts on the market, they fall into two basic categories: **moveable personnel lifts** and **fixed lift tables**.

Moveable Personnel Lift

Moveable personnel lifts are generally self-propelled and mounted on hard rubber or pneumatic tires. The operator is able to steer from the platform using a joystick controller. For safety, a lockout prevents the lift from being moved while raised. Some high reach personnel lifts are equipped with outrigger legs to add additional stability when working at the higher extensions of the lift.

Lift Table

Lift tables are used for positioning work-pieces at a more ergonomic height for manufacturing or material handling workers. The major concern is having the work-piece or materials located at a height to prevent the worker from having to bend over while working or from having to pick up heavy materials from a low height.

Lift tables can also be purchased which have tilt or rotational capability. This provides additional options for making materials or work-pieces easier to access or for working on multiple sides of one assembly.

These items aren't exactly sitting on the shelf at the local big box retailer, so finding a decent selection will require a little work. They can be found at many electrical retailers or custom ordered through a heavy-duty machinery business.

HPL minutes

APPENDIX C Staff Reports

HPL minutes

CHILDREN'S DEPARTMENT COMMUNITY OUTREACH/EVENING PROGRAMS AS OF 4/1/15

NEW

1. Spring vendor meetings are just about finished. Three of four vendors have been met with and the fourth is scheduled for May.

RECURRING

1. McMahan School Friday 10am Kindergarten Story Time:
4/17/15
5/15/15
6/19/15
2. Children's House Holyoke Traveling Story Time 9:30am bi-weekly:
4/9/15
4/23/15
3. Community use of the Children's Activity Area:

Every Wednesday at 5pm a local Girl Scout Troop uses the space for their meeting for an hour.

Every Thursday at 6pm it is used by a local Daisy Troop for one hour.

The calendar of children's events for this month is attached as well as previous event lists for this school year.

HPL minutes

MARCH CHILDREN'S PROGRAM NUMBERS

Drop in craft-	3 times March 2 nd , 16 th and 30 th	26 kids
Evening story time-	5 times March 3 rd , 10 th , 17 th , 24 th , 31 st	24 kids
BINGO-	2 times March 12 th and 26 th	28 kids
Saturdays-	3 events 2 crafts and a storyteller March 7, 14, 28	33 kids
Lawrence School- kids	26 visits	535
Holyoke Mall Story Time	1 time March 30 th	12 kids
Children's House visits-	2 times March 12 th and 19 th	68 kids
Home School Math Group-	1 time March 10 th	7 kids
Tuesday Girl Scout Meeting-	5 times March 3 rd , 10 th , 17 th , 24 th , 31 st	55 kids
Wednesday Girl Scout Mtg.-	4 times March 4 th , 11 th , 18 th , 25 th	48 kids
Thursday Girl Scout Mtg.-	4 times March 5 th , 12 th , 19 th , 26 th	46 kids

TOTAL PROGRAMS: 56

TOTAL KIDS: 1185