

HPL minutes

Holyoke Public Library Board of Directors Meeting		
11.12.2013	4:30	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Maritza Martinez, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, Tom Barrett, George Mettey, Patrick Leahy, Susan Carey <i>Financial Manager</i> Andrew Parker, <i>Archivist</i> , Eileen Crosby, <i>Library Director</i> Maria Pagan, <i>FDA staff</i> Eric Feidler, Matt Blumenfeld	
Not Present	Joan Steiger, Shauna Hickey, Wesley Kulig	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	Tom Schwab and Ellen Moriarty have left the board. We should do something nice for them.
Tom Hazen and Pat Lavelle have resigned from the Trustees. The Board thanked them for their long years of faithful and exemplary service.	
The HPL Realty Corporation will meet with the Mayor on Nov. 21 to discuss financial issues involving HPLR and the City and the relationship between the HPLC and HPLR.	
Building is done. Grand opening will be Nov 22. Punch list for the building is in progress.	
The outdoor, glass-covered benches are included on the punch list. A solution to the condensation problem under the glass will be tried on one of the benches to see if it works.	
There will be a construction meeting next Tuesday. It will probably be the last. DA Sullivan will be leaving the site.	

Archivist's Report	
Eileen Crosby	
Discussion	The History Room opened day after the library opened. It has been really busy. We are altering the way we are doing our work including rethinking data for counts. People are using the storage lockers.

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Some of the purchased furniture has not yet been delivered. Bellamy is looking into the problem. Need more furniture for the microfilm readers.

There are internet connectivity issues on the staff computers and the new Canon printer.

Some furnishings in the HCC location were left. HCC took care of all of the furniture.

Trying to get a PayPal account to accept payments for scanning requests and donations. People are asking for Ancestry.com, which requires a subscription. The Friends have allocated funds to pay for one year's subscription.

Janet (volunteer) completed genealogy course at the senior center. Hope to do it here as well.

Finance Report

George Mettey

Discussion

Reports are slightly behind. Reflect data as of September 30th. We are in a strong cash position.

Director's Report

Maria Pagan

Discussion

Trying to work out glitches and bugs that come up in the new building.

Problem with staff computers is an IP address issue.

Public bathroom: there were two overflows because a plastic covering had been left in a drain. Once the problem was diagnosed, it was corrected.

Patrons are pleased with the results.

Children's programs have been very successful.

Personnel Committee

Bellamy Schmidt

Discussion

The focus has been on filling the open Computer Coordinator position. The Personnel Committee is optimistic about a successful conclusion to the search.

Long Range Investment Committee

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Shauna (written report)/ Bellamy Schmidt	
Discussion	Met with Morgan Stanley to explain the changes in the by laws and introduce the new members of the Committee, Bellamy Schmidt and Jon Lumbra. Will be in touch with them soon.
Meeting of the Committee was scheduled for Nov 6 but was rescheduled for Nov 13. Pat Lavelle and Tom Hazen have resigned with our thanks.	

FDA Report	
Eric Fiedler / Matt Blumenfeld	
Discussion	Working on three primary fundraising campaigns: 1. Philanthropist drive. 2. Buy a Brick Campaign on Nov 22. 4x8 for \$125, 8x8 for \$250. 3. Valley Gives online day of giving on December 12.
Working to coordinate with the grand opening committee.	
Working Cities Challenge Grant site visit occurred several weeks ago. Was successful. Will hear from then in January.	
NEH: We asked Congressman Neal to see what can be done to help with the grant. Instead of \$, This hope-for funding would be designated for the Library endowment.	
Schools are participating in the campaign with spare change. Each school will receive a brick.	

Friends Report	
Tim Damon	
Discussion	Settling into the Friends new room.
In the middle of the new Fall membership drive. \$4,800 has come in so far.	
Friends' will lead the tag sale scheduled for November 16 at the Lynch School.	
Working on a speakers program in conjunction with the Holyoke Winter Carnival in February	
The annual Gala Cocktail party is scheduled for February 1 so that it does not conflict with the Holiday season.	
Lynch Sale: Moving along for sale on Saturday. Collecting books and media.	

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Committee Reports	
Terry Plum	
Discussion	Technology: Website is moving along and should be launched in the next week or so. Waiting to resolve hosting issue.
Nov 16 MIFA/Library event looking for volunteers to help greeting and selling tickets. Plena event. 7:30	

NEW BUSINESS

HPL Realty/City Loan	
Bellamy Schmidt	
Discussion	HPLC has a \$3.7 MM balance left on the \$11.5 MM loan it received from the city at the start of the construction project. We need to retire a portion of the loan in November, and have funds from grants and campaign receipts available to pay down \$2.2 MM. The city has agreed to roll over the balance of the loan -- \$1.5 MM. The HPLC will pay the interest on the loan.

Ribbon Cutting	
Eric Fiedler	
Discussion	11:00am Nov 22. Invites have been sent to various print and electronic lists. 11:30 remarks will start. Still firming up the roster of speakers. Ribbon cutting at 12:15 with a reception following in the Community Room.

Motion made and seconded to adjourn at 5:54.

NEXT MEETING

Tuesday December 10 at 4:30 at the Holyoke Public Library at City Hall.

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