

# HPL minutes

| Holyoke Public Library Board of Directors Meeting |                                                                                                                                                                                                                                                          |                  |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1.14.2014                                         | 4:30pm                                                                                                                                                                                                                                                   | 250 Chestnut St. |
| Present                                           | <i>Board Members:</i> Terry Plum, Jeremy Smith, Tom Barrett, Wesley Kulig, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Patrick Leahy, Joan Steiger, Sandy Ward, Susan Carey <i>Archivist</i> , Eileen Crosby, <i>Library Director</i> Maria Pagan |                  |
| Not Present                                       | Maritza Martinez, Shauna Hickey                                                                                                                                                                                                                          |                  |
| Facilitator                                       | Terry Plum                                                                                                                                                                                                                                               |                  |
| Note taker                                        | Jeremy Smith                                                                                                                                                                                                                                             |                  |
| Previous meeting minutes                          | <b>Approved</b>                                                                                                                                                                                                                                          |                  |

## ANNOUNCEMENTS

| Future Begins Here |                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Terry Plum         |                                                                                                                                             |
| Discussion         | The library is participating in the Future Begins Here again this year. Susan and the Friends will be handling the library's participation. |

| Library Legislative Breakfast |                                                                                                                                                                                                                                                                               |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Terry Plum                    |                                                                                                                                                                                                                                                                               |
| Discussion                    | The library will be hosting the Legislative breakfast on Feb 21. Maria would like to know who from the board will be there. The purpose of the meeting is to inform State Reps and Senators on behalf of the Massachusetts Board of Library Commissioners Legislative Agenda. |

## REPORTS

| President's Report                                                                                                                                                                                          |                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Terry Plum                                                                                                                                                                                                  |                                                                                                                                                        |
| Discussion                                                                                                                                                                                                  | We are into the final construction punch list. The total cost should be under \$100,000. The last construction meeting will be at the end of February. |
| Terry emailed an article from the Journal of Tax Credits on the New Markets Tax Credits. Library Journal Hotline has an article on the new library as well. Two more articles on the NMTC are in the works. |                                                                                                                                                        |

# HPL minutes

Matt Blumenfeld and Terry are going to a Working Cities Challenge Grant Boston ceremony Federal Reserve for the winners.

We sent out a Request for Qualifications to three landscape designers for the Community Development Block Grant for Library Park. We hope to identify and hire a qualified designer for the project.

Shauna Hickey has resigned from the board. We thank her for her service and commitment to the Holyoke Public Library and wish her well. Although she was a Mayoral appointee, we can make suggestions for a new board member to the Mayor. Please send your suggestions to Terry.

Terry has proposed that FDA remain available 2-3 days per month. Matt Blumenfeld will make a proposal.

There was a discussion about the implications of posting the minutes to the City web site.

| Motion                                                                                                                                                 | Person Responsible | Second          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| That the minutes that are publicly posted do not include monthly detailed financial records but do include a written financial report. <b>Approved</b> | Tom Barrett        | Bellamy Schmidt |
| Motion                                                                                                                                                 | Person Responsible | Second          |
| That submitted reports be added to the publicly available minutes on the city of Holyoke website. <b>Approved</b>                                      | George Mettey      | Bellamy Schmidt |

## Finance Report

George Mettey

|            |                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Discussion | For the end of November the repayment of the city loan and closure of the library impacted the library's cash position during the move. |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------|

We have sustained an operating loss during the First Quarter of FY 2014. The Long-Term Investment Committee authorized a transfer of \$35,000 in operating capital.

Fundraising receipts and Capital Campaign donations during December were strong and will help bolster our bottom line.

**See Appendix A for full report**

# HPL minutes

| Personnel Committee Report                                                                                      |                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bellamy Schmidt                                                                                                 |                                                                                                                                                                                                         |
| Discussion                                                                                                      | The Computer Coordinator position has been vacant. A candidate has been chosen and will be made an offer. A second part-time assistant will be hired with money saved with Jay's salary for six months. |
| Maria has a board orientation binder for new board members. A board orientation session will be scheduled soon. |                                                                                                                                                                                                         |

| HPL Realty Report |                                                               |
|-------------------|---------------------------------------------------------------|
| Bellamy Schmidt   |                                                               |
| Discussion        | The library construction project will be completed on budget. |

| Director's Report                                                                                                                                                                                                                                                                                                                                              |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Maria Pagan                                                                                                                                                                                                                                                                                                                                                    |                                                          |
| Discussion                                                                                                                                                                                                                                                                                                                                                     | Circulation was low during the period in which we moved. |
| The Community Meeting Room has high interest. A question recently came up about whether a private group can charge for events. According to current Community Room policies, private groups cannot charge for events. See: <a href="http://www.holyokelibrary.org/holyokenew/aboutpolicies.asp">http://www.holyokelibrary.org/holyokenew/aboutpolicies.asp</a> |                                                          |
| <b>See Appendix B for full report</b>                                                                                                                                                                                                                                                                                                                          |                                                          |

| Holyoke History Room Report                                                                                                                    |                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eileen Crosby                                                                                                                                  |                                                                                                                                                                                                                      |
| Discussion                                                                                                                                     | The History Room received a grant of \$8500 for an oral history project. The original budget was for \$17,000. Eileen is looking for an advisory board for the grant from both within and without the library board. |
| Eileen contacted the Boston Public Library regarding participation in their digitization program.                                              |                                                                                                                                                                                                                      |
| Eileen proposed a new digital projects committee. The Committee will work under the auspices of the Technology Committee.                      |                                                                                                                                                                                                                      |
| NewsBank has offered unlimited access to the historical Republican for a flat fee of \$50,000. There wasn't much enthusiasm for purchasing it. |                                                                                                                                                                                                                      |
| <b>See Appendix C for full report.</b>                                                                                                         |                                                                                                                                                                                                                      |

# HPL minutes

| Long Term Investment Committee Report |                                                                                                    |
|---------------------------------------|----------------------------------------------------------------------------------------------------|
| Bellamy Schmidt                       |                                                                                                    |
| Discussion                            | The Committee has contacted four possible investment banks and is sending a Request for Proposals. |

| Friends Report                                                                                                                                                                                                 |                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Tim Damon                                                                                                                                                                                                      |                                                                      |
| Discussion                                                                                                                                                                                                     | Tax filings are being prepared for the Friends to submit to the IRS. |
| The IRS has accepted the name change to Friends of the Holyoke Public Library.                                                                                                                                 |                                                                      |
| The Friends now has office hours.                                                                                                                                                                              |                                                                      |
| Many Friends events are coming up including the annual Friends' Gala on February 8. Connie Kennedy and Christine Alger are organizing Gala. The Friends are also participating in the Holyoke Winter Carnival. |                                                                      |

## NEW BUSINESS

| Planning for 2014 – goals for committees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Terry Plum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><i>Long Term Investment:</i> Tom Barrett has volunteered. The Committee will come up with goals for the committee at the next meeting.</p> <p><i>HPLC Community Relations:</i> The Committee will come back with goals for the committee.</p> <p><i>Development:</i> Susan has volunteered to be on the Committee</p> <p><i>Personnel:</i> Tom Barrett, Joan, Wesley and Susan have volunteered for the Committee.</p> <p><i>Finance:</i> Bellamy, George, Andrew, Maria, and Tom Barrett have volunteered.</p> <p><i>Planning and Policy:</i> Joan, Terry, Andrew and Bellamy have volunteered.</p> <p><i>Technology:</i> Jeremy, Tom B., Wesley, and Patrick have volunteered.</p> <p><i>Digitization:</i> Manuel, Joan, Jeremy, Maria, Eileen. This Committee will most likely become a an ad-hoc committee of Technology.</p> <p><i>Moving Back (now Recycling):</i> Patrick, Sandy, and Jeremy have volunteered.</p> |

Motion made and seconded to adjourn at 6:22

## NEXT MEETING

**Tuesday February 11th** at 4:30 at the Holyoke Public Library.

HPL minutes

## **APPENDIX A**

# HPL minutes



## Report of the Treasurer January 14<sup>th</sup>, 2014

During the month ended November 30, 2013 the Holyoke Public Library's cash position was considerably impacted by the repayment of the City loan in the amount of \$735,000. We now have \$113,820 in cash on hand. We are showing lower-than-average income and expense transactions. This is primarily due to expenditures incurred because of our move to the new building. Library use has increased considerably, but income suffered early in the fiscal year due to the temporary location and subsequent closure for the move.

Our profit and loss shows that we have sustained an operating loss of \$65,602 in the first quarter of FY2014. Between the operating loss and our reduced cash position, the Long-Term Investment Committee (formerly the Trustees of the Endowment) authorized a transfer of \$35,000 in operating capital at the end of December. This may not be reflected in full on the December financial statements due to a delay in wiring the funds.

Preliminary records show that fundraising receipts and Capital Campaign donations during December were strong. Receipt of grant funds now that the building project is complete will also help to bolster our bottom line as we prepare for the next City Loan payment due this coming May.

Respectfully submitted,

A handwritten signature in blue ink that reads "George Mettey". The signature is written in a cursive style.

George Mettey, Treasurer

HPL minutes

## **APPENDIX B**

## **Library Director's Monthly Report January 14, 2014**

### **FYI/Requests**

- Statistics
- Community Meeting Room --
- Magazine *Humanist* --
- Long Range Plan --
- Kathy Anderson -- 413-210-9214

### **Outreach/Programs**

- January 17<sup>th</sup> – MBLC video
- January 18<sup>th</sup> – “My Journey” – book talk/signing with author Nancy Hale @ 11am
- February 14<sup>th</sup> -- “Blind Date with a Book” – YA Program – Jane Frankel
- March 17<sup>th</sup> – “Irish Need Not Apply” – with Christopher Daley
- March 22<sup>nd</sup> – “Angel on My Shoulder” and “Floors of the Forest” – with author Lori Szepelak
- April 15<sup>th</sup> – “Lincoln Assassination” – with Christopher Daley

### **Announcements/Reminder—**

- **Holyoke Chamber of Commerce After Hours**  
Wednesday, Jan. 15 @ 5pm at Homewood Suites
- **A Celebration Honoring Massachusetts' Working Cities**  
With Boston Federal Reserve Bank President Eric Rosengren & Governor Deval Patrick  
**Wednesday, January 15, 2014 @ 9 a.m. – 10:30 a.m.**  
Harborview Dining Room, 31st floor  
Federal Reserve Bank of Boston, 600 Atlantic Avenue, Boston
- **Holyoke Innovation District 2<sup>nd</sup> Annual Meeting**  
**Thursday, January 30, 2014 from 3:00 PM to 5:30 PM (EST)**  
Massachusetts Green High Performance Computing Center  
100 Bigelow Street  
Holyoke, MA 01040
- **Library Legislative Breakfast** – Friday, February 21<sup>st</sup> @ 9am
- **Next meeting** -- Tuesday, February 11, 2014 at 4:30pm

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|----------------------------------------------|------------------------|--|--|
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|                                              |                        |  |  |
|                                              |                        |  |  |
|                                              |                        |  |  |
| <b>Count of Items sent to Fill Holds</b>     |                        |  |  |
| <u>Destination</u>                           | <u>Items Transited</u> |  |  |
| Adams Free Library                           | 4                      |  |  |
| Agawam Public Library                        | 19                     |  |  |
| Amherst Jones Library                        | 27                     |  |  |
| Amherst Munson Memorial Library              | 1                      |  |  |
| Amherst North Amherst Library                | 1                      |  |  |
| Ashfield Belding Memorial Library            | 1                      |  |  |
| Athol Public Library                         | 1                      |  |  |
| Auburn Public Library                        | 3                      |  |  |
| Ayer Library                                 | 1                      |  |  |
| Barre Woods Memorial Library                 | 4                      |  |  |
| Belchertown Clapp Memorial Library           | 11                     |  |  |
| Bellingham Public Library                    | 3                      |  |  |
| Blackstone Public Library                    | 2                      |  |  |
| Bolton Public Library                        | 2                      |  |  |
| Boxborough Sargent Memorial Library          | 4                      |  |  |
| Brookfield Merrick Public Library            | 1                      |  |  |
| Buckland Public Library                      | 1                      |  |  |
| Charlton Public Library                      | 5                      |  |  |
| Chicopee Fairview Library                    | 2                      |  |  |
| Chicopee Main Library                        | 13                     |  |  |
| Clarksburg Town Library                      | 1                      |  |  |
| Colrain Griswold Memorial Library            | 1                      |  |  |
| Dalton Free Library                          | 4                      |  |  |
| Deerfield Tilton Library                     | 3                      |  |  |
| Douglas Simon Fairfield Public Library       | 2                      |  |  |
| Dudley Pearle L Crawford Memorial Library    | 3                      |  |  |
| East Longmeadow Public Library               | 19                     |  |  |
| Easthampton Emily Williston Memorial Library | 20                     |  |  |
| Fitchburg Main Library                       | 6                      |  |  |
| Florence Lilly Library                       | 13                     |  |  |
| Gardner Levi Heywood Memorial Library        | 9                      |  |  |
| Grafton Public Library                       | 7                      |  |  |
| Granby Free Public Library                   | 5                      |  |  |
| Great Barrington Mason Library               | 9                      |  |  |
| Great Barrington Ramsdell Library            | 3                      |  |  |
| Greenfield Public Library                    | 28                     |  |  |

|                                             |    |  |
|---------------------------------------------|----|--|
| HCC Library                                 | 1  |  |
| Hadley Goodwin Memorial Library             | 2  |  |
| Hampden Free Public Library                 | 5  |  |
| Harvard Public Library                      | 1  |  |
| Hatfield Public Library                     | 2  |  |
| Holden Gale Free Library                    | 4  |  |
| Hopedale Bancroft Memorial Library          | 1  |  |
| Hopkinton Public Library                    | 3  |  |
| Hudson Public Library                       | 10 |  |
| Lancaster Thayer Memorial Library           | 2  |  |
| Lee Library Association                     | 7  |  |
| Leicester Public Library                    | 2  |  |
| Lenox Library Association                   | 5  |  |
| Leominster Public Library                   | 11 |  |
| Leverett Library                            | 3  |  |
| Longmeadow Richard Salter Storrs Library    | 11 |  |
| Ludlow Hubbard Memorial Library             | 10 |  |
| Lunenburg Public Library                    | 3  |  |
| MCLA Freel Library                          | 1  |  |
| Marlborough Public Library                  | 14 |  |
| Milford Town Library                        | 8  |  |
| Millbury Public Library                     | 2  |  |
| Millers Falls Library                       | 2  |  |
| Monson Free Library                         | 1  |  |
| Montague Center Library                     | 3  |  |
| Monterey Public Library                     | 2  |  |
| New Marlborough Public Library              | 1  |  |
| North Adams Public Library                  | 15 |  |
| North Brookfield Haston Free Public Library | 3  |  |
| Northampton Forbes Library                  | 30 |  |
| Northborough Free Library                   | 3  |  |
| Northfield Dickinson Memorial Library       | 5  |  |
| Orange Wheeler Memorial Library             | 6  |  |
| Otis Library and Museum                     | 2  |  |
| Palmer Public Library                       | 13 |  |
| Pepperell Lawrence Library                  | 2  |  |
| Petersham Memorial Library                  | 2  |  |
| Pittsfield Berkshire Athenaeum              | 24 |  |
| Princeton Public Library                    | 1  |  |
| Richmond Free Public Library                | 1  |  |
| Sheffield Bushnell-Sage Library             | 2  |  |
| Shelburne Falls Arms Library                | 2  |  |
| Shirley Hazen Memorial Library              | 2  |  |
| Shrewsbury Public Library                   | 11 |  |
| Shutesbury M N Spear Memorial Library       | 2  |  |
| South Hadley Public Library                 | 17 |  |

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|-----------------------------------------------------------------------------------------------------|---------------------|
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|                                                                                                     |                     |
|                                                                                                     |                     |
| <b>Circulation Count by Circulating Library</b>                                                     |                     |
| Audio (Compact discs (not CD-ROMs), cassettes)                                                      | 390                 |
| Books                                                                                               | 3,693               |
| E-books                                                                                             | 1                   |
| Materials in electronic format                                                                      | 5                   |
| Miscellaneous (e.g. ebook readers, kits, framed art prints, puppets, slide sets, films, filmstrips) | 4                   |
| Video cassettes/discs/DVD                                                                           | 2,408               |
| Volumes of Print Periodicals, Newspapers and Other Print Serials                                    | 53                  |
| Unknown                                                                                             | 13                  |
|                                                                                                     | 6,567               |
|                                                                                                     |                     |
|                                                                                                     |                     |
| <b>Patron Home Library</b>                                                                          | <b>Circulations</b> |
| Agawam Public Library                                                                               | 1                   |
| Amherst Jones Library                                                                               | 58                  |
| Belchertown Clapp Memorial Library                                                                  | 5                   |
| Chicopee Main Library                                                                               | 125                 |
| Deerfield Tilton Library                                                                            | 1                   |
| East Longmeadow Public Library                                                                      | 27                  |
| Easthampton Emily Williston Memorial Library                                                        | 37                  |
| Florence Lilly Library                                                                              | 10                  |
| Granby Free Public Library                                                                          | 22                  |
| Greenfield Public Library                                                                           | 5                   |
| Hadley Goodwin Memorial Library                                                                     | 5                   |
| Holland Public Library                                                                              | 4                   |
| Holyoke Public Library                                                                              | 5,730               |
| Longmeadow Richard Salter Storrs Library                                                            | 1                   |
| Ludlow Hubbard Memorial Library                                                                     | 10                  |
| MA Certified Library                                                                                | 27                  |
| Monson Free Library                                                                                 | 3                   |
| Northampton Forbes Library                                                                          | 35                  |
| Out of State Library                                                                                | 1                   |
| Palmer Public Library                                                                               | 6                   |
| STCC Library                                                                                        | 1                   |
| Shelburne Falls Arms Library                                                                        | 11                  |
| South Hadley Public Library                                                                         | 61                  |
| Southampton Edwards Public Library                                                                  | 47                  |
| Springfield East Forest Park Branch                                                                 | 3                   |
| Springfield East Springfield Branch                                                                 | 78                  |
| Springfield Forest Park Branch                                                                      | 6                   |
| Springfield Indian Orchard Branch                                                                   | 1                   |
| Springfield Main Library                                                                            | 69                  |
| Springfield Mason Square Branch                                                                     | 2                   |
| Springfield Pine Point Branch - Closed for Renovation                                               | 20                  |

|                                              |                               |
|----------------------------------------------|-------------------------------|
| Springfield Sixteen Acres Branch             | 9                             |
| Turners Falls Library                        | 24                            |
| Ware Young Mens Library                      | 11                            |
| West Springfield Public Library              | 50                            |
| Westfield Athenaeum                          | 61                            |
|                                              | 6,567                         |
|                                              |                               |
|                                              |                               |
| <b>Count of Items Received to Fill Holds</b> |                               |
| <b><u>Source</u></b>                         | <b><u>Items Transited</u></b> |
| AMC Mondor-Eagen Library                     | 2                             |
| Adams Free Library                           | 5                             |
| Agawam Public Library                        | 18                            |
| Amherst Jones Library                        | 23                            |
| Amherst Munson Memorial Library              | 1                             |
| Amherst North Amherst Library                | 2                             |
| Ashfield Belding Memorial Library            | 2                             |
| Auburn Public Library                        | 3                             |
| Ayer Library                                 | 1                             |
| BCC Jonathan Edwards Library                 | 1                             |
| Barre Woods Memorial Library                 | 1                             |
| Belchertown Clapp Memorial Library           | 19                            |
| Bellingham Public Library                    | 2                             |
| Berlin Public Library                        | 1                             |
| Bernardston Cushman Library                  | 3                             |
| Blackstone Public Library                    | 7                             |
| Bolton Public Library                        | 4                             |
| Boxborough Sargent Memorial Library          | 2                             |
| Brookfield Merrick Public Library            | 2                             |
| Buckland Public Library                      | 2                             |
| Chesterfield Public Library                  | 1                             |
| Chicopee Fairview Library                    | 3                             |
| Chicopee Falls Library                       | 2                             |
| Chicopee Main Library                        | 14                            |
| Clarksburg Town Library                      | 3                             |
| Dalton Free Library                          | 4                             |
| Deerfield Tilton Library                     | 4                             |
| Douglas Simon Fairfield Public Library       | 1                             |
| East Brookfield Public Library               | 2                             |
| East Longmeadow Public Library               | 8                             |
| Easthampton Emily Williston Memorial Library | 5                             |
| Elms College Alumnae Library                 | 1                             |
| Erving Public Library                        | 1                             |
| Fitchburg Main Library                       | 5                             |
| Florence Lilly Library                       | 4                             |
| Gardner Levi Heywood Memorial Library        | 2                             |

|                                          |    |
|------------------------------------------|----|
| Granby Free Public Library               | 4  |
| Great Barrington Mason Library           | 8  |
| Great Barrington Ramsdell Library        | 2  |
| Greenfield Public Library                | 7  |
| HCC Library                              | 7  |
| Hampden Free Public Library              | 3  |
| Harvard Public Library                   | 1  |
| Heath Free Public Library                | 1  |
| Holden Gale Free Library                 | 5  |
| Holyoke Public Library                   | 6  |
| Hopedale Bancroft Memorial Library       | 1  |
| Hopkinton Public Library                 | 2  |
| Hudson Public Library                    | 6  |
| Lancaster Thayer Memorial Library        | 8  |
| Lee Library Association                  | 9  |
| Leicester Public Library                 | 3  |
| Lenox Library Association                | 8  |
| Leominster Public Library                | 9  |
| Leverett Library                         | 6  |
| Longmeadow Richard Salter Storrs Library | 8  |
| Ludlow Hubbard Memorial Library          | 5  |
| Lunenburg Public Library                 | 1  |
| MCLA Freel Library                       | 7  |
| MWCC LaChance Library                    | 2  |
| Marlborough Public Library               | 3  |
| Milford Town Library                     | 7  |
| Millbury Public Library                  | 3  |
| Millers Falls Library                    | 1  |
| Monson Free Library                      | 8  |
| Montague Center Library                  | 2  |
| Monterey Public Library                  | 2  |
| New Marlborough Public Library           | 3  |
| New Salem Public Library                 | 1  |
| North Adams Public Library               | 11 |
| Northampton Forbes Library               | 12 |
| Northborough Free Library                | 4  |
| Orange North Branch Library              | 1  |
| Orange Wheeler Memorial Library          | 4  |
| Otis Library and Museum                  | 4  |
| Oxford Free Public Library               | 3  |
| Palmer Public Library                    | 6  |
| Paxton Richards Memorial Library         | 3  |
| Pepperell Lawrence Library               | 2  |
| Pittsfield Berkshire Athenaeum           | 10 |
| Princeton Public Library                 | 1  |
| Rowe Town Library                        | 1  |

|                                                |    |
|------------------------------------------------|----|
| STCC Library                                   | 3  |
| Sheffield Bushnell-Sage Library                | 2  |
| Shelburne Falls Arms Library                   | 2  |
| Shelburne Free Public Library                  | 1  |
| Shirley Hazen Memorial Library                 | 2  |
| Shrewsbury Public Library                      | 3  |
| Shutesbury M N Spear Memorial Library          | 6  |
| South Hadley Public Library                    | 12 |
| Southampton Edwards Public Library             | 2  |
| Southborough Public Library                    | 2  |
| Southbridge Jacob Edwards Library              | 7  |
| Southwick Public Library                       | 1  |
| Spencer Richard Sugden Public Library          | 2  |
| Springfield Brightwood Branch                  | 8  |
| Springfield East Forest Park Branch            | 5  |
| Springfield East Springfield Branch            | 3  |
| Springfield Forest Park Branch                 | 3  |
| Springfield Indian Orchard Branch              | 3  |
| Springfield Main Library                       | 36 |
| Springfield Mason Square Branch                | 5  |
| Springfield Sixteen Acres Branch               | 11 |
| Sterling Conant Public Library                 | 4  |
| Stockbridge Library Association                | 2  |
| Sturbridge Joshua Hyde Library                 | 2  |
| Sunderland Public Library                      | 1  |
| Sutton Free Public Library                     | 4  |
| Townsend Public Library                        | 4  |
| Turners Falls Library                          | 5  |
| Upton Town Library                             | 1  |
| Uxbridge Free Public Library                   | 2  |
| Wales Public Library                           | 5  |
| Ware Young Mens Library                        | 2  |
| Warren Public Library                          | 1  |
| Webster Chester C Corbin Public Library        | 3  |
| Wendell Free Library                           | 5  |
| West Boylston Beaman Public Library            | 2  |
| West Brookfield Merriam-Gilbert Public Library | 3  |
| West Springfield Public Library                | 16 |
| West Stockbridge Public Library                | 2  |
| Westborough Public Library                     | 4  |
| Westfield Athenaeum                            | 3  |
| Westhampton Public Library                     | 4  |
| Westminster Forbush Memorial Library           | 6  |
| Whately S. White Dickinson Memorial Library    | 1  |
| Whitinsville Social Library                    | 1  |
| Wilbraham Public Library                       | 16 |

|                                                 |     |
|-------------------------------------------------|-----|
| Williamsburg Meekins Public Library             | 1   |
| Williamstown David & Joyce Milne Public Library | 8   |
| Winchendon Beals Memorial Library               | 2   |
| Worcester Frances Perkins Branch Library        | 3   |
| Worcester Great Brook Valley Branch Library     | 4   |
| Worcester Main Library                          | 17  |
|                                                 | 625 |

HPL minutes

## **APPENDIX C**

# HPL minutes

## Archivist's / Holyoke History Room Report

14 January 2014

ecrosby@holyokelibrary.org

**Grant Application news:** The Community Foundation of Western Mass (CFWM) has awarded us \$8500.00 to pursue an oral history program, 85% of the amount requested. Proposed first-year project expenses were \$17,283.00 with funds coming from several sources. In order to write the acceptance letter, I will need information from FDA on the probability of acquiring the remaining funds. We plan to proceed even if no additional funds exist, but will need to inform the Community Foundation of significant changes to goals or timetable.

Potential areas to cut costs: collaborate with Michael Hines on the video component; eliminate the project assistant position; use exclusively volunteer labor for transcription. Cutting labor and the out-sourcing of transcription will mean that we will be able to conduct interviews, but will probably not complete much transcription in the first year. I will need to find out if this is acceptable to the CFWM before we accept the funds.

The first steps to getting the project off the ground will be to form an advisory board for the project, contact or re-contact potential interviewees, and schedule an onsite training workshop from the Oral History Group. The advisory board can/should include people outside of HPL. Board members with suggestions for candidates should contact me.

**Equipment issues:** The History Room is functioning well in the new space in most respects. There continue to be issues surrounding scanning. The copier/scanner can now scan but has produced disappointing results in terms of quality. Entre consultants have informed us that the machine is designed to do "office scanning," not high-quality photo scanning. We will continue to try to fulfill patron requests for photo scans with the old Brother multifunction copier/scanner. The bed on this scanner is 8.5" x 14", smaller than many of our items. Both scanners are adequate for non-archival imaging (for Facebook and the website).

We have obtained Adobe Acrobat Pro from TechSoup, but Entre consultants have not yet been able to figure out how to give us full functionality of that software on the new computer/scanner setup.

**Related digital imaging news:** I have contacted the Boston Public Library digitization program to find out about participating. We have several wonderful bound items (rapidly deteriorating) that we could add to the Internet Archive by taking advantage of the free BPL/Digital Commonwealth digitization program. I am hoping that we will also be able to have BPL digitize some important maps and photographs. Digital Commonwealth has a

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newly-designed repository that might make a good home for an eventual HHR online collection. I am looking into the annual cost of the latter.

In order to approach these and other digital projects effectively, I have proposed the formation of an **Advisory Committee on Digital Projects** of the Board. See attached proposal.

**Digital Newspaper access:** I received a call from NewsBank offering us unlimited access to the historical Springfield Republican for a flat fee of about \$50K. They are offering interested libraries an extended free trial of a year or more in order to allow them to raise funds to purchase this “forever” access.

**Volunteers/Interns:** We have lost or are losing more than 20 hours of volunteer/intern labor per week at the History Room. I am accepting applications for new volunteers. Preference will be given to those with computer experience and the ability to work a 3-hour shift 1 or 2 times per week. The HHR will also be offering an unpaid internship to an interested beginning archives student in the Simmons program.

## Events:

The History Room will be sponsoring the following events. We hope to add workshops by February or March.

**January 29: Open House 5pm-7pm.** We may or may not have a guest speaker at 6 pm. The HHR will have orientation materials and some displays. Refreshments will be in the Community Room.

**Feb 5 – 16 “Discover Holyoke History:** A scavenger hunt at the historic Holyoke Public Library. Look for clues in the restored murals, find the old clock, find a map in the History Room, and win a prize. No entry fee. 1<sup>st</sup> and 2<sup>nd</sup> prizewinners randomly drawn from correct entries.” This will be a paper-based contest. Entry forms will be available at the Circulation Desk and at the History Room. We will have a drop-box for completed entries at the Circulation Desk.

## Guest Speaker Series (Wednesdays):

Feb 5: Jim Sheehan, “Family Farms of Holyoke” 2:30 pm

March 5: Charlie Lotspeich, “The Hercules Water-Wheel: A Holyoke Invention” 6 pm

April 2: Amanda Rookey, “The Olmsted Brothers’ Legacy in Holyoke” 6 pm

May 7: Tom Kass, “Tom Browne, King of the Whistlers” 6 pm

**A question on workshops (not yet scheduled):** I would like advice on the use of the Computer classroom and/or lab for genealogy workshops (led by HHR) and “gatherings” (led by patrons/volunteers only).

# HPL minutes

**Environmental monitoring:** We have no data on the exposure of collections to UV light by the current fluorescent and halogen lights and the skylights. I am looking into asking for these to be measured by the Environmental Monitoring program available through the MBLC.

Currently, budgeted History Room funds would be able to cover the cost of UV filters for the fluorescent lights if these are recommended. Environmental monitoring will help determine what else might be needed in the future.

## **Proposal to form a new Board committee:**

Name: “Advisory Committee on Digital Projects”

Functions:

- to provide a structure for trying to move along our efforts to get the Transcript digitized
- to ensure communication about and prioritization of actual and proposed digital initiatives
- to enable us to make use of all available knowledge/resources in seeking funding for digital projects and for building capacity for in-house digitization

Members:

Jeremy

Maria

Eileen

Others from Board with interest in learning about digital projects

The focus would be on digitization of rare, unique, or fragile holdings of the library for access and preservation. It might also include work on preservation of internal born digital content, e.g., documents generated by the Library Board, documentation of the renovation process, etc. Ideally, all decisions involving digitization of material, planning of web-based exhibits, and the purchase of hardware or software used in digitization would need to go through this committee.

Meetings:

Check in /projects status updates every 6 weeks. This need not be in person.

Meetings as needed for any significant decisions/expenditures.