

HPL minutes

Holyoke Public Library Board of Directors Meeting		
2.11.2014	4:30pm	250 Chestnut St.
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Tom Barrett, Wesley Kulig, Bellamy Schmidt, George Mettey, Patrick Leahy, Joan Steiger, Manuel Frau-Ramos, Maritza Martinez, Sandy Ward, <i>Library Director</i> Maria Pagan, <i>FDA</i> Eric Fiedler	
Not Present	Susan Carey,	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

ANNOUNCEMENTS

Library Legislative Breakfast	
Terry Plum	
Discussion	Reminder: The library will be hosting the Legislative breakfast on Friday Feb 21. 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	A few recommendations came in for Shauna's replacement as a board director. The mayor already has a replacement in mind. He will send it to the City Council for approval.
Stipulations in the Memorandum of Agreement with the Massachusetts Historic Society have been met. The Stipulations were: Photo documentation of the wing that was destroyed, retention of the historic murals, and a "historical interpretation" of the original building.	
The Casper Ranger table is still at Lynch school. The Holyoke Historic Commission, who will be finding a home for it, was notified that it is available to move.	
The last construction meeting will hopefully be on Tuesday Feb 18.	

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There is no news to report on the status of the Working Cities Challenge Grant.

Terry will be going to a training on uploading the board minutes to the Holyoke city website.

The board will soon need to come up with objectives for the next two years.

Finance Report

George Mettey

Discussion	During December there were lower than average income and expense transactions. Some if this is due to a delay in transaction timing.
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In the coming months we anticipate the receipt of income from previously awarded grants. This money will be used to pay back the City loan on building construction.

Profit and Loss shows that we have sustained an operating loss of \$22,000 as we bring 2013 to a close.

See Appendix A for full report

Personnel Committee Report

Bellamy Schmidt

Discussion	The part time and full time computer coordinators have been hired and are now working.
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A new board director orientation was held on January 28.

Director's Report

Maria Pagan

Discussion	Current usage statistics comparing the last 8 months were handed out. A discussion was held regarding the format of the statistics and how they could be more useful for the board. Andrew agreed to work with Maria to improve the presentation of the data.
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A bag of marijuana and a hypodermic needle were found in the library recently.

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Plans for 2014 programs are underway. The programs are planned to appeal to young children, teens and adults of all ages. The programs “will feature resources so residents can discover new interests and hobbies, including genealogy, re-discovering Holyoke, local volunteer opportunities, how to make your own makeup, financial planning, etc”.

See Appendix B for full report

Holyoke History Room Report

Discussion	The archivist was not present. See Appendix C for report.
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Long Term Investment Committee Report

Bellamy Schmidt

Discussion	The Committee would like to elect Tom Barrett the chair of the Committee. He has agreed.
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At the end of December the endowment was up based on new investment approach and market appreciation.

Jon Lumbra, the external member of the LTIC, has completed the Request For Proposals for soliciting a new investment advisor.

Friends Report

Sandy Ward

Discussion	Tax filings for the Friends from 2009 on have been sent to Andrew for preparing to submit 990s to the IRS.
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FDA Report

Eric Fiedler

Discussion	Total campaign amount is currently \$2.16M.
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The team is working on the buy-a-brick campaign. They will be sending a mailing at the end of the month for the first unveiling in the early spring.

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Donna Di Carlo is working on a planned giving brochure. The fundraising team would like to pull together a committee to plan a workshop on planned giving for potential donors.

The team is awaiting temporary vinyl plaques for naming rooms, chairs, etc., before the permanent ones are manufactured.

NEW BUSINESS

FDA Contract

Terry Plum

The board discussed the renewal of a contract with FDA to continue services.

Fiction Section Overcrowded?

Sandy Ward

A discussion was held about whether the fiction section of the library is overcrowded and if the Friends will be holding a book sale. The Friends will decide about the book sale at their next meeting. The fiction section is popular and is being weeded of unpopular material from before 2008.

HPL Objectives

Terry Plum

Library objectives for 2010-2012 were handed out to be looked over to inform our discussion of the objectives for 2012-2014. Committee charges, objectives and list of members will be sent to everyone in anticipation of next month's meeting.

Motion made and seconded to adjourn at 6:17

NEXT MEETING

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

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APPENDIX A

HPL minutes



Report of the Treasurer February 11, 2014

During the month ended December 31, 2013 the Holyoke Public Library's cash position was adequate to maintain operations at \$101,274 at month's end. Much of this amount was in restricted funds. We are showing lower-than-average income and expense transactions. Some of this is due to a delay in transaction timing. The Long-Term Investment Committee authorized the transfer of \$35,000 in funds from the endowment to operating checking, but this transaction was not cleared until January, 2014.

In the coming months we anticipate the receipt of income from previously awarded grants. Final sums will be received from the Board of Library Commissioners, LEED, and the Massachusetts Cultural Facilities Grant totaling over \$750,000. This money will be used to pay back the City loan on building construction.

Our profit and loss shows that we have sustained an operating loss of \$22,000 as we bring 2013 to a close. Our forecast for the year shows that our operating loss will be \$21,411 by June 30; this includes the authorization of \$250,000 in income from the endowment. This is an increase of \$61,000 from the initial budgeted appropriation of \$189,000. This will result in an actual operating loss of \$82,411. Further operating losses may be mitigated through additional income from fundraising.

Respectfully submitted,

George Mettey, Treasurer

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APPENDIX B

Library Director's Monthly Report February 11, 2014

FYI/Requests

- Statistics (enclosed)
- Incident reports
- Now what?:

Jan. 1 closed the chapter on what the Holyoke Public Library did and began the story for 2014, what the Holyoke Public Library can do. The Holyoke Public Library is looking toward the new programs, resources and events it can offer residents.

After celebrating the grand reopening of the library in 2013, we want to make our programs interactive, so this year, we want to put the focus on the individual. So, we will plan around a theme.

The programs and events will feature resources so residents can discover new interests and hobbies, including genealogy, re-discovering Holyoke, local volunteer opportunities, how to make your own makeup, financial planning, etc. It may be learning a new language, or maybe giving back.

As new people come into the community, they need to know what's out there. We can showcase the resources that we have available, plus bring members of the community in. The library should be the information location for the community.

For promoting the library we can participate of the yearlong "geek the library" program.

Another focus may be a return to reading physical books. The library can continue to promote programs that emphasize reading, such as poetry, inviting authors, discussion groups, especially with young children.

Though we would like to be something for everyone, we will need to balance. We have limited staff, and budget, so we won't be able to be everything to everyone to everywhere.

In 2014 the library will try to provide new programs and opportunities, while also continue participating in annual events like the summer reading program and other community events.

Basic Goals:

1. Young children (age 5 and under) will have materials, services, and programs designed to ensure that they will enter school ready to learn
2. Children (ages 6 – 12) will have the resources they need to satisfy their curiosity and explore topics of personal interest.
3. Children (ages 6 – 12) will have materials and programs that engage their imaginations and provide pleasurable reading, viewing, and listening experiences.

4. Teens (age 13 and older) will have materials and programs that respond to their current interests and provide pleasurable reading, viewing, and listening experiences.
5. Adults and teens will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
6. Adults will have convenient, timely access to a variety of new and popular materials.
7. Everyone will have a welcoming physical place to meet and interact with others or work independently on personal projects.
8. Everyone will have high-speed access to the resources and services available through the Internet.

Ongoing Service Goals

1. The Library will increase and improve the awareness of services, programs, facilities and resources among county residents.
2. The Library will increase and improve the use of Library services and resources.
3. The Library will improve the reference and information services to the community.
4. The Library will increase and improve the audio-visual services to the community.
5. The Library will provide programming to meet the needs and interests of the community.

Ongoing Resources Goals

1. The Library will develop and maintain a collection of materials to meet user needs without regard to format or reading level.
2. The Library will fill requests on a timely basis for books and other Library materials.
3. The Library will provide a staff appropriate to the service needs of people in the community
4. The Library, when possible, will provide employees with opportunities to achieve the full extent of their potential.
5. The Library will provide channels for communication among the Library staff.
6. The Library will provide a system-wide staff and volunteer orientation and training program.
7. The Library will provide compensation to the Library staff.
8. The Library will provide safe, clean, comfortable and well-maintained physical facilities.

Ongoing Administrative Goal

1. The Library will build continuous planning into management.
2. Library will provide a strong and financially secure system.
3. The Library will provide adequate support for long-term capital development needs.
4. The Library will provide the technology necessary to meet the goals and objectives of the Library.
5. The Library will assure that the organization of the system will support the service goals and objectives.
6. The Library will continue and further develop cooperation with all types of libraries.

Outreach/Programs

- February 15th -- “Blind Date with a Book” – YA Program – Jane Frankel
- February 15th – Film Festival – Puerto Rican Cultural Project
- February 21st – Comedy/magic – with Ed Popielarczyk

- March 12th -- “Female Adventurers: the women who helped colonize Massachusetts and Connecticut” – with author Alice C. Plouchard Stelzer
- March 17th – “Irish Need Not Apply” – with Christopher Daley
- March 22nd – “Angel on My Shoulder” and “Floors of the Forest” – with author Lori Szepelak
- March 22nd – “My Journey” – with author Nancy Hale
- March 22nd – Williams College Elizabethans, a 6-voice vocal ensemble specializing in Renaissance music
- April 15th – “Lincoln Assassination” – with Christopher Daley
- April 22nd – “They Danced by the Light of the Moon” – mystery writer Tempa Pagel

Announcements/Reminder—

- **Library Legislative Breakfast** – Friday, February 21st @ 9am
- **Next meeting** -- Tuesday, March 11, 2014 at 4:30pm

Circulation by Owning Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Audio (Compact discs (not CD-ROMs), cassette tapes)	372	332	300	128	384	397	414						2,327
Books	3,178	2,982	2,270	1,689	3,828	3,987	4,288						22,222
E-books	1	0	0	0	0	1	0						2
Materials in electronic format	0	0	0	0	0	0	0						0
Miscellaneous (e.g. ebook readers, kits, franchises)	9	1	3	2	5	5	6						31
Video cassettes/discs/DVD	1,748	1,908	1,574	527	1,568	2,300	2,277						11,902
Volumes of Print Periodicals, Newspapers and Magazines	36	30	47	12	100	53	84						362
Unknown or Pre-Cataloged	20	9	9	2	3	13	13						69
Total	5,364	5,262	4,203	2,360	5,888	6,756	7,082	0	0	0	0	0	36,915
Circulation by Circulating Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Audio (Compact discs (not CD-ROMs), cassette tapes)	263	296	273	150	360	390	366						2,098
Books	2,474	2,247	1,619	1,410	3,461	3,693	3,898						18,802
E-books	1	0	0	0	0	1	0						2
Materials in electronic format	4	11	14	18	13	5	2						67
Miscellaneous (e.g. ebook readers, kits, franchises)	10	4	12	3	10	4	9						52
Video cassettes/discs/DVD	1,679	1,806	1,501	522	1,564	2,408	2,321						11,801
Volumes of Print Periodicals, Newspapers and Magazines	25	20	19	9	90	53	66						282
Unknown or Pre-Cataloged	22	12	17	2	13	13	16						95
Total	4,478	4,396	3,455	2,114	5,511	6,567	6,678	0	0	0	0	0	33,199
Circulation by Patron Types	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Adult	2,796	2,810	2,372	1,358	3,285	4,317	4,637						21,575
Circulation Clerk	6	38	16	3	20	8	3						94
Circulation Manager	7	42	14	9	10	8	12						102
Handicapped	1	1	1	0	0	2	3						8
ILL	7	6	16	6	10	11	9						65
Institution	7	12	14	0	16	24	13						86
Juvenile	843	510	369	310	1,107	1,119	903						5,161
Senior Citizen	656	710	570	379	857	893	914						4,979
Young Adult	130	199	55	48	171	158	173						934
AIC Distance Learning	0	0	0	0	0	0	1						1
Anna Maria Student	0	0	0	0	1	0	0						1
HCC Student	0	4	0	0	1	0	1						6
STCC Faculty	0	0	0	0	0	1	1						2
Patrons	3	0	0	0	0	0	0						3
Adult Decertified	0	0	0	0	4	5	0						9
Juvenile Decertified	0	5	0	0	0	0	0						5
Student	4	0	0	0	24	21	5						54
Special	0	0	0	0	1	0	1						2
Temporary Adult	0	0	0	0	0	0	2						2
Branch Manager	0	0	1	0	0	0	0						1
Local System Administrator	0	0	0	0	4	0	0						4
Total	4,460	4,337	3,428	2,113	5,511	6,567	6,678	0	0	0	0	0	33,094
Circulation by Patron Home Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
AIC Shea Library	0	0	0	0	0	0	1						1
AMC Mondor-Eagen Library	0	0	0	0	1	0	0						1
Agawam Public Library	0	0	1	21	14	1	23						60
Amherst Jones Library	18	17	37	0	42	58	30						202
Belchertown Clapp Memorial Library	2	0	12	14	8	5	6						47

Items Received to Fill Holds	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Total	567	562	601	358	511	625	777						4,001

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APPENDIX C

Archivist's Report

11 February 2014

ecrosby@holyokelibrary.org

Activities

We continue to serve a steady stream of patrons in the History Reading Room on most open days. Snow and cold have produced some relatively quiet days as well. I plan to collate our statistics for Nov-Feb for next month's report.

The last month has been focused largely on organizing and promoting events: the History Room Open House on 1/29, Scavenger Hunt (this week), and the first talk in Speaker Series (February 19). The Open House was well attended with an estimated 45 people. Several people signed up for a History Room "friends" group and a few others for a genealogy group. We will continue to recruit members for these groups. Success of the open house relied heavily of the work of several volunteers and board members. They kept demonstrations of the ScanPro and Ancestry going, guided guests toward the refreshments, and chatted with people I could not get to. Jim Sheehan's talk on Holyoke farms was postponed from 2/5 to 2/19 (at 2:30) due to the snowstorm. We now have a series of 5 talks scheduled and other individuals have expressed interest in giving talks.

I am assisting some speakers with putting their visual materials into slideshows.

Volunteers and Interns

After the last Board meeting, Tom Barrett offered to begin volunteering and now helps at the History Room from 12-3 on most Tuesdays. 2 volunteers from last year are also planning to continue 3- or 4-hour weekly shifts. All of these volunteers are receiving training and most will have specific projects as well as general reference duties. In addition, a beginning archives student in the Simmons graduate program will begin a 60-hour internship on Tuesday, 2/11. Ken Ramos will be processing some of our "local files" to archival standards. Ken will be focusing on files pertaining to the early history of Holyoke.

I do not currently have a volunteer who can handle the Reading Room alone; I therefore will not be able to attend 4:30 Board meetings in person until I have someone trained who can cover that time slot or until we revise our Reading Room hours.

Database

I have spoken with Jose Figueroa about the possibility of installing an Archives Space database. This open source database software will allow us to catalog and describe archival collections more effectively than we can with the current PastPerfect database. Jose will be first determining if we have the computer capacity needed for this software. Jeremy has been and will be involved.

Cataloging

Our local history book collection is underutilized, in part because of inconsistent or non-existent cataloging and in part because call numbers have become detached or faded. I am working with tech services to correct these problems. Martha and Meg have been extremely helpful.

Collection development and space needs

I have had contact with several donors and potential donors of collections with significant research value. Next month, I should have more details to report. For now, it is clear that we will need all the space that can be made available in the compact shelving area as we try to build and add depth to the local history collection. In the coming weeks, I will be working on rearranging materials in this area. I will also try to find out if there are still 2 banks of unused tall bookshelves to put in this area. These will be used to sort and weed local history collection duplicates and other material still in boxes that came over from City Hall. I also will be looking for storage or other solutions for non-historical materials that have landed in this room.

Grant

I have been revising the budget of the Oral History project, which (as I reported last month) was awarded funding in December. Before officially accepting the funds, I am trying to determine if working with a reduced budget will require any significant change in the goals. At this point, I do not think we need to revise the goals substantially. I will be following up with Terry, Maria, and Jeremy this week.

Historical Interpretation (Renovation project)

Terry has asked me to produce the exhibit and brochure specified in the agreement with Mass Historical Society. I have accepted and will direct my questions to Terry.

Exhibit proposal

Two Hampshire college students who have been studying the community's response to recent Lyman Terrace developments are looking for a place for their exhibit on that topic. They will be coming to the Library on Wednesday, 2/12, to view the gallery space and talk to Maria and me.

Digital Projects subcommittee

I will be hoping to convene our first meeting sometime between 2/20 and 3/6. We may only need about 30 minutes. I will email members, but they should feel free to email me preferred times.