

# HPL minutes

Holyoke Public Library Board of Directors Meeting		
3.11.2014	4:30pm	250 Chestnut St.
Present	<i>Board Members:</i> Terry Plum, Susan Carey, Janet Stupak, 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		
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	<b>Approved</b>	

## ANNOUNCEMENTS

Financial workshop	
George Mettey	
Discussion	George led a financial workshop on Monday March 10 to explain the finances of the library. He has pdf copies of his presentation available for those interested.

## REPORTS

President's Report	
Terry Plum	
Discussion	The 6 month contract between the library and FDA was signed. The contract will be reviewed in 6 months.
There was a recent Springfield Republican article about the leak in the roof. Terry made a comment during the public comment period of the last city council meeting to reassure them that it is being fixed and will not be an ongoing problem.	
There will be a presentation on April 9 from 6-7:30pm at the library on three neighborhood buildings being rehabbed by HAPHousing. The complex is currently called "Library Commons". Terry would like someone to represent the board there.	
The library is considering establishing an auditor search similar to the financial advisor search. The finance committee will address this.	
The contract for redesigning the Cabot Street side of Library Park, funded by CDBG, will be signed tomorrow with the award-winning landscape designer, Milone & MacBroom.	

# HPL minutes

Finance Report	
George Mettey	
Discussion	During January, the cash position improved due to fundraising and a transfer of funds from the Long Term Investment Committee.
Operating profit and loss shows a sustained loss of \$5,538. Actual operating loss is over \$37,000 which is in line with the budget. The forecast shows that the operating loss will be \$20,993 by June 30.	
<b>See Appendix A for full report</b>	

Personnel Committee Report	
Bellamy Schmidt	
Discussion	The city is taking a look at salaries of all city employees in an effort to examine parity. Library staff have turned in job descriptions and will be reviewed next.
Maria is working on performance reviews for the staff. They should be done by the end of the month	
There was a discussion about the comments section of the MassLive article on the leak and possible Board responses. In the end, the Board took no action.	

HPL realty	
Bellamy Schmidt	
Discussion	We will be paying the next to last invoice for the construction project soon.

Director's Report	
Maria Pagan	
Discussion	There is an individual whom Maria would like to ban from the library. Patrick recommended filing a trespass notice with the Holyoke Police Department.
The budget meeting is happening with the mayor next week.	
Signage is now outside the building.	
Tabletops that were defective have been replaced	

# HPL minutes

**See Appendix B** for full report, statistics and Computer Coordinator Report

## History Room Report

Discussion	<b>See Appendix C for report</b>
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## Long Range Investment report

Tom Barrett

Discussion	The Committee met last week and narrowed down the potential new investors to two. They will be meeting next week.
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## Friends Report

Discussion	Andrew has entered about 95% of the Friends financial data into Quickbooks and will meet with Tom to input data into their 990s.
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## FDA Report

Discussion	We have sent out the Heritage Books and received one \$1000 donation so far.
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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. Plan for buy a brick is to send out a mass mailing. We will use partners such as the chamber of commerce to help with the campaign.

Proofs of all plaques have been delivered and will be sent to donors to go over placement, spelling, etc. The team is awaiting temporary vinyl plaques for naming rooms, chairs, etc., before the permanent ones are manufactured. It will then take about 2-3 weeks to produce stainless steel plaques. They will be officially unveiled at an early May donor recognition event.

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.

## NEW BUSINESS

# HPL minutes

## City Budget Presentation

Terry Plum

Maria will meet with Mayor on March 19 to go over the budget.

## Annual Fundraising

Terry Plum

The library needs to discuss “annual fundraising” with FDA. Terry will check in with them.

## Filtering and Technology

Terry Plum

It turns out we are filtering on our server installed by Entre. Terry will send out the ALA filtering guidelines.

Motion made and seconded to adjourn at 6:02pm

## **NEXT MEETING**

**Tuesday April 8th** at 4:30 at the Holyoke Public Library.

HPL minutes

## **APPENDIX A**

# HPL minutes



## Report of the Treasurer March 11, 2014

During the month ended January 31, 2014 the Holyoke Public Library's cash position improved to \$200,977 at month's end. The transfer of \$35,000 from the Long-Term Investment Committee cleared in January and is reflected in our balances and our payments. Fundraising through the end of calendar 2013 was also quite strong with over \$25,000 in general donations and pledge receipts; and we received the final distribution of \$14,077 from the Fallon Estate in January, which is reflected in the Profit and Loss account 4052.

Our operating profit and loss shows that we have sustained an operating loss of \$5,538 so far this fiscal year. Including the endowment distribution taken to balance the budget, our actual operating loss is over \$37,000, which is still in line with the budget approved last May. Our forecast for the year shows that our operating loss will be \$20,993 by June 30; this includes the authorization of \$250,000 in income from the endowment.

Respectfully submitted,

George Mettey, Treasurer

HPL minutes

## **APPENDIX B**

## **Library Director's Monthly Report March 11, 2014**

### **FYI/Requests**

- Statistics (enclosed)
- Incident/Complaint reports
- E-rate—talked to Robert Chambers from Chambers Advisory.  
Recommendations to lower phone bill
  - Include fax (-4230) and another phone account (-0829) with main account under State Contract
  - Ask the City (Procurement) to include our long distance account with AT&T with City contract
  - Library can get back from e-rate close to 90% of the expense. If e-rate applications are done through outside consultant/service (like Chambers Advisory) it may cost approximately, \$2,500.
- Budget—Meeting with Mayor, Auditor and Treasurer for City Appropriation—  
Wednesday, March 19<sup>th</sup> @ 2:15pm
- Letters are on the building's new entrance
- Tables tops in fiction rooms been replaced. Still waiting to hear about the lectern.
- Signs, plaques, bricks are in the works. Hopefully by Springtime they will all be here.

### **Outreach/Programs**

- March 12<sup>th</sup> -- "Female Adventurers: the women who helped colonize Massachusetts and Connecticut" – with author Alice C. Plouchard Stelzer
- 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
- March 22<sup>nd</sup> – "My Journey" – with author Nancy Hale
- March 22<sup>nd</sup> – Williams College Elizabethans, a 6-voice vocal ensemble specializing in Renaissance music
- April 15<sup>th</sup> – "Lincoln Assassination" – with Christopher Daley
- April 22<sup>nd</sup> – "They Danced by the Light of the Moon" – mystery writer Tempa Pagel

### **Announcements/Reminder—**

- **Chamber of Commerce Breakfast**—Wed., 3/12 @ 7:30am at Log Cabin
- **Next meeting** -- Tuesday, April 8, 2014 at 4:30pm



**Jose Silva**  
Computer Coordinator  
Holyoke Library

3/11/14

This document summarizes most of the tasks I have been performing during my time working at the library, either done by myself or working in conjunction with Jose Figueroa. Some of these tasks have to be repeated on a timely basis due to many reasons, along with all the “day by day” troubleshooting issues that always occur in this type of environment within the public and staff computers and the network in general.

## **I. Network**

- Get familiar with the network infrastructure in terms of hardware and software and how is setup.
- Identify and correct any major issues within the network.
- Gather information of all vendors for hardware, software, internet access, supplies and other types of services utilized by the library.

## **II. Inventory**

- Make an inventory of all computer hardware at the facility. This includes brand names, model numbers, Service tags, Ipaddresses, MACaddresses, Ports, etc. Having this information readily available helps troubleshoot problems faster.
- Check and identify any computer hardware in storage. This includes monitors, desktop computers, networking equipment, cables, etc. All functioning desktops were updated so that they could be used as backups for the staff or any other locations needed.
- Move all unused hardware and equipment out of the server room in the computer lab to ensure better ventilation and use of the space.

## **III. Public Computers**

- Create icons with direct links to all library online resources and place them on the desktop. This helps users to find things faster without having to “google” everything they are looking for.
- Update all software. This includes Windows updates, Anti-Virus, Microsoft Office, Web browsers, Java, Adobe Flash, Adobe Reader, etc.
- Adjust settings on Firewall to correct errors with Envisionware software and others applications like Java and Adobe Flash
- Set the computers to turn on automatically at 7:30 AM in the morning. The computers will be shut down after closing hours automatically by the main server.

**Jose Silva**  
Computer Coordinator  
Holyoke Library

**IV. Staff Computers**

- Install and configure updates (windows, antivirus, java, flash, browsers)
- Troubleshoot hardware, software, network connection and printer access issues
- Troubleshoot 3M RFID hardware and software
- Help staff with email migration

**V. Goals**

- Once we achieve to have all the public computers at the lab and in the classroom running smoothly and updated with the new version of Envisionware we can start gathering information from the users to have a better understanding of what they need. That will help us design and create any different type of classes or workshops that we can offer to the public in the near future; for example, how to create email accounts, general computer use for beginners, basics of Microsoft word, web browsing, etc.

**Jose Silva**  
Computer Coordinator  
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<b>Circulation by Owning Library</b>	<b>Jul-13</b>	<b>Aug-13</b>	<b>Sep-13</b>	<b>Oct-13</b>	<b>Nov-13</b>	<b>Dec-13</b>
Audio (Compact discs (not CD-ROMs),	372	332	300	128	384	397
Books	3,178	2,982	2,270	1,689	3,828	3,987
E-books	1	0	0	0	0	1
Materials in electronic format	0	0	0	0	0	0
Miscellaneous (e.g. ebook readers, kits,	9	1	3	2	5	5
Video cassettes/discs/DVD	1,748	1,908	1,574	527	1,568	2,300
Volumes of Print Periodicals, Newspaper	36	30	47	12	100	53
Unknown or Pre-Cataloged	20	9	9	2	3	13
<b>Total</b>	<b>5,364</b>	<b>5,262</b>	<b>4,203</b>	<b>2,360</b>	<b>5,888</b>	<b>6,756</b>
<b>Circulation by Circulating Library</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Audio (Compact discs (not CD-ROMs),	263	296	273	150	360	390
Books	2,474	2,247	1,619	1,410	3,461	3,693
E-books	1	0	0	0	0	1
Materials in electronic format	4	11	14	18	13	5
Miscellaneous (e.g. ebook readers, kits,	10	4	12	3	10	4
Video cassettes/discs/DVD	1,679	1,806	1,501	522	1,564	2,408
Volumes of Print Periodicals, Newspaper	25	20	19	9	90	53
Unknown or Pre-Cataloged	22	12	17	2	13	13
<b>Total</b>	<b>4,478</b>	<b>4,396</b>	<b>3,455</b>	<b>2,114</b>	<b>5,511</b>	<b>6,567</b>
<b>Circulation by Patron Types</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Adult	2,796	2,810	2,372	1,360	3,285	4,317
Circulation Clerk	6	38	16	3	20	8
Circulation Manager	7	42	14	9	10	8
Handicapped	1	1	1	0	0	2
ILL	7	6	16	6	10	11
Institution	7	12	14	0	16	24
Juvenile	843	510	369	308	1,107	1,119
Senior Citizen	656	710	570	379	857	893
Young Adult	130	199	55	49	171	158
AIC Distance Learning	0	0	0	0	0	0
Anna Maria Student	0	0	0	0	1	0
HCC Student	0	4	0	0	1	0
STCC Faculty	0	0	0	0	0	1
Patrons	3	0	0	0	0	0
Adult Decertified	0	0	0	0	4	5
Juvenile Decertified	0	5	0	0	0	0
Student	4	0	0	0	24	21
Special	0	0	0	0	1	0
Temporary Adult	0	0	0	0	0	0
Branch Manager	0	0	1	0	0	0
Homebound	0	0	0	0	0	0
Local System Administrator	0	0	0	0	4	0
<b>Total</b>	<b>4,460</b>	<b>4,337</b>	<b>3,428</b>	<b>2,114</b>	<b>5,511</b>	<b>6,567</b>
<b>Circulation by Patron Home Library</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
AIC Shea Library	0	0	0	0	0	0
AMC Mondor-Eagen Library	0	0	0	0	1	0
Agawam Public Library	0	0	1	21	14	1
Amherst Jones Library	18	17	37	0	42	58
Belchertown Clapp Memorial Library	2	0	12	14	8	5
Bernardston Cushman Library	0	0	5	0	0	0
Chicopee Fairview Library	0	0	0	3	5	0
Chicopee Falls Library	0	0	0	0	0	0
Chicopee Main Library	85	66	80	49	156	125

Deerfield Tilton Library	12	21	6	0	3	1
East Longmeadow Public Library	1	0	0	2	37	27
Easthampton Emily Williston Memorial L	30	14	12	2	14	37
Florence Lilly Library	9	0	2	2	1	10
Granby Free Public Library	6	1	0	0	0	22
Greenfield Public Library	0	1	4	0	7	5
Hadley Goodwin Memorial Library	3	0	0	0	1	5
Hampden Free Public Library	0	0	0	0	0	0
HCC Library	0	4	0	0	1	0
Hatfield Public Library	0	0	0	0	1	0
Holland Public Library	0	0	0	0	12	4
Holyoke Public Library	3,870	3,884	3,066	1,881	4,807	5,730
Longmeadow Richard Salter Storrs Libr	2	1	3	0	0	1
Ludlow Hubbard Memorial Library	0	0	0	0	0	10
Lunenburg Public Library	0	3	0	0	0	0
MA Certified Library	14	14	23	11	19	27
Monson Free Library	0	0	2	0	2	3
Montague Center Library	2	8	8	2	8	0
Northampton Forbes Library	56	31	5	6	18	35
Northfield Dickinson Memorial Library	0	0	0	0	2	0
Orange Wheeler Memorial Library	1	0	0	0	0	0
Out of State Library	0	0	0	0	1	1
Palmer Public Library	0	0	0	0	0	6
STCC Library	0	0	0	0	0	1
Shelburne Falls Arms Library	0	0	0	0	3	11
Shrewsbury Public Library	0	0	0	0	2	0
South Hadley Public Library	5	10	10	11	53	61
Southampton Edwards Public Library	16	9	12	21	25	47
Southwick Public Library	0	0	0	0	0	0
Springfield Brightwood Branch	1	0	0	0	0	0
Springfield East Forest Park Branch	3	3	0	5	3	3
Springfield East Springfield Branch	113	84	32	15	28	78
Springfield Forest Park Branch	0	5	0	0	0	6
Springfield Indian Orchard Branch	0	5	5	3	3	1
Springfield Main Library	126	83	52	15	86	69
Springfield Mason Square Branch	0	0	0	0	0	2
Springfield Pine Point Branch - Closed f	9	0	4	1	1	20
Springfield Sixteen Acres Branch	6	1	2	0	30	9
Sunderland Public Library	0	0	0	0	0	0
Turners Falls Library	0	0	0	0	12	24
Ware Young Mens Library	0	0	0	0	0	11
Warren Public Library	0	0	0	0	6	0
West Springfield Public Library	74	85	71	34	62	50
Westfield Athenaeum	8	46	1	16	37	61
Williamsburg Meekins Public Library	0	0	0	0	0	0
Winchendon Beals Memorial Library	6	0	0	0	0	0
Worcester Main Library	0	0	0	0	0	0
<b>Total</b>	<b>4,478</b>	<b>4,396</b>	<b>3,455</b>	<b>2,114</b>	<b>5,511</b>	<b>6,567</b>
<b>Items Sent to Fill Holds</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Total</b>	<b>1,010</b>	<b>969</b>	<b>924</b>	<b>290</b>	<b>713</b>	<b>705</b>
<b>Items Received to Fill Holds</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Total</b>	<b>567</b>	<b>562</b>	<b>601</b>	<b>358</b>	<b>511</b>	<b>625</b>

<b>Circulation by Owning Library</b>	<b>Jan-14</b>	<b>Feb-14</b>	<b>Mar-14</b>	<b>Apr-14</b>	<b>May-14</b>	<b>Jun-14</b>	<b>Total</b>
Audio (Compact discs (not CD-ROMs),	414	376					2,703
Books	4,288	4,047					26,269
E-books	0	0					2
Materials in electronic format	0	0					0
Miscellaneous (e.g. ebook readers, kits,	6	6					37
Video cassettes/discs/DVD	2,277	2,129					14,031
Volumes of Print Periodicals, Newspaper	84	91					453
Unknown or Pre-Cataloged	13	6					75
<b>Total</b>	<b>7,082</b>	<b>6,655</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,570</b>
<b>Circulation by Circulating Library</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Audio (Compact discs (not CD-ROMs),	366	336					2,434
Books	3,898	3,662					22,464
E-books	0	0					2
Materials in electronic format	2	14					81
Miscellaneous (e.g. ebook readers, kits,	9	5					57
Video cassettes/discs/DVD	2,321	2,293					14,094
Volumes of Print Periodicals, Newspaper	66	94					376
Unknown or Pre-Cataloged	16	6					101
<b>Total</b>	<b>6,678</b>	<b>6,410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,609</b>
<b>Circulation by Patron Types</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Adult	4,637	4,334					25,911
Circulation Clerk	3	7					101
Circulation Manager	12	7					109
Handicapped	3	3					11
ILL	9	0					65
Institution	13	0					86
Juvenile	903	940					6,099
Senior Citizen	914	916					5,895
Young Adult	173	195					1,130
AIC Distance Learning	1	0					1
Anna Maria Student	0	0					1
HCC Student	1	0					6
STCC Faculty	1	0					2
Patrons	0	0					3
Adult Decertified	0	0					9
Juvenile Decertified	0	0					5
Student	5	5					59
Special	1	1					3
Temporary Adult	2	0					2
Branch Manager	0	0					1
Homebound	0	2					2
Local System Administrator	0	0					4
<b>Total</b>	<b>6,678</b>	<b>6,410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,505</b>
<b>Circulation by Patron Home Library</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
AIC Shea Library	1	0					1
AMC Mondor-Eagen Library	0	0					1
Agawam Public Library	23	7					67
Amherst Jones Library	30	38					240
Belchertown Clapp Memorial Library	6	41					88
Bernardston Cushman Library	0	0					5
Chicopee Fairview Library	9	2					19
Chicopee Falls Library	7	10					17
Chicopee Main Library	160	165					886

Deerfield Tilton Library	4	3					50
East Longmeadow Public Library	14	0					81
Easthampton Emily Williston Memorial L	60	44					213
Florence Lilly Library	34	26					84
Granby Free Public Library	9	18					56
Greenfield Public Library	5	7					29
Hadley Goodwin Memorial Library	12	7					28
Hampden Free Public Library	0	3					3
HCC Library	1	0					6
Hatfield Public Library	1	1					3
Holland Public Library	0	0					16
Holyoke Public Library	5,651	5,347					34,236
Longmeadow Richard Salter Storrs Libr	0	0					7
Ludlow Hubbard Memorial Library	22	12					44
Lunenburg Public Library	0	0					3
MA Certified Library	19	14					141
Monson Free Library	0	0					7
Montague Center Library	0	32					60
Northampton Forbes Library	115	47					313
Northfield Dickinson Memorial Library	0	0					2
Orange Wheeler Memorial Library	0	0					1
Out of State Library	0	0					2
Palmer Public Library	26	18					50
STCC Library	1	0					2
Shelburne Falls Arms Library	9	0					23
Shrewsbury Public Library	0	0					2
South Hadley Public Library	57	65					272
Southampton Edwards Public Library	40	73					243
Southwick Public Library	0	9					9
Springfield Brightwood Branch	1	1					3
Springfield East Forest Park Branch	5	0					22
Springfield East Springfield Branch	74	63					487
Springfield Forest Park Branch	9	39					59
Springfield Indian Orchard Branch	14	9					40
Springfield Main Library	56	44					531
Springfield Mason Square Branch	8	20					30
Springfield Pine Point Branch - Closed f	16	3					54
Springfield Sixteen Acres Branch	9	16					73
Sunderland Public Library	4	3					7
Turners Falls Library	0	0					36
Ware Young Mens Library	8	12					31
Warren Public Library	0	0					6
West Springfield Public Library	43	62					481
Westfield Athenaeum	113	147					429
Williamsburg Meekins Public Library	2	0					2
Winchendon Beals Memorial Library	0	0					6
Worcester Main Library	0	2					2
	6,678	6,410					39,609
<b>Items Sent to Fill Holds</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
	880	725					6,216
<b>Items Received to Fill Holds</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
	777	708					4,709

HPL minutes

## **APPENDIX C**



## Archivist's Report

11 March 2014

ecrosby@holyokelibrary.org

### Activities

- Usage of the History Room through visits and remote inquiries has been steady. The number of patrons with complex research questions has increased, as have the number of novice genealogy researchers. We often provide Ancestry database tutorials for the latter. Anecdotal evidence (not tracked) suggests that there has been a significant increase in the number of family groups coming to the HHR for genealogical research (as opposed to individuals).

In general, tracking usage since the move has been difficult because many in-person visits to History Room, especially in November and December, were from people who were simply visiting the new library. These first-time visits have now tapered off and we have become better at distinguishing brief walk-through visits from research visits in our data. The strong numbers for February (in spite of numerous snowstorms) are an accurate reflection of how busy we have been serving patrons. Research visits increased in spite of the numerous snowstorms.

*(Due to illness today - 3/11 - I cannot include data here. I will send along a revised report with data for board members and for the minutes as soon as I am able).*

- We continue to work to get the collections better organized and easier to access. Training volunteers in processing procedures has been challenging because we have been so busy with patrons.

### Events

The first two talks in the History Room Speaker Series were well attended and well received. Jim Sheehan's talk, postponed to February 19 in the afternoon, brought in 20 people. A surprise snowstorm kept many away who had intended to come. The talk has been airing on Channel 12, however, and appears to have reached a great many viewers. We're hoping to have Jim back sometime in the coming year. Charlie Lotspeich's 6 p.m. talk was more widely promoted and brought in 40 people.

Our next speaker appears on April 2 at 6 p.m. ("The Olmsted Brothers' Landscape Legacy in Holyoke"). There are additional talks scheduled for May 7 and May 21.

### Collaborations and History Room presentations

- On March 3, I co-taught a class session at the History Room with Tzivina Gover of the Care Center. After an introduction to the history of Holyoke, students viewed items from the photograph collection and completed a writing exercise.

- A senior program from Springfield is interested in making a visit and getting an introduction to the history of Holyoke. I am following up.
- A visiting professor from Smith College will be using materials from the History Room in a collaborative art project focused on the New England Trail. Her project brings together Holyoke middle school students and Smith College students. The middle school group will be coming to the History Room in April to choose materials for the project.
- We also provided an impromptu exhibit/display of History Room holdings for the visit of Alex Morse and Steve Kerrigan on February 20<sup>th</sup>.

### **Collection Development**

I have been working with Jeremy on the transfer of circa 40 linear feet of Holyoke Street Railway material from the Springfield History Library and Archives to the History Room. Jeremy has offered to help pick it up with a Zip-van. An additional volunteer to carry boxes (not terribly heavy) may be needed. Maggie Humberston of the Springfield Archives has offered a second collection as well. Once we have decided whether or not to take the second collection, Jeremy and I will schedule the trip.

I am currently working with three additional potential donors of collections.

### **Digital Projects Subcommittee Meeting**

The subcommittee met on March 4. We reviewed what we might do to contribute to eventual digitization of Holyoke's historic newspapers. We also discussed the Boston Public Library's digitization program, which we plan to use to create online access to some of the History Room's other key resources. We meet again on April 16.

### **Cataloging**

Martha Olver and I are continuing work on cataloging and re-cataloging items in the local history collection.