

HPL minutes

Holyoke Public Library Board of Directors Meeting		
8.12.2014	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Tom Barrett, Janet Stupak, Susan Carey, Patrick Leahy, Joan Steiger <i>Financial Manager</i> Andrew Parke, <i>Library Director</i> Maria Pagan, <i>FDA</i> Eric Fiedler	
Not Present	Sandy Ward, Wesley Kulig	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

Announcements	
Manuel Frau Ramos	
Discussion	Manuel is working on a possible partnership with the Boriqua Studies Center at Hunter College.
Diasdado Lopez has offered several videos from La Familia Inc. to the Holyoke History Room.	

President's Report	
Terry Plum	
Discussion	A letter was sent to the Massachusetts Historic Commission regarding the restoration of the murals with a copy to the Holyoke Historic Commission.
The budget for the Library park project is \$200,000. Quotes from the contractors came back at \$350,000 and \$275,000. We are trying to get the contractors to reduce their budgets.	
We have sent a letter to the Historic Commission regarding the McCormick turbine that is currently in the park. So far there has been no response.	
Dr. Abrams wrote a letter proposing that the HPL fill in for laid off librarians at the Holyoke schools. Morgan School is one of the proposed sites. Terry and Maria will discuss the proposal with Dr. Abrams.	

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Terry would like to schedule a planning retreat for the coming year in September.

Finance Committee & Treasurer's Report

George Mettey

Discussion	The library ended June with a cash position of \$34,196, which was due to the paydown of the City loan.
Operating P&L statement shows a year to date loss of \$63,607.	
The IMLS grant for \$100,000 came in during June but was not posted in June.	
The LEED grant of \$120,000 is pending certification.	
A proposed budget for FY15 has been prepared. Several items from the budget were discussed.	
See Appendix A for full report	

Personnel Report

Bellamy Schmidt

Discussion	Nothing to report.
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HPL Realty

Bellamy Schmidt

Discussion	Bellamy proposed that we use endowment funds to help pay down the city loan.		
Motion		Person Responsible	Second
That the Board approves a transfer of \$625,000 from the endowment for use in paying down the city loan. Approved		Bellamy Schmidt	Tom Barrett

Director's Report

Maria Pagan

Discussion	Statistics for July have been emailed.
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Mark Sullivan sent a quote from Cote for preventative maintenance on the HVAC system.		
The computer coordinators have conducted several workshops and helped negotiate better internet service and speed.		
The Green Cleaning Policy has been submitted to the Green Engineer.		
Maria is working on state Annual Statistics report which is due August 22 nd .		
Maria proposed that we buy original prints taken by Chuck Abel for the MA Historic Commission for \$1000.		
The Summer Reading Program was successful. There were 74 programs in 5 weeks. 260 children registered. Attendance count for all summer programs totaled 1,979.		
See Appendix B for full report		
Motion	Person Responsible	Second
That the Board approves \$1000 to purchase photographic prints. Approved. with 1 opposition.	Susan Carey	Joan Steiger

Archivist Report	
Eileen Crosby	
Discussion	See Appendix C for full report

Long-Range Investment Committee's Report	
Tom Barrett	
Discussion	Reports were sent to the Board via email.

Friends Report	
Tim Damon	
Discussion	The Friends will be producing a Christmas ornament of the H.H. Richardson train station.
The Friends Annual Cocktail Party is Sept 20.	

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Tim will be meeting with Andrew to finish the 990s once he returns from vacation.

FDA Report

Eric Fiedler

Discussion	The Nov. 20 th event is “coming into focus”. It will be called “A Night at the Library”. The goal is to raise \$30,000.
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Orders for bricks have been coming in. We have received around 100 orders: \$15,000 for large and \$7,000 for small bricks.

Valley Gives is happening in December. We will need to come up with a message and not compete with our annual appeal.

OLD BUSINESS

Lynch School

Jeremy Smith

Discussion	We will be donating about half of the material left over at Lynch School to Eco Building Bargains in Springfield.
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Motion made and seconded to adjourn at 6:13.

NEXT MEETING

Tuesday September 9 at 4:30pm

Home of Terry Plum, 70 Pinehurst Road, Holyoke, MA

Retreat will immediately follow.

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APPENDIX A

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Report of the Treasurer August 7, 2014

The Holyoke Public Library Finance Committee has prepared a budget for the continued operation of the Library for consideration of the Board.

During the month ended June 30, 2014 the Holyoke Public Library's cash position closed at \$34,196.

The operating profit and loss statement shows a year to date loss of \$8,455. The Finance Committee has received the transfer of an additional \$35,000, reflected in this P&L statement.

Transfer of endowment funds from MorganStanleySmithBarney, at the recommendation of the Long-Term Investment Committee, settled prior to July 1. However, the adjusting entries for the endowment balance were not posted as transactions at month end are still settling. March and April entries have been passed due to settlements for dividends receivable and changes in value during the liquidation process for the transfer from MSSB to Rockefeller. As of May 30, the cash value of the endowment was \$6,332,886.

The Massachusetts Cultural Facilities Council grant has been received by the Library in the amount of \$246,420, and the IMLS grant has been submitted and is pending receipt in the amount of \$100,000. The LEED grant of \$120,000 is pending certification of the building's energy efficiency. Receipt of these grants will assist in the paydown of the City loan.

Respectfully submitted,

George Mettey, Treasurer

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APPENDIX B

Library Director's Monthly Report August 12, 2014

FYI/Requests

- **Statistics summary**—enclosed
- **HVAC contract**—Last week I received a copy for HVAC maintenance contract that was sent to D.A. Sullivan. I asked for a new quote.
- **Computer Coordinator**—Jose E Cartagena-Ortiz who started Monday, July 7th, started several workshops—computers, electronic resources, Spanish for English speakers, and is working on other workshops for the coming months. Jose Figueroa has been updating computer software and negotiating for better service for internet speed and other computer related items.
- **Park Renovation**—I believe the bidding documents went out. Waiting for a revised plan.
- **Library Budget**—Andrew has a draft.
- **LEED Points**—I submitted the Green Cleaning Policy to the Green Engineer. They are waiting for the Green Power documents.
- **State's Annual Statistics Report**—I'm working on the report that is due August 22nd.
- **Library pictures**—I would like to buy the pictures taken by Charles Abel to fulfill the MA Historical Commission requirement of Construction Project photographic documentation—21 photos, \$1,000
- **Other Maintenance Contracts**—Aruba wireless--\$510; DeepFreeze--\$1,012; Elevator--\$215/mo; 3M--\$17,000+; HVAC over \$2,000;

Outreach/Programs

- **Summer Reading Program**—This Summer we had 74 programs in 5 weeks. 260 children registered for the Summer Reading Program the first week; 322 reading logs were returned; 1,979 participated in all programs; 35 students completed the 5 weeks Summer Reading Program and the party.
- **Farmer's Market**—Jason participated in the Farmer's market
- **Morgan School**—Jason, Nathan and I visited to Morgan School.

Announcements/Reminder—

- **Next meeting** – Tuesday, September 9, 2014 at 4:30pm
- **Nuestras Raices**—Community Fall Festival, Saturday, September 27 from 12 noon to 6pm
- **Salute to Holyoke**—Tuesday, Sept. 16 from 4pm-6pm at the Big E.

- **Money Conference**—Sat., Oct 11 from 9am-3pm, the State Treasury is looking for public libraries to stream the conference for those who cannot attend the conference at UMass Boston.
- **Annual meeting**—October. Need date and nominating committee.

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APPENDIX C

Holyoke History Room
Archivist's Report
12 August 2014

1. Activities

Usage of the History Room has remained, on average, steady, with some very quiet days and some extremely busy ones. We continue to field a wide variety of inquiries. Volunteers and I are both using the quieter times to work on large organizing and re-organizing projects.

We held four Genealogy Drop-in Sessions in July. These are not classes, but sessions that allow people to work independently and get one-on-one help from more experienced volunteers and researchers. Attendance was good, but not overwhelming, and we had several repeat participants. They are interested in our plans to restart this in the fall and people who could not come in July have expressed interest. I am polling volunteers to see who might be able to assist at a series of fall sessions that would take place later in the day, e.g., 4:00 -7:00 p.m.

Our Simmons intern completed her projects in July. Kristin Van Patten drafted a training and procedures manual and helped with oral history program planning. If her schedule allows, she will return for some activities related to the oral history program on a volunteer basis.

I will be on vacation the week of August 11. Carla and Michael have received some training in overseeing the History Room and will have plenty of assistance from volunteers. The new manual will be very useful.

The ScanPro 2000 microfilm reader printer is in need of repair and has been taken to AMS in RI for that. The repair will be covered under our service contract.

2. Projects and Upcoming Events

Planning for a short fall lecture series has been underway for some time. I aim to have three speakers on 3rd Wednesdays, in September, October, and November, 6:30-7:45. Our first guest speaker--September 17th--will be Sarah Campbell of Greenfield, who has researched the Wall brothers of Holyoke and their service in the Civil War. Sarah is an experienced genealogy researcher and by profession a municipal records manager. I will submit a press release later this month.

Next Stop Holyoke is the name for the city-wide events that will take place October 11-12. The History Room is scheduled to be in the Community Room for the day, inviting people to get their photographs scanned, contribute to a Holyoke memory board (and perhaps record some memories), and participate in identifying historic photos (“Where was this picture taken?”). People will be invited to bring in their own mystery Holyoke photos for others to examine. The latter two activities will begin on our Facebook page and website and will continue there after the event.

We will also be promoting our October 18 event: Home Movie Day—a day to submit home movies in obsolete formats for public viewing. Participants will submit movies in the morning and a selection of those will be shown in the afternoon. Jeremy Smith is leading this event.

We expect to receive our digitized materials back from the Boston Public Library Digitization Lab later this month. We will be sending additional bound items to be digitized at that time. I will be submitting a separate report to the Board on this project later this month.

The oral history program became bogged down during the summer. We have been waiting for weeks for a critical piece of equipment--a good digital recorder—to ship. Since it continues to be on backorder, we are substituting a different recorder. I plan to schedule an in-house workshop on interviewing and to be contacting our first interviewees within the month. If any board members are interested in attending the workshop, please contact me.