

HPL minutes

Holyoke Public Library Board of Directors Meeting		
9.9.2014	4:30pm	Home of Terry Plum
Present	<i>Board Members:</i> Terry Plum, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, George Mettey, Tom Barrett, Janet Stupak, Susan Carey, Joan Steiger, Sandy Ward <i>Library Director</i> Maria Pagan	
Not Present	Wesley Kulig, Patrick Leahy	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report		
Terry Plum		
Discussion	Dr. Abrams wrote a letter proposing a relationship between HPL and Morgan School for after-school library hours. Terry and Maria will follow up, since early childhood literacy is important to HPL.	
The Annual Corporators meeting will take place October 14. The regular Board meeting will be at 5-6:30, Corporators meeting at 4-5.		
Board Nominations: There is one slot available on the city side and one on the corporator side (Wesley has resigned). We will need a treasurer because George is stepping down. Susan and Manuel have joined the Nominating Committee.		
Motion	Person Responsible	Second
That the Board appoint Susan and Manuel to the nominating committee. Approved.	Terry Plum	George Mettey

Finance Committee & Treasurer's Report			
George Mettey			
Discussion	The library ended June with a cash position of \$48,000.		
See Appendix A for full report			
Motion		Person Responsible	Second

HPL minutes

That the Board approve the FY 15 budget. Approved.	George Mettey	Bellamy Schmidt
--	---------------	-----------------

Personnel Report	
Bellamy Schmidt	
Discussion	Nothing to report.

HPL Realty	
Bellamy Schmidt	
Discussion	In Sept HPLC paid down the \$1.165 Million balance of the City Loan (original amount \$12.577 million). We are now free of debt. To make the payment we used grant money collected this year, as well as a \$614,000 loan from the endowment. Much of that loan will be recouped as we make future collections of grant and pledge funds (est. \$425,000). Net, the endowment will contribute \$189,000 to the project.

Director's Report	
Maria Pagan	
Discussion	The AC is up and running. We are in discussions with Cote to do 3 visits a year for maintenance. The cost is \$1500 plus filters and belts.
Enchanted Circle is doing a storm drain art project throughout the city. Two pieces will be at the library.	
See Appendix B for full report.	

Archivist Report	
Eileen Crosby	
Discussion	See Appendix C for report

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

OLD BUSINESS

Lynch School

HPL minutes

Jeremy Smith	
Discussion	Half of the leftover material was taken by Eco Building Bargains. There is still shelving, some broken chairs, etc. The library materials (AC filters, artwork holders) need to be moved. Maria suggested the DPW barn on Canal St.

Motion made and seconded to adjourn at 5:41

NEXT MEETING

Tuesday October 14 at 5:00pm

HPL minutes

APPENDIX A

HPL minutes



Report of the Treasurer September 8, 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 \$48,411. The current cash position is adequate for operation of the Library under last year's budget. The cash position may need to be revisited in the next ninety days.

No comparative statement of profit and loss will be distributed at this meeting. One will be provided pending approval of the budget.

The Fiscal Year 2015 Budget is presented for your review and consent. Additional expenses relative to the new building have resulted in an increased draw from the endowment of \$260,000 per year; however, this is a minimal increase from last year's actual sum. State Aid has increased per the Massachusetts Legislature by nearly \$20,000. The Operating Budget now shows fundraising income and expenses for FDA, reflecting the conclusion of the Capital Campaign. A \$15,000 reserve, required by our contract with MHIC, has been added to the operating expenses proposed for FY2015. This reserve will be transferred to HPL Realty and may be accessed for needed building repairs and improvements and equipment purchase. We expect increased interest income from the decision of the Long-Term Investment Committee to hold our cash reserves for operations at Peoples Bank instead of with the investment company.

Respectfully submitted,

George Mettey, Treasurer

HPL minutes

APPENDIX B

Library Director's Monthly Report September 9, 2014

FYI/Requests

- **Statistics summary**—enclosed
- **HVAC contract**—Have a quote from Cote. Three visits per year at \$1,500 each plus filters and belts.
- **Computer Coordinator**—Jose E Cartagena-Ortiz continues offering several workshops—computers, electronic resources, Spanish for English speakers, and will be adding English for Spanish speakers.
- **Park Renovation**—Waiting for a revised plan.
- **Library Budget**—Andrew met with Finance Committee and completed the budget document to be presented to the Board for approval.
- **LEED Points**—Waiting to hear from Green Engineer.
- **State's Annual Statistics Report**—State annual report was send to MBLC and a copy was email to Board members.
- **Library Journal**—November's issue of Library Journal features library construction projects. With the help of Bellamy and others, I completed and sent out the questionnaire for the Holyoke Public Library project to be included.
- **Storm Drain Art**—Enchanted Circle Theater along with other organizations are integrating art and science. Through the program Storm Drain Art and Advocacy they are painting 7 drains with art as a way of educating people about water pollution. Two of the 7 drains will be at the parking lot.
- **My computer**—City IT will replace my computer.
-

Outreach/Programs

- **Backpack Safety**—Thursday, September 18th at 3pm, presented by BayPath.
- **Friends' Cocktail/Gala party**—Saturday, September 20th at 6pm
- **It's Not About the Hike**—Tuesday, October 14th at 6:30pm
- **Northrup:12 years slave**—Saturday, October 25th
- **Book Discussion**—Friday, October 31st at 6pm -- "Puerto Ricans in the Dawn of the Millennium" presented by Hunter College (CUNY) at 6pm
-

Announcements/Reminder—

- **Salute to Holyoke**—Tuesday, Sept. 16 from 4pm-6pm at the Big E.
- **Nuestras Raices**—Community Fall Festival, Saturday, September 27 from 12 noon to 6pm
- **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.
- **Next meeting** – Tuesday, October 14, 2014 at 4:30pm???

APPENDIX C

Archivist's Report
9 September 2014

Eileen Crosby
ecrosby@holyokelibrary.org
413.420.8107

1. History Room usage has been steady. We have assisted a number of patrons with substantial research projects and many people working on family history. I will provide quarterly statistics next month.
2. I have been working more intensively to train some volunteers in the processing of historical materials.
3. The essential equipment for the oral history program has arrived. **A workshop with emphasis on interviewing and recording interviews will take place on September 22 from 2:00-5:00 in the History. Library board members and staff are welcome to attend,** especially if they are considering volunteering to conduct an interview for the program. The workshop will be most useful for potential interviewers, not potential interviewees. Please let me know if you would like to join us (or if you can't join us, but want to be involved).
4. Event planning for the fall and spring is in full swing.
 - We are sponsoring a lecture on Wed., Sept 17, at 6:30 p.m.: Sara Campbell: "The Wall Family of Holyoke: Using Genealogical Research to Tell the Story of Civil War-Era Irish Immigrants".
 - For Saturday, October 11, we have organized and are hosting Holyoke Memories Day in conjunction with Passport Holyoke. (The latter is calling this year's city-wide event Next Stop Holyoke.) A description of our event is below. Please let family and friends know and consider coming by yourself to help us identify mystery photos or to leave a story/memory.

Holyoke Memories Day at the Holyoke Public Library
Saturday, October 11, 10:00 – 3:00.

Join Holyoke History Room staff and volunteers at our Mystery Photo, Memories, or Scanning Stations. Come try to identify the location of one of our historic photographs or bring a mystery photo of Holyoke of your own. Next, if you don't have a scanner or at home, stop by the Scanning station for up to 5 scans of your family's photos. Then sit around our Memories table and record or dictate a memorable moment from your life in Holyoke. Event takes place in the Library Community Room. Free and open to the public.

We are still looking for volunteers to hang out in the Community Room for an hour (more or less) and talk to visitors on October 11. Anyone with 20+ years of Holyoke recollections who is comfortable talking to people is qualified.

- **Holyoke Home Movie Day** is scheduled for the next week, October 18. Jeremy is working on a promotional flyer.

5. I created a History of the Library page on the HPL website, with assistance from PiperWebs, and am in the process of revising it after input from Terry.

6. Environmental conditions

- a) Temporary environmental monitoring devices were installed in the History Room in August under the MBLC program. I believe Maria knows their locations.
- b) I would like to know if the data collected on the environment of the Compact Shelving Area by the HVAC system is being recorded and stored. *If not, can it be easily set up to record temperature and humidity? It would be ideal if we had ongoing monitoring of this area and we may have the capacity to do that already.* I would need to work with someone to download and store the data periodically.

6. Room, furnishings, equipment

- a) Patrons are having difficulty using the traditional microfilm readers in the morning due to glare. I have contacted Donnegan systems to price anti-glare film and/or hoods.
- b) More than one paper item has slipped under the bookshelves in the Reading Room. I would like to ask Tom about installing some inconspicuous weather-stripping (or equivalent) to prevent loss of or damage to document.

7. Digitization: I have been told verbally that the BPL has finished scanning the materials we sent. We are waiting for them to finish post-processing tasks and return the items. When they are returned, I will find out more about what we need to do next to get our items into the online repository. I will include that information in my report to the Board.