

HPL minutes

Holyoke Public Library Board of Directors Meeting		
3.10.2015	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Sandy Ward, Jeremy Smith, Bellamy Schmidt, Joan Steiger, Susan Carey, Janet Stupak, Tom Barrett <i>Library Director</i> Maria Pagan	
Not Present	Patrick Leahy, Manuel Frau-Ramos, Miguel Vasquez	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	We had a good financial workshop with Andrew last month.
We have a winning landscape design bid from J&L for the park renovation.	
The remote participation issue is on hold.	
The Hunter College Memorandum of Understanding went back to them for revisions.	
The Future Begins Here is looking for auction items. Please send any suggestions to Christine Alger.	

Finance Committee & Treasurer's Report	
Tom Barrett	
Discussion	The finances are "humming along".
No report this month.	

Personnel Committee Report	
Maria Pagan	
Discussion	Interviews will start next week for the Library Assistant position.
The staff performance reviews will begin next week.	

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Director's Report		
Maria Pagan		
Discussion	The paint job in the adult fiction rooms should be finished by next week.	
No new roof leaks have been reported. Capeway Roofing will be here to inspect.		
St. Paul's Episcopal church is willing to host and store a book sale for the library.		
March 18 th is the Chamber of Commerce St. Patrick's breakfast at the Log Cabin.		
See Appendix A for full report.		
Motion	Person Responsible	Second
To pursue a book sale with St. Pauls. Approved	Bellamy Schmidt	Tom Barrett

Long-Range Investment Committee Report	
Thomas Barrett	
Discussion	No new withdraws from the endowment other than those planned.

HPL Realty Report	
Bellamy Schmidt	
Discussion	We are struggling to complete the annual audit.

Development Committee Report	
Terry Plum	
Discussion	The Development Committee will check up on pledges from the fall fundraising dinner.

Archivists Report	
Eileen Crosby	
Discussion	See Appendix B for report.

OLD BUSINESS

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Goals for 2015	
Terry Plum	
Discussion	Ongoing

Corporators	
Joan Steiger	
Discussion	Ongoing.

HPL Policies	
Janet Stupak	
Discussion	Ongoing.

Future Begins Here		
Terry Plum		
Motion	Person Responsible	Second
To purchase a Board table at the Future Begins Here for \$500. Approved	Bellamy Schmidt	George Mettey

Staff training funds	
Terry Plum	
Discussion	We have \$2200 a year. We have spent \$91 so far this year.

Amazon Smile	
Terry Plum	
Discussion	An email notice went out with a typo identifying Enchanted Circle Theater as the recipient of Amazon Prime funds. A new email with the correct information was sent out.

NEW BUSINESS

Nominating HPL for award	
Terry Plum	
Discussion	The Holyoke Historical Commission has an award each year for local projects. The President asks if should we nominate the renovated Library Building.

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Motion	Person Responsible	Second
To nominate the building for a Historic Preservation Award. Approved	Joan Steiger	Sandy Ward

Literacy and the library	
Terry Plum	
Discussion	A discussion was held on the role of the library on improving literacy in Holyoke. No conclusions were reached.
Susan will discuss this issue with the Assistant Superintendent.	

Motion made and seconded to adjourn at 6:08.

NEXT MEETING

Tuesday April 14 at 4:30 at the Holyoke Public Library at City Hall.

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APPENDIX A

Library Director's Monthly Report March 10, 2015

FYI/Requests

• Statistics summary—

Holyoke Items in Circulation		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15
	Total	8,238	7,560	8,055	7,868	6,209	6,827	5,643	5,349
		Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14
	Total	5,364	5,262	4,203	2,360	5,888	6,765	7,082	6,655

	Visits	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15
	Total				11,427	10,568	11,354	9,318	
		Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14
	Total	3,804	4,228	4,576	3,978	5,609	10,884		

Programs/Attendance	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan 2015	Feb-15
	61 /	16 /	37 /	36 /	22 /	31 /		
Total	1,742	207	306	590	347			
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan 2014	Feb-14
	46 /	10 /	32 /	11 /	49 /	35 /	26 /	
Total	731	293	398	242	676	452	264	

- **Park Renovation**—Two bids came in. We will need to go back to Community Development and ask for more money.
 - **Paint job for fiction rooms**—Northeast Painting have been working on both rooms. Wall were scraped, cleaned, patched, sanded, coated with compound, mesh were put in place, two coatings of compound were put on top of mesh. They will sand, prime and paint the NuWal.
- Roof/leaks** -- Capeway Roofing Systems staff were here last week. They cleared some snow from a small area of the gutter and terra cotta roof. They will be back tomorrow, Wed., 3/11 to do a water test, weather permitting.
- **Staffing needs** – From 25 Library Assistant applicants, Personnel Administrator forward 7. I will be meeting with them next week.

- **Book Sale Opportunity** – St. Paul Episcopal Church is willing to help the Friends Group with a book sale to benefit the library.
- **Performance review** – meeting with individual staff members tomorrow, 3/11, all day

Programs / Outreach

- **Northeast Sustainable Energy Association (NESEA)** Student Design Competition Exhibit – Now until March 21st
- March 11 at 6pm – “The Beatles: Band of the 60s” with Aaron Krerowicz
- March 16 at 7pm – “Irish Music” with Tom O’Carroll
- March 21 at 1pm – “Irish Magic Show” with Debbie O’Carroll
- April 18 at 10am – “Musical Petting Zoo” with Springfield Symphony
- April 18 at 1pm – “Lost Radio Rounders” with Tom and Mike
- April – Multi-Arts – Family Art project
- **Multi-Arts** – Children Art Exhibit in April or May
- **Stephen Lewis** – “Not in Anybody’s Backyard: Latin American Posters” in July-August

Announcements/Reminder—

- **Next meeting** – Tuesday, April 14, 2015 at 4:30pm
- **Chamber of Commerce St. Patrick’s Breakfast** — March 18 at Log Cabin at 7:30am
- **Chamber of Commerce Table Top Expo** – March 25th at Log Cabin

Workshop Assistance Log February 2015

Workshop/Activity	Dates ofered	By	Language	Participant Per Day	Participants per Workshop & Activity	Participants in the month
Lear Spanish	2/4/2015	José Cartagena		9	30	39
	2/11/2015	José Cartagena		6		
	2/18/2015	José Cartagena		7		
	2/25/2015	José Cartagena		8		
One-On-One Tech Tutoring	2/5/2015	Jose Figueroa	ING & SPN	1	2	
	2/14/2015	Jose Figueroa	ING & SPN	0		
	2/18/2015	Jose Figueroa	ING & SPN	1		
	2/28/2015	Jose Figueroa	ING & SPN	0		
e-readers Set Up	2/7/2015	José Cartagena	ING & SPN	0	0	
	2/21/2015	José Cartagena	ING & SPN	0		
Computer basics	2/3/2015	José Cartagena	SPN	0	0	
	2/5/2015	José Cartagena	ING	0		
The Web For Bginers	2/10/2015	José Cartagena	SPN	0	1	
	2/12/2015	José Cartagena	ING	1		
Email For Bginers	2/17/2015	José Cartagena	SPN	2	3	
	2/19/2015	José Cartagena	ING	1		
Social Media For Bginners	2/24/2015	José Cartagena	SPN	0	0	
	2/26/2015	José Cartagena	ING	0		
Word Basics	2/13/2015	José Cartagena	SPN	2	2	
	2/13/2015	José Cartagena	ING	0		
PowerPoin Basics	1/26/2015	José Cartagena	SPN	1	1	
	1/26/2015	José Cartagena	ING	0		
Library Online Resources	1/16/2015	José Cartagena	ING	Snow Day	0	
	1/30/2015	José Cartagena	SPN	0		

Children's Room Monthly Report For March 2015 Library Board Meeting

- The children's department has been offering ongoing story times every Monday and Wednesday morning along with Tuesday evening.
- We are also continuing our weekly craft and BINGO sessions.
- Lawrence School comes every Tuesday and Thursday morning along with Wednesday afternoons for class visits.
- Staff is conducting community outreach each month with traveling story times to local pre-schools and day cares.
- Local Girl Scout troops have been using the children's activity room several times a month for their meetings.
- The Boys and Girls Club brought a group of children for a tour.
- Teens and children from the SPED program came in five times this past month for tours and story times.
- Plans are starting to be made for this year's Children's Room Summer Program.

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APPENDIX B

1. Events and Outreach

Our two February events were well attended and both generated lively Q&A periods.

- **Wednesday, April 29, 6:00 PM: Joseph Carvalho III, former head of the Springfield Museums**, will be speaking on his research into the early history of black families in Hampden County.
- **Wednesday, May 27, 6:00 PM: Jeremy Smith: Historical Perspectives on Public and Low-income Housing in Holyoke**. We hope to offer another double-bill this evening by inviting someone with good knowledge of the recent history of public housing in Holyoke to speak after Jeremy.
- **Saturday, May 30, c. 10:30 AM: Dr. Elsa Nystrom of Kennesaw University** (Georgia) will be here to discuss and sign her book, *Mad for Speed: The Racing Life of Joan Newton Cuneo* (2013). Holyoke native Joan Newton Cuneo was from 1905 to 1915 "the premier female [automobile] racer in the United States." She was also the daughter of Holyoke builder and entrepreneur John Carter Newton *[corrected]*. Her cousin, **Dick Newton**, a direct descendent of James Hale Newton (another of the industrious Newton brothers and a co-founder of the Library), will be here and will take Dr. Nystrom on a short tour of Newton family history in Holyoke after the talk *[corrected]*. The public will be invited to come along in their own vehicles or pick up a self-guided tour that Dick and I are putting together.
- We are starting to assemble speakers for Fall 2015. Maureen Taylor, the nationally-known author of *The Family Photo Detective* and other books on researching family history through photographs, is scheduled to be here in November.
- **New genealogy series**
The History Room will sponsor a new series of **beginning genealogy workshops** followed by an **open lab** one Monday a month from 4:00 PM – 6:00 PM in the Computer Lab (March 30, April 27, May 18, and June 29). Former volunteer Janet Curley will deliver the workshops; we are collaborating on content. Our Irish genealogy event generated interest in formation of a **genealogy research group**. We are organizing the first gathering on March 30 at 5:00 PM to discuss the shape and direction of the group. It may be that open lab itself will serve the need to connect with others engaged in family history research.
- My all-morning workshop on February 11 for four Springfield Central High U.S. History teachers went well.

2. Staff and interns

- A new beginning archives student at Simmons, Harold Smith, has begun processing the Chamber of Commerce Collection (1.5 linear feet). The Holyoke Chamber is celebrating its 125th year in existence.
- A new volunteer (Betty) will begin training on Thursday afternoons and will assist with projects.
- I have started to introduce David to creating descriptive metadata for our digitized photographs.
- We as yet have no reliable solution to covering lunch breaks on Tuesday and Wednesday. If Michael is out, there is no one to cover.

3. Equipment, furniture, care of space

- **The 8-year-old Brother MultiFunctionCenter**, which we have been using as a scanner, has developed some serious malfunctions and cannot scan at present. I am looking into the problem.
- I am planning to use funds budgeted for the HHR to **order extra metal shelves** for our freestanding supply shelves. Total cost is under \$500.00. It will allow for better and neater organization of supplies. Tom will install them.
- **Would it be possible to place an unused double-side set of bookshelves, about 5.5' x 6', in the History Reading Room?** This would allow us to keep a few more materials accessible in the Reading Room. I am thinking it would fit near the reference desk, where the recycling bin is now. The copier and desk would need to be shifted slightly. We do not have a complete spare set of shelves in storage, so this would need to come from someplace else in the library. We do have spare dark brown end panels.
- I noticed last month that the HHR floor had become very gritty and notified Tom. He did a fabulous job cleaning up the floors with mops and cloths (the vacuum does not seem to work well on the wood floors) and cleaned the rest of the reading room as well. Tom and I will create a regular schedule for this, especially during the winter months. I also need to schedule 2 2-hour slots to work with Tom to thoroughly dust and vacuum the back room and compact shelving areas.

4. Progress continues on the Oral History Project. Two more interviews are scheduled for this month and additional people will be invited to interview next month. I will be consulting with Jose F. and Jeremy on audio preservation. Due to the lack of standards for preservation of digital video, we are concentrating on capturing and preserving audio and will supplement this material with still images and copies of any historical material interviewees care to share. . A camera for capturing these images, as well as an improved microphone set-up are on order and should arrive this week.