

HPL minutes

Holyoke Public Library Board of Directors Meeting		
6.9.2015	4:30pm	Holyoke Public Library
Present	<i>Board Members:</i> Terry Plum, Sandy Ward, Jeremy Smith, Susan Carey, George Mettey, Patrick Leahy, Miguel Vasquez, Manuel Frau-Ramos, <i>Library Director</i> Maria Pagan	
Not Present	Joan Steiger, Janet Stupak, Tom Barrett	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	Approved	

REPORTS

President's Report	
Terry Plum	
Discussion	The president summarized a report on library statistics since the reopening. It will also be sent to the City Council.
The President thanked all who helped with finishing the audit.	
Thanks to Susan and the Friends for the Future Begins Here event.	
Board members have been writing personal notes on some of the library's "Spring Appeal" letters in preparation for mailing.	

Personnel Committee Report	
Maria Pagan	
Discussion	The Assistant Director and Computer Coordinator positions were sent to the Mayor for approval.

Director's Report	
Maria Pagan	
Discussion	The Park renovation project is progressing.
Rene L. Cote & Sons was recently at the library to service the air conditioning system.	
The time clock, with facial recognition, is being ordered.	

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The summer reading program is beginning July 1. Everyday Heroes is the theme.

Library staff have going out to the schools to promote the summer reading program and the library.

See Appendix A for full report and Appendix B for Staff Reports.

Long-Range Investment Committee Report

Terry Plum

Discussion	\$80,000 raised from the Capital Campaign has been transferred to the Endowment held by Rockefeller & Co..
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The library received a donation of roughly \$36,000 in stock, which was also transferred to the Endowment.

HPL Realty Report

Bellamy Schmidt

Discussion	Nothing to report.
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Development Committee

Tom Barrett

Discussion	Tom is looking for newsletter content for the eNewsletter.
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OLD BUSINESS

Corporator Restructuring

Joan Steiger

Discussion	ongoing
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Future Begins Here update

Susan Carey

Discussion	The Friends take was \$5423, which includes expenses. Attached is the pay-out report. \$5978 was the income only.
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Classification and salary study

Terry Plum

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Discussion	The classification and salary study is going back to the City Council for review.
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MBLC Library Environmental Monitoring program	
Terry Plum	
Discussion	The MBLC monitored the environmental conditions in the archives and noted some issues with temperature and light. They require a response from us by September 1.

NEW BUSINESS

Approval of June 30, 2014 year-end financial statements and audit		
Terry Plum		
Motion	Person Responsible	Second
That the Board accept and approve the financial audit as submitted. Approved	Bellamy Schmidt	George Mettey

Authorization to continue operation even if City budget has not yet been approved		
Terry Plum		
Motion	Person Responsible	Second
To continue operation, by spending 1/12 th of the city portion of the budget in July, even if the city budget is not approved. Approved	Bellamy Schmidt	Susan Carey

Book sale at St. Paul's Church for September 18 th -20 th	
Terry Plum	
Discussion	Sandy has begun to collect books for the sale. Terry has categories for sorting.

Building maintenance plan	
Terry Plum	
Discussion	Postponed

College scholarships	
Terry Plum	

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Discussion	This discussion focused on how the library and the Board can help support the literacy and educational objectives of the Holyoke Public Schools. A number of ideas were proposed, and the discussion will be continued at the next meeting.
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Motion made and seconded to adjourn at 6:29pm.

NEXT MEETING

Tuesday July 14 at 4:30 at the Holyoke Public Library.

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APPENDIX A

Library Director's Monthly Report June 9, 2015

FYI/Requests

- **Statistics summary—**
- **Park Renovation—** Work is finally on its way.
- **Electrical work –** Andy Ramos, electrician for the City, worked on the list generated by Griffin.
- **HVAC –** The system was turned on. Again, the system does not maintain the water cold enough. Called Cote. Cooling tower motor has bad bearings and sump heater temperature control has been failing, need replacement \$4,705.75.
- **Lift –** New Genie 25S DC lift for \$7,600 was ordered from NES Rentals. They need a 50% deposit (\$3,800) before ordering the lift and 50% at delivery. It will take 7 to 8 weeks for delivery.
- **Saturdays in the Summer –** We have a scheduled for 9 Saturdays from June-August, starting Saturday, June 13th.
- **Time clock –** Jose Cartagena has researched the time clock. I decided to get the **Lathem FR650 FaceIn: Face Recognition Time System (\$400+)**_Includes FR-650 FaceIn Time Clock, 50-Employee Software
- **Staffing needs –** Jose Cartagena, Computer Coordinator is moving. Resignation date effective June 29th. Sent Personnel Acquisition forms to Mayor before I can be advertised.

Programs / Outreach

- Summer Reading Program will start by the end of this month: "Everyday Hero Has a Story"
- School visits are starting.

Announcements/Reminder—

- Holyoke Chamber of Commerce Anniversary Gala Ball Friday, June 19th at 6pm Log Cabin
- Council for Human Understanding June 17th Yankee Pedlar
- Multi-Arts – Children Art Exhibit in May/June
- Stephen Lewis – "*Not in Anybody's Backyard: Latin American Posters*" in July-August
- **Next meeting –** Tuesday, July 14, 2015 at 4:30pm

APPENDIX B

Staff Reports

1. The History Room has been busy with more than 100 inquiries or visits last month and 33 already in June. Many of these have been complex research questions and/or multi-day visits. The May figure does not include the visit of the Western Massachusetts Chapter The American Institute of Architects on May 21. There have been times when we needed to limit patron use of microfilm readers to allow other patrons access.
2. We had two major events in May and are planning events for June 20 and June 27.
 - The **Holyoke Remembered Oral History Showcase/Preview** took place on Saturday, May 16. Many of our interviewees came by as well as some members of the public. Michael Hines assembled a beautiful montage of interviews and corresponding historic images. It needs additional editing, but once that is done, we can put it online and link it from the website.
 - A pair of lectures on **Housing in Holyoke: The history of public and low-income housing in Holyoke** took place on May 27. Forty people were in attendance, including many who are not History Room regulars. Speakers Jeremy Smith and Miguel Arce led an engaged and intelligent discussion after the talks. Since our date conflicted with some popular political events, we did not bring in many city officials. Jeremy has suggested repeating it next year, perhaps with a slightly different focus.
 - Promotion for Jacquie Sears's author talk/book signing **on June 20** (10:30-12:00) has gone out. In addition to talking about and signing her book, *Legendary Locals of Holyoke*, she is offering an "interactive reading" in which people can sign up on arrival to read the profile of a favorite person and perhaps add an anecdote of their own.
 - I also hosted a table at the Historical Commission's annual preservation awards night in the City Hall Ballroom on 5/21 and met several new people interested in using the History Room and/or participating in the oral history program.
 - The last in a series of Genealogy workshops and open labs will take place on June 29. This one will offer a brief workshop on non-U.S. sources of information and open the remainder up for brief one-on-one consultations. We plan to repeat the series of open labs and workshops in the fall. Over the summer, I am trying to organize small Ancestry and Heritage Quest Online workshops for staff, especially those who work in Reference or the Computer Room. Planning for public events in the fall is underway.
3. I recorded another oral history interview (with Holyoke native Leon Davis) and continue to gather names of interview candidates. My focus right now is on creating final transcripts for the interviews we have recorded, cataloging interviews, and establishing a procedure for secure backup storage for the uncompressed audio files. I have asked Jose Figueroa to come up with a recommendation for a vendor. After that, we can put portions of each interview (for which we have permission) online.
4. I suggested to Piperwebs that they add share buttons to the calendar so that both we and the public can share events on social media more effectively. They said it would have to wait for an upgrade of the template, but it's on the wish list.

5. The report on Environmental Monitoring completed by Gregor Trinkaus-Randall points to potentially damaging conditions in the History Room reading room and work area. I know that others are engaged in addressing temperature and humidity issues, so I am starting by seeing what we can do regarding the problem of light. Although UV levels are close to being within safe parameters, the overall amount of light exposure in both rooms is extremely high—4 to 5 times what it should be for special collections and more than twice than what circulating collections should receive. I think a big part of the problem is that the overhead fluorescent lights (22 in all) are on a timer that causes them to come on sometime before I arrive 6 days week. (I dim them or turn them off when I arrive.) If no one turns them off, they stay on all day. I have worked with Tom to get them off the timer and also approached the lighting technician, who happened to be here last week. The latter said he would reprogram these lights to be controlled manually, not on the timer at all, but they are still ablaze every day when I arrive. I would like to be able to call in the light technician specifically for this problem and get it resolved. The skylights no doubt contribute to the problem, but I would like to see how much we can lower light levels by simply getting these lights not to come on automatically. Gregor asks for a report on what we are doing to rectify problems by September 1, 2015.

6. Equipment:

- a) I have investigated repair of the broken scanner and that is not looking like a worthwhile investment. I have shared the details with Jose F. and am working with him to identify potential replacements and cost. I hope to make a recommendation in this regard soon. In the meantime, we are using the Canon Imagerunner to make scans.
- b) I am still very concerned that the free upgrade to the ScanPro 3000 that was promised to us two years ago never materialized. There seems to be an internal dispute at the company, with some people at the disagreeing with the person who made the promise to us and therefore not letting the upgrade take place. I would still like advice on how to proceed.

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CHILDREN'S DEPARTMENT COMMUNITY OUTREACH/EVENING PROGRAMS AS OF 5/1/15

NEW THIS MONTH

1. Enchanted Circle Theater will be holding two sessions of their Creative Movement With Books program May 11th and 18th both from 4:30-5:30. See attached flier.
2. The CFCE will be using our space for the Lawrence School Parents Café program on May 13th and 29th. More info to come.
3. The Children's Department is helping to promote a Lego Robotics League sponsored by the Girl Scouts of Western Mass. As of right now we're just getting the info to the troops that meet here, but the library space has been offered as a meeting space as well.
4. The HELI Home Visiting Program will have three parent field trips to the library. I will be giving parents a tour of the Children's Room, explaining how to successfully select an appropriate book to read to their child and doing a sample story time for parents. These visits will occur on May 13th at 1pm, May 22nd and 10am and May 26th at 1pm.
5. We have several upcoming school field trips. On the morning of May 6th we have the first grades from Donahue School coming to visit. On May 18th and 19th the second grades from Kelly School will be visiting in the afternoon. On June 16th the McMahon School Kindergartens will be visiting in the morning.
6. I met with Dr. Despina Lekakis and Dr. Stephanie Billings from the Pediatric and Family Medical Departments at Holyoke Health Center on May 7th to talk about literacy awareness and the Health Center wanting an increased role in promoting the importance of the library. In June I will have an information table in the waiting area of Pediatrics every Monday from 10-12. Along with a bilingual medical assistant we will promote library programs and sign people up for cards. The cards will be returned to the Health Center and passed out to patients during a subsequent visit. We will continue the conversation as to other ways to coordinate our efforts.
7. We are formalizing the calendar of events for our summer reading program. Our goal is to have one big event each of the 5 weeks of the program to go along with a host of in-house generated programs that we offer every summer. As of right now we have booked magician Mike Bent on 7/15, singer storytellers Roger Tincknell and Davis Bates on 7/21, Hampstead Stage's play Hercules on 7/28 and Enchanted Circle Theater's Reading Alive on 8/4. I also sent multiple emails to HPD and HFD to try to arrange visits to go along with this summer's theme Every Hero Has a story. I haven't heard back yet. Our complete calendar of events will be finalized in a few weeks.

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RECURRING

1. McMahon School Friday 10am Kindergarten Story Time:
5/15/15
6/19/15
2. Children's House Holyoke Traveling Story Time 9:30am bi-weekly:
5/14/15
5/28/15
3. Girl Scouts and Daisy Troops still using our space for meetings on Tuesday, Wednesday and Thursday evenings.
4. The Home School math group is still using the Activity Room every other Tuesday.

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MAY CHILDREN'S PROGRAM NUMBERS

Drop in craft-	2 times May 4 th and 18 th	17 kids
Evening story time-	2 times May 12 th and 26 th	3 kids
BINGO-	2 times May 14 th and 28 th	11 kids
Saturdays-	3 story times May 2 nd , 9 th and 23 rd	3 kids
Lawrence School- kids	22 visits	384
Donahue 1 st grade field trip	May 6 th	65 kids
Kelly 2 nd grade field trip	May 18 th and 19 th	61 kids
Maple St. Head Start visit	May 12 th	42 kids
Enchanted Circle Theater people	May 11 th and 18 th	14
HELI Parent Group visits adults	May 13 th , 22 nd , 26 th	14
Children's House visits-	2 times May 14 th and 28 th	68 kids
Home School Math Group-	1 time March 19 th	7 kids
Tuesday Girl Scout Meeting-	5 times May 5 th , 12, 19 th and 26 th	55 kids
Wednesday Girl Scout Mtg.-	4 times May 6 th , 13 th , 20 th and 27 th	48 kids
Thursday Girl Scout Mtg.-	4 times May 7 th , 14 th , 21 st and 28 th	46 kids

kids **TOTAL PROGRAMS: 56 TOTAL KIDS: 886**

PC Reservation PC Usage Report

Organized By PC Area

Prepared 6/1/2015

From 5/1/2015 to 5/31/2015

Includes Timeouts, Inactivity, Early Close, Forced Close, Declined Policy

Totals

PC Area	Total Uses	Total Time	Average Session
CHILDREN ROOM	176	118:10	40.284
COMPUTER CLASSROOM	8	7:12	54.000
COMPUTER LAB	915	873:30	57.279
HISTORY ROOM	5	8:49	105.800
LOBBY	95	17:00	10.737
REFERENCE	482	368:12	45.834
TEEN	147	168:57	68.959
TOTALS	1828	1561:50	51.264

This report was generated using the EnvisionWare Inc. Reporting Module

Reference Report- June 2015 (May 2015 information) June 1, 2015

Reference Tally: ~ 1092

Reference Interactions: ~179

These interactions include:

- Technical assistance on accessing the public computers e.g. problems with the patron's card, difficulty printing, locating websites, using Word, etc.
- One-on-one help with homework, HiSET preparation, college courses, etc.
- Maintaining a quiet study atmosphere (enforcing policies on noise levels, speaking on cell phones, running, and so forth.)
- Helping patrons locate resources using the public access catalog, databases or directing them to another area in the library or to a community resource.
- Answering questions that come via telephone or e-mail
- Ordering materials through the catalog for patrons
- On-going weeding and updating of the Collections
- Maintaining records of study room use.
- Providing information on the library's web-site

Future programming ideas:

- One-Book

May Update- Dorothy Pink with WIC is tentatively scheduled to do a public presentation on June 29, 2015

Tom Mechem of the State Board of Education is tentatively scheduled to do a presentation to providers on June 17, 2015

Cheryl A. Livengood (Reference Librarian-Reference/Non-fiction area)

Workshop Assistance Log May 2015

Workshop/Activity	Dates ofered	By	Language	Participant Per Day	Participants per Workshop & Activity	Participants in the month
Lear Spanish	5/6/2015	José Cartagena		5	14	27
	5/13/2015	José Cartagena		5		
	5/20/2015	José Cartagena		4		
One-On-One Tech Tutoring	5/4/2015	Jose Figueroa	ING & SPN	0	0	
	5/6/2015	Jose Figueroa	ING & SPN	0		
	5/9/2015	Jose Figueroa	ING & SPN	0		
	5/11/2015	Jose Figueroa	ING & SPN	0		
	5/13/2015	Jose Figueroa	ING & SPN	0		
	5/20/2015	Jose Figueroa	ING & SPN	0		
	5/23/2015	Jose Figueroa	ING & SPN	0		
	5/27/2015	Jose Figueroa	ING & SPN	0		
e-readers Set Up	5/2/2015	José Cartagena	ING & SPN	0	1	
	5/16/2015	José Cartagena	ING & SPN	1		
Computer basics	5/5/2015	José Cartagena	ING	0	0	
	5/7/2015	José Cartagena	SPN	0		
The Web For Biginers	5/12/2015	José Cartagena	ING	0	0	
	5/14/2015	José Cartagena	SPN	0		
Email For Biginers	5/19/2015	José Cartagena	ING	0	0	
	5/21/2015	José Cartagena	SPN	0		
Word Basics	5/8/2015	José Cartagena	ING	1	1	
	5/8/2015	José Cartagena	SPN	0		
PowerPoin Basics	5/22/2015	José Cartagena	ING	1	1	
	5/22/2015	José Cartagena	SPN	0		
Library Online Resources	5/11/2015	José Cartagena	SPN	0	0	
	5/11/2015	José Cartagena	ING	0		
Intro to Ancestry	5/18/2015	History Room	ING	10	10	

Auction "Pay-Out" Report

Income Statement	All	TEC	HR	HPL	BBBSFC	BBBSHC	
Income							
Prepaid Tickets	3,887.77	1,767.83	-	361.21	920.65	838.08	3,887.77
Sponsorships	16,547.70	12,317.00	1,050.00	2,130.70	1,050.00	-	16,547.70
Live Auction	5,858.13	3,312.03	-	-	596.85	1,949.24	5,858.12
Silent Auction	13,567.10	4,211.01	1,961.81	1,561.77	3,170.87	2,661.65	13,567.10
Admissions	555.00	138.75	138.75	138.75	69.38	69.38	555.00
Raffle	895.00	223.75	223.75	223.75	111.88	111.88	895.00
Bar	1,250.00	312.50	312.50	312.50	156.25	156.25	1,250.00
Restaurants	5,000.00	1,250.00	1,250.00	1,250.00	625.00	625.00	5,000.00
Total Auction Income	47,560.70	23,532.87	4,936.81	5,978.68	6,700.87	6,411.47	47,560.69
Expenses							
Marcus Printing - Invitations	(607.00)	(151.75)	(151.75)	(151.75)	(75.88)	(75.88)	(607.00)
Staples - Comp Ticket Stock	(21.24)	(5.31)	(5.31)	(5.31)	(2.66)	(2.66)	(21.24)
Staples - (Sharpies, Foam Board, etc)	(178.08)	(44.52)	(44.52)	(44.52)	(22.26)	(22.26)	(178.08)
Narcus Printing - Raffle Tickets	(99.00)	(24.75)	(24.75)	(24.75)	(12.38)	(12.38)	(99.00)
Stephanie Moore - Postage	(242.41)	(60.60)	(60.60)	(60.60)	(30.30)	(30.30)	(242.41)
Hadley Printing - #10 Envelopes	(249.69)	(62.42)	(62.42)	(62.42)	(31.21)	(31.21)	(249.69)
Paradise Copies - Admission Tickets	(180.00)	(45.00)	(45.00)	(45.00)	(22.50)	(22.50)	(180.00)
Paradise Copies - Posters	(6.75)	(1.69)	(1.69)	(1.69)	(0.84)	(0.84)	(6.75)
Paradise Copies - Posters	(27.00)	(6.75)	(6.75)	(6.75)	(3.38)	(3.38)	(27.00)
Paradise Copies - Program Book	(291.00)	(72.75)	(72.75)	(72.75)	(36.38)	(36.38)	(291.00)
Paradise Copies - Bid Card Stock	(28.75)	(7.19)	(7.19)	(7.19)	(3.59)	(3.59)	(28.75)
Collective Copies - Program Book	(253.00)	(63.25)	(63.25)	(63.25)	(31.63)	(31.63)	(253.00)
Reimb for Returned Mail	(36.00)	(9.00)	(9.00)	(9.00)	(4.50)	(4.50)	(36.00)
Reimb. For Gift basket	(100.00)	(100.00)					(100.00)
Returned Check	(350.00)	(350.00)					(350.00)
Returned Check Processing Fee	(5.00)	(5.00)					(5.00)
Transfer Error	(5.06)	(5.06)					(5.06)
Total	(2,679.98)	(1,015.04)	(554.98)	(554.98)	(277.49)	(277.49)	(2,679.98)
Net Income	44,880.72	22,517.83	4,381.83	5,423.70	6,423.38	6,133.98	44,880.71