

Holyoke Public Library Board of Directors Meeting Minutes

Facilitator: Terry Plum, President

Note Taker: Jeremy Smith, Clerk

Present: *Board Members:* Terry Plum, Sandy Ward, Jeremy Smith, Susan Carey, George Mettey, Bellamy Schmidt, Miguel Vasquez, Manuel Frau-Ramos, Joan Steiger, Janet Stupak, Tom Barrett. *Library Director:* Maria Pagan, *Financial Manager:* Andrew Parker

Not Present: Patrick Leahy

Previous Meeting Minutes: **Approved**

Reports

President's Report

Terry Plum

- Community Development Grant project for library park project is back on track.
- Thanks to Tom Barrett for putting together the newsletter.
- The President will be out of town for the next two weeks.

Treasurer's Report

Tom Barrett

- The library is at an operating loss, which doesn't count the annual appeal. It is somewhere near \$7000 at this point.

Personnel Report

Bellamy Schmidt

- See Director's Report.

Director's Report
Maria Pagan

- Freegal is now available.
- The lift for changing lights and the time clocks were ordered.
- Some of the trainings that the staff has expressed interest in include: dealing with problem patrons, outreach/leadership training, and developing programs.
- The Personnel Committee and Maria will interview Jason Lefebvre for the Assistant Director position.
- A carpet and furniture cleaning will be happening in August.
- In an effort to help early literacy efforts, the director asked if we should purchase an interactive children's kiosk, which costs \$3,000. It was suggested that the Friends of the Library might pay for it. The discussion was tabled until further information about the kiosk is brought to the Board.
- **See Appendix A for full report and Staff Reports.**

Long Range Investment Committee Report
Bellamy Schmidt

- The monthly report from Rockefeller & Co. was submitted to the Board.

HPL Reality Report
Bellamy Schmidt

- A report detailing the repayment of the loan from the Endowment was submitted to the Board. **See Appendix B for the report.**

Development Committee Report
Tom Barrett

- The Committee submitted a report on the Spring Appeal letter.

Old Business

Classification and salary study

Terry Plum

- The classification and salary study has been referred to the City Council Finance Committee and then will go back to the main body.

MBLC Library Environmental Monitoring program

Terry Plum

- The Mass Board of Library Commissioners monitored the environmental conditions in the archives and noted some issues with temperature and light. They require a response from us by September 1. Eileen Crosby will take the lead

Building Maintenance Plan

Terry Plum

- Postponed.

New Business

Book Sale at St. Paul's Church

Terry Plum

- The sale is all set for September 18th-20th.
- Sandy has begun to collect books for the sale.
- Terry has categories for sorting.

Draft of proposed by-law amendment to enable members of the Board of Directors to institute the membership/members of the Corporators

Joan Steiger

- Joan distributed a draft revision of the by-laws to the Board. There was a short discussion.
- The board will make a decision on the draft at the August meeting.
- A month's notice will be given to the Corporators, as required by all by-law changes, for final approval or rejection at the September meeting.
- **See Appendix C for draft by-law revision.**

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Bulletin boards, exhibits, standing displays and signs policy

Terry Plum

- Will be taken up by the Policy Committee for discussion at a future meeting.

Audit Support for coming Fiscal Year

Terry Plum

- Jo Sarnelli, our current auditor who works with Andrew Parker to prepare the audit for Meyers Brothers Kalicka, has submitted a proposal for the coming year. It was discussed and Terry will get back to her.

Landscaping and 'bog'

Terry Plum

- The rain garden, or the bog, in the parking lot has been fixed by the DPW. Stones placed in the middle of the garden have increased the drainage so the water no longer pools for days after a rain. The plants are already coming back.
- Career Point has young people who are looking for a career in landscaping. 1-2 people will be assigned to the library. They will report to the custodians. The library will assign them tasks. They will be paid through Career Point. The library will have to sign a memorandum of understanding.

Friends of the Library-how to help?

Terry Plum

- The Friends needs help rebuilding. Discussion was held on how to rejuvenate the Friends group. Ideas suggested included having the Friends come to a meeting in September and inviting Anna Popp to a Friends meeting.

Holyoke Students-how to support?

Terry Plum

- Postponed.

August Meeting-to hold or not to hold?

Terry Plum

- Yes. It will be held **Tuesday August 11.**

Motion made and seconded to adjourn at 6:29pm.

APPENDIX A

Library Director's Monthly Report July 14, 2015

FYI/Requests

- **Statistics summary** —
- **New Online Resources** – Freegal Music & Movies, Freading and Rocket Languages are on library's website and ready to use. Other free online resources will follow.
- **Park Renovation** — Work has some issues.
- **Capeway Roofing** – Called Tony who will check with his people to schedule a date and get back to me so I can have the tiles delivered before they come.
- **HVAC** – Waiting for a quote from ABS and Cote to replace VFD drives and venting the attic.
- **Lift** – New Genie AWP 25S DC lift is on order from NES Rentals. It will take 7 to 8 weeks for delivery, around August.
- **Time clock** – Lathem FR650 FaceIn: Face Recognition Time System (\$400+) has been ordered.
- **Staffing needs** – Jason Lefebvre, Children's Librarian submitted his resume to the Personnel Administrator for the Assistant Director position; received 3 applicants for the Computer Coordinator position.
Staff Training needs: Dealing with problem patrons, library online resources, developing/providing interesting programs, outreach & leadership
- **Carpet, Floors & Upholstery Cleaning** – Quotes from Stanley Steemer \$5,794.60 (carpet \$2,487.60; upholstery \$582; wood \$1,033; tiles \$1,692) and from Butler's \$3,240 carpet and upholstery only.
- **New computers/printer** – I would like to buy a couple of new equipment – Financial Assistant's computer, computer and scanner for Free Online Fax Service for our patrons, maybe a laptop to use in Community Room if/when needed, a color printer for Children's Room and a couple of computers for Children's Room to assist with early literacy initiative – see below.
-

Programs / Outreach

- See Children's report.

Announcements/Reminder—

- Stephen Lewis – Posters exhibit: “*Not in Anybody's Backyard: Latin American Posters*” in July-August
- July 25 at 1pm – Local Author Stan Maron will present his book “*New York Hustle: Pool Rooms, School Rooms & Street Corners*”
- **Next meeting** – Tuesday, August 11, 2015 at 4:30pm?????

Literacy Station™



The Early Literacy Station (ELS) is an all-in-one touchscreen computer designed specifically for children ages 2-8. Because it does not require an Internet connection, it is a safe and secure educational solution for children in your library. The latest version features more than 70 educational software programs (featuring hundreds of activities) spanning all seven curricular areas.

AfterSchool Edge™



Similar to the Early Literacy Station (ELS), the AfterSchool Edge is designed for older children, 6-12 years old. It is a perfect companion to the ELS in your library. It features more than 50 top-rated educational software titles that cover all areas of curriculum, including math, science, reading, financial literacy, music, and art. It is a great homework help assistant!

AWE Tablet



The AWE tablet is a mobile version of AWE's popular workstation-based learning solutions, the Early Literacy Station and the AfterSchool Edge. Unlike other tablets or the iPad, the AWE tablet features rich educational content programs that are engaging, intuitive interface organization and navigation, and rock-solid security. With the AWE tablet, you don't need to constantly update current apps or worry about patrons deleting apps

ELF™ Reading & Reference



ELF Reading & Reference is a new web-based solution for public libraries that combines AWE's safe online environment for children (**ELF Child-Safe Browser**) with three additional premium educational resources: **Britannica Online for Kids - Public Library Edition**, nonfiction e-books from **Rourke Publishing**, and the growing **Speakaboos** catalogue of exclusive, interactive digital storybooks.

ELF™ Child-Safe Browser



Education = Learning + Fun! The ELF Child-Safe Browser allows children to safely explore carefully chosen, highly engaging educational resources on the Internet. With ELF, children can only visit sites that are appropriate and educational, on a secure network managed by AWE. The content control software enables you to add or remove websites for your library. To use a free version of the ELF Child-Safe Browser, simply connect your AWE computer to your Internet network.



- Full Online Curriculum **Preschool through Kindergarten**
- Fully interactive with offline practice worksheets
- Hundreds of fully interactive, guided lessons in Math, Science and Social Studies, Language and Literacy, Art, and Music

Archivist's Report
14 July 2015
Eileen Crosby
ecrosby@holyokelibrary.org

1. History Room usage increased significantly compared to the previous quarter. June was particularly busy and brought a wide variety of requests. 20 of those who came in a tour in June are included below because they looked at a variety of materials and had questions. Another 30 visited in May who did not engage as much with materials and are not shown here.

2015	In-person	Email/Facebook	Telephone	Events	Mail	Total
April	81	6	12	15	1	115
May	65	13	15	75	3	171
June	145	13	17	23	0	198
Total, quarter	291	32	44	113	4	484
<i>Total, previous quarter</i>	202	44	57	91	0	394
<i>Total, same quarter 2014</i>	330 (incl. of events)	31	38		2	401
FY 2015 total	999	166	199	254	12	1630
<i>FY 2014 total</i>						1382

2. Fall and Spring event planning are well underway. Tentative schedule:

September date TBA: talk on French-Canadian community in Holyoke, c. 1900

October 10: I am planning to lead a walking tour of a section of Dwight Street with Tom Kass as part of Next Stop Holyoke.

October 17: Home Movie Day

October 29: Would like to host an evening sharing of Holyoke ghost stories/haunted house stories (real ones) at the Library. I might ask to create a circle of comfy chairs in the Periodicals Room and turn the lights down there just for the evening. This is not a children's event!

November 3,5,10,12,17, and 19 (evenings): Screening of PBS series Latino Americans. One episode will have a scholar-led discussion and refreshments funded by a new ALA/NEH Latino History Grant. This is a Pioneer Valley History Network-administered grant in which we are participating <https://apply.ala.org/latinoamericans/>.

November 7: Maureen Taylor, the Photo Detective

February and March 2016: additional talks on the German immigrant community and on local dams or canals. In addition, we hope to continue with **2-4 Genealogy events/workshops and/or drop-in labs** both Fall and Spring.

A patron and oral history interviewee has also offered to provide a series of **free Latin American dance** lessons in the Community Room. I am following up with him and with Maria. Participants must have a partner.

3. New grants and grant applications:

a) As noted above, we are participants in Herencia Latina (Latino Heritage), a grant-funded set of public programs led by PVHN and aimed at promoting engagement with Latino-American history. We are showing all 6 episodes of the PBS series on this topic in November; only one episode (V) will have a scholar funded by the grant. We have one additional scholar—Joel Blanco-Rivera—committed to lead a discussion of Episode IV and will apply to Mass Humanities to partially fund his visit. My understanding is that a successful grant application will include a request to fund a multi-part event. ***I am therefore actively seeking suggestions for people who could provide good introductions and closing comments for the other 4 episodes in the series.*** If at least one of these people could lead a 20-minute post-film discussion, that would be great. Honoraria for 1-2 additional people could (potentially) be included in the grant proposal.

b) I initiated an application for an NEH Common Heritage Grant. With the help of many people (Board members, Nancy Kocsmiersky, and Surey Miranda-Alarcón of Centro, among others), the application was submitted on June 24.

The new Common Heritage grant program is aimed at libraries, archives, museums, and historical societies collecting local and family cultural heritage materials.

<http://www.neh.gov/grants/preservation/common-heritage>

The grant enables the purchase of equipment and supplies, and use of some temporary, part-time staff, in order to conduct community outreach in the form of free public scanning events. Grant-recipients must also sponsor one or more events that incorporate scholarly reflections on or interpretations of local and family history. Our proposal aims to use the grant to fund History Room outreach to Latinos in Holyoke who may be holders of family and local history materials. We built into the grant a formal collaboration with Centro, which would provide an outreach consultant and a scholar. The PRCP and Nuestras Raices wrote letters of support. If we receive the funding, we will be seeking additional local collaborators. Participants in the public scanning events will be encouraged to share their own and their families' stories at the closing event in 2017. Board members who wish to read a copy of our application are welcome to contact me.

4. Technology issue: Volunteer staff and I were surprised to discover that both staff computers lose access to the internet a half-hour before closing, just as our public access computers do. Can this be altered? We generally work right up until 6 p.m. on Tuesday and Wednesday. It has been particularly problematic because I am trying to train a volunteer in descriptive metadata and this often requires access to online databases and tools. He comes in only 3-6 p.m. one day a week. If we are busy until 5, I might get only an hour to work with him. Our progress has been significantly impeded by the fact that his workstation goes off line at 5:30; it also impedes our work with late-day patrons. Jose F. indicates that this is uniform and identical to last summer, but I don't remember it being an issue last summer. Perhaps we were not as busy. Can this issue be explored further?

5. The **Digital Projects Committee** met on July 8. I brought the committee up to date on our current work in getting our materials accessible through the Digital Commonwealth online repository. Work on creating good descriptive metadata for our 500+ digitized photographs has been slow going, in part because the HHR has been so busy with patrons, events, and grant-related work. Taking the time to create good metadata in-house will probably benefit us in the long run by making our collections more useful to the public and limiting the amount of labor the Boston Public Library Digitization Lab will have to spend getting it ready for ingest. Our work on this project is a top priority this summer.

The Committee also discussed a range of possibilities for what we should try to digitize next.

6. I have started identifying how to address environmental issues pointed up by our March 2015 **Environmental Monitoring report**. Our reply is due September 1. Progress has been slow!

- As soon as possible, I would like to get contact information for the Phillips technician who can show us how to take the HHR lights off the automatic timer. Tom's attempt to do this did not work. We are currently dimming or turning off overhead lights whenever possible.
- I am also wondering what happened to the dust covers for the bookshelves, as these would help protect those books from both heat and light.
- I will include on the HHR's budget request items that will allow us to monitor environmental issues, help correct these, and protect materials in the 3rd floor History rooms from long term environmental damage.

Note: The archival storage area received relatively good marks in terms of light, heat, and humidity. All staff need to know that lights should be kept off in this area whenever possible.

7. I will be on vacation August 10-15 and Maria suggested that I close the HHR rather than try to staff it with volunteers and library staff. I began announcing that closure to the public in May.

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APPENDIX B

PROPOSAL FOR SEPTEMBER MEETING OF
BOARD OF DIRECTORS
OF THE
HOLYOKE PUBLIC LIBRARY CORPORATION

ARTICLE X - AMENDMENTS

*Except as otherwise provided in this Article, these bylaws may be amended, repealed or altered in whole or in part by two-thirds of the Board of Directors then in office, provided, however, that the notice for any meeting at which a bylaw amendment is to be considered has stated that a bylaw amendment will be voted upon and has set forth either the proposed amendment or a summary of its provisions, and provided, further, that any material change to the provisions of Article IX(5)[sic], * pertaining to the Corporation's status under Section 501(C)(3) of the Internal Revenue Code will require the same vote and procedure as is required under the laws of the Commonwealth of Massachusetts for a change in the Articles of Corporation of a corporation organized under Chapter 180 thereof.*

*(Provisions pertaining to the Corporation's status under Section 501(c)(3) of the Internal Revenue Code are presently under ARTICLE VII of the By-Laws.)

PROPOSED NOTICE:

Draft of proposed by-law amendment to enable members of the Board of Directors to serve also as Corporators and, as a body, to constitute the membership/members of the Corporation.

Present by-law language:

ARTICLE II - MEMBERS

1. Members. The members of the Corporation (who are also sometimes called "Corporators") shall be those persons who are members at the time of the adoption of these bylaws in October 2005, and such other persons as may be elected as members at any annual or special meeting of the Corporation. A member who has not attended a meeting of members or otherwise participated in the affairs of the Corporation for a period of three (3) years may be deemed to have resigned, unless such member indicates in writing a desire to remain a member.

2. Meetings. There shall be an annual meeting of members of the Corporation in each year on a date in October to be set by the Board. Special meetings of the members shall be

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called by the President if ordered to do so by the Board of Directors. At least seven days notice of the annual meeting, and at least three days notice of any special meeting, shall be given to the members, in person, by mail or by electronic means. Twelve (12) members shall constitute a quorum for the transaction of business at any meeting of the Corporators.

Proposed By-Law language:

ARTICLE II – MEMBERS

1. Members. The members of the Corporation (who are also sometimes called "Corporators") shall be elected at the annual meeting of the members. The members shall hold office until the next annual meeting of the members and until their respective successors are elected and qualified.

2. Annual Meeting. There shall be an annual meeting of members of the Corporation and the Board of Directors in each year on a date in October to be set by the Board. At least seven days' notice of the annual meeting, shall be given in person, by mail or by electronic means. Twelve (12) members shall constitute a quorum for the transaction of business at any meeting of the Corporators.

ARTICLE VI - COMMITTEES

Present By-Law Language:

2. Nominating Committee. The President shall propose and the Member Directors shall elect a Nominating Committee, which shall nominate Member Directors to be elected by the Corporators, Officers to be elected by the new Board and Corporators, if any.

Proposed By-Law Language:

2. Nominating Committee. The President shall propose and the Member Directors shall elect a Nominating Committee which shall nominate Member Directors, and Corporators to be elected by the Board of Directors; and Officers to be elected by the new Board and Corporators, if any.

Purpose of proposed amendment to the by-laws of the Holyoke Public Library Corporation:

Currently, the Holyoke Public Library Corporation lists _____ persons as "members of the Corporation" or "Corporators". The sole responsibility of the Corporators is to attend the Annual Meeting of the Corporation and vote for incoming members of the Board of Directors. Although twelve (12) Corporators constitute a quorum for the transaction of business, last year only one

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(1) Corporator attended the Annual Meeting. The record of attendance by Corporators has been similarly poor in other recent years.

By enacting the proposed by-law amendment, all members of the Board of Directors will be added to the rolls of the Corporators. With twelve (12) members of this group attending Annual Meetings, there will be a quorum to transact business. Given recent history, it is reasonable to expect that a quorum will be present and thus it will be possible for the newly constituted Corporator body to carry out its assigned responsibilities.

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APPENDIX C

CITY LOAN HISTORY

Date	Amount	Item	
11/11	\$12,677	City Loan	
2/12	(\$5,000)	City bond	
10/12	\$5,843	Loan balance	
11/12	(\$2,199)	Paydown	incl. MBLC tranche 2 @ \$1310
11/12	\$3,644	Loan balance	
11/13	(\$2,180)	Paydown	incl. MBLC tranche 3 @\$1310
11/13	\$1,464	Unpaid balance	
11/13	\$86	Contingency	
11/13	(\$1,550)	Payment	
11/13	\$1,550	New City loan	
6/14	(\$385)	Payment	
6/14	\$1,165	Loan balance	
9/14	(\$437)	MBLC tranche 4 @\$437	
9/14	\$728	Loan balance	
9/14	\$16	Interest due	
9/14	(\$744)	Payment	
9/14	\$625	Loan from Endowment	
3/15	(\$80)		
6/15	(\$218)		
6/15	\$327	Loan balance	

ENDOWMENT LOAN

Item	Plan	Actual Payments	Prospective Payments
Original Loan	\$625		--
LEED Grant	(\$120)	(\$218)	\$0
Other Pledges	(\$230)	(\$44)	(\$175)
Byrne Gift	(\$60)	(\$36)	(\$24)
Buy-a-Brick	(\$15)	\$0	\$0
Balance	\$200	\$327	\$128