

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, George Mettey, Manuel Frau-Ramos, Joan Steiger, Janet Stupak, *Library Director:* Maria Pagan, *Financial Manager:* Andrew Parker

Not Present: Patrick Leahy, Tom Barrett, Susan Carey, Bellamy Schmidt, Miguel Vasquez

Previous Meeting Minutes: **Approved with changes**

Announcements

-The library will be at Celebrate Holyoke. Volunteers are needed to staff the table.

Reports

President's Report

Terry Plum

- The president will contact Jo Sarnelli, our current auditor, in the next week or so.
- The president suggested that the Board get together soon to set goals for the next year.
- The library's cash position was very tight this month due to several large annual payments. We will be requesting \$50,000 from the endowment to keep as a rainy day fund.
- The HPL Realty Corporation needs to meet.
- The Board is still missing a city director. The President is looking for names to send to the Mayor and will take any suggestions.

Director's Report
Maria Pagan

- The Annual Report is in draft form and was send to the Board.
- The tables and seats are ready in the Park renovation. We are waiting for other elements to arrive.
- There was a new roof leak. Capeway Roofing came and fixed it.
- A contractor, ABS, was called to submit a quote to deal with installing the Variable Frequency Drives needed to vent the attic. Cote will also be submitting a quote.
- Jose is working on setting up the time clock.
- Jason Lefebvre has accepted the Assistant Director position. The Computer Coordinator position is being reposted soon due to a revised job description.
- The Summer Reading Program was a success. 1,586 children participated during the month of July and the Children's Room had 1,867 visits.
- **See Appendix A for full report.**

Finance Committee & Treasurer's Report
Andrew Parker

- The cash position in June and July was not sufficient for operations. Cash needs for the months of June and July were greater than normal due to the payment of several large annual invoices, including auditing and accounting services, C/W MARS and insurance.
- Our operating profit and loss shows that we have sustained an operating loss of \$33,513 for FY 2015.
- The City Budget has been approved by City Council. It will be approved by the Board for the September meeting.
- **See Appendix B for full report.**

Personnel Committee
Terry Plum

- The job description was rewritten for the Computer Coordinator and went out today.

Long Range Investment Committee Report
Terry Plum

- Nothing to report

HPL Reality Report
Terry Plum

- See President's report

Friends Report
Sandy Ward

- The Friends of the Library newsletters were mailed.
- Sandy will be running for President of the Friends. The election will be held at the Friends annual meeting on August 25th at 6:00pm

Development Committee Report
Terry Plum

- The spring appeal letter total is currently around \$9,000.

Old Business

Classification and salary study
Terry Plum

- Still monitoring.

Equipment and building expenditure
Terry Plum

- See Director's Report.

New Business

Book Sale at St. Paul's Church

Terry Plum

- There are 35 boxes of books at the Church. Email and print notices will be going out shortly.
- Joan suggested approaching Loomis Village for potential donations. She will approach them.

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

- Joan distributed a revised draft of the by-laws to the Board. There was a short discussion.
 - **Motion Person responsible:** George Mettey **Second:** Sandy Ward
That the proposed by-law amendment to enable members of the Board of Directors to constitute the membership/members of the Corporators be approved. **Approved.**
- **See Appendix C** for draft by-law revision.

Nominating Committee

Terry Plum

- **Motion Person responsible:** Manuel Frau Ramos **Second:** Joan Steiger
That Susan Carey be nominated to the Nominating Committee. **Approved**
- **Motion Person responsible:** Sandy Ward **Second:** Joan Steiger
That Tom Barrett be nominated to the Nominating Committee. **Approved**

Friends of the Library-how to help?

Terry Plum

- See Friends report.

Holyoke Students-how to support?

Terry Plum

- The President proposes that the Library meet with school Superintendent Zrike to discuss how the library can help. The Director suggested that we invite him to the Annual Meeting.

Tuesday August 11, 2015

Motion made and seconded to adjourn at 5:55pm.

Next Meeting: **Tuesday September 8, 2015.**

Tuesday August 11, 2015

APPENDIX A

Library Director's Monthly Report August 11, 2015

FYI/Requests

- **Statistics summary** — Enclosed is draft PDF of State Annual Report.
- **Park Renovation** — Tables and seats are set; some sidewalks are in place; boulders are on site; sites for benches are marked. Waiting for spheres and saucer seats before putting gravel and pavers.
- **Capeway Roofing** – Called Tony today, again, because of new leaks on third floor. He said he was sending someone to check it out this afternoon.
- **HVAC** – Called Christopher Major from ABS. He would like to meet with Cote's Techs or bring a mechanical contractor. Asked Cote to get quote to replace VFD drives and vent the attic.
- **Time clock** – Jose is setting up the clock.
- **Staffing needs** – Jason Lefebvre, has been promoted to the Assistant Director position. Both Assistant Director and I met last week. Will meet again after Jason returns from vacation; decided to re-post for the Computer Coordinator position. Posting/job description was revised.
- **Carpet, Floors & Upholstery Cleaning** –Stanley Steemer \$5,794.60 (carpet \$2,487.60; upholstery \$582; wood \$1,033; tiles \$1,692) is scheduled for Saturday, September 5th
- **Landscaping** – Received only one quote out of three requests. G&H Landscaping will do for close to \$2,800 in about two weeks. Sheriff Department has contract with DPW.
- **Summer Reading Program** – Thanks to Jason and Nathan, we had another successful program this summer. 1,586 kids participated of the programs during the month of July. Children's Room had 1,867 visits.
- **Early Literacy Station** – Enclosed are information about the stations and the preschool online program I would like to buy to help with early literacy

Programs / Outreach

- See Children's report.

Announcements/Reminder—

- Stephen Lewis – Posters exhibit: *"Not in Anybody's Backyard: Latin American Posters"* in July-August
- **Next meeting** – Tuesday, September 8, 2015 at 4:30pm

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

1. History Room usage has continued to be high most days and we are getting a wide variety of requests. We have had several requests to use materials from our larger archival collections.

A number of groups conducting research also visited the archives. On July 27, Vitek Kruta brought a group of Boys and Girls Club members to look at materials on City Hall for the virtual mural restoration project they are working on. On July 28 and August 4, several members of a large group of teachers participating the Emerging America workshops sponsored by the Collaborative for Educational Services (Northampton) and the Library of Congress used the History Room to work on projects and to conduct Holyoke-related research.

2. Fall Event Schedule (as of 8/26/15):

Wednesday, September 23, 2015, 6:00 PM: "In Search of French Holyoke" Jonathan Gosnell, Professor of French Studies at Smith College. See: <http://www.holyokelibrary.org/historynews.asp>

Saturday, October 10: Walking tour of a section of Dwight Street, in collaboration with family historian Tom Kass. We will assemble at Heritage State Park **at 10:30**, be shuttled by bus up to Holy Cross Church, walk back down Dwight Street. We will talk about the history and architecture of some of the Queen Anne homes and other residential buildings on the hill, as well as the commercial /school/government buildings on lower Dwight. The tour will include some history of buildings that are no longer there and the families associated with them, the Delaneys, in particular. We will end at City Hall. This free event is part of Next Stop Holyoke. Holyoke Community College has generously supplied the bus and we need only pay the driver. I may need someone (Andrew) to approve our contract with HCC.

October 17: Home Movie Day

November 3, 5, 10, 12, 17, and 19, 6:00 PM. Screening of the entire PBS series "Latino Americans" with guest introducers for all episodes and scholar-led discussions for two. Funded in part by the ALA/NEH Latino History Grant received by the Pioneer Valley History Network.

All the events are on the website (still in process; yes, we are replacing the fuzzy picture of the library):

<http://herencialatina2015-16.org/events-herencia-latina/>

We have a great line-up of people to introduce the episodes we will show here, and, in some cases, lead discussions of those:

Episode 1: Terry Plum and Manuel Frau-Ramos

Episode 2: Jossie Valentin

Episode 3: Wilfredo Melendez

Episode 4: Prof. Ginetta Candelario (Smith College)

Episode 5: Dr. Carlos Turriago

Episode 6: Prof. Joel Blanco-Rivera (University of Puerto Rico)

Saturday, November 7, circa 11:00 AM: Maureen Taylor, the Photo Detective. Nationally-known author and genealogist will give a talk on using family photos to learn more about one's ancestors. She will also sell and sign books. <http://www.maureentaylor.com/>

3. Digitization Project

Our institutional page Digital Commonwealth now has descriptions of the institution and of some of our collections. There is also a bit more digital content up.

<https://www.digitalcommonwealth.org/institutions/commonwealth:td96k266v>

Eventually, our digitized books now in the Internet Archive will also be available in Digital Commonwealth. <https://archive.org/details/holyokepubliclibrary>

Our sample metadata has received approval from the digitization team at Boston Public Library and I am training two additional volunteers to work on completing descriptive metadata for our digitized photographs. We will promote our digital collections fully once these photographs are available to view online.

4. The oral history project continues to progress. Additional candidates have come forward and I am processing interviews recorded in the winter and spring to share with the public.

5. Our inability to re-program the lighting system so that the lights in the History Reading Room and Collections area do not come on automatically continues to be a significant problem. The plan to have the custodial staff turn off the HHR lights every morning is not yet providing a consistent solution. I wonder if having the Assistant Director be responsible for checking on these lights at 9:00 AM each day would provide the needed consistency. The often high and fluctuating humidity in these rooms is also a problem that needs attention.

6. Our long-time volunteer Pat Woods, who retired from his work at the History Room in 2014, died on July 21. He, and his passion for and knowledge of the history of Holyoke, will be much missed. I posted a few words about him to the website:

<http://www.holyokelibrary.org/historynews.asp>

Tuesday August 11, 2015

APPENDIX B

Tuesday August 11, 2015

**Report of the Treasurer
August 11, 2015**

During the month ended June 30, 2015 the Holyoke Public Library's cash position closed at \$52,735 at month's end. The Library's cash position at the end of July was not sufficient for operations, and the Finance Committee and Long-Term Investment Committee are investigating means of segregating an additional cash balance for operations outside of the endowment. Endowment withdrawals are limited to the end of the month.

Cash needs for the months of June and July were greater than normal due to the payment of several large annual invoices, including auditing and accounting services (Meyers Kalicka and Josephine Sarnelli); regional library system services (C/W MARS); and insurance (Chubb Group).

Our operating profit and loss shows that we have sustained an operating loss of \$33,513 for the fiscal year ended 6/30/2015, including capital purchases that were authorized at the May, 2015 Board meeting. However, the Library's cash position at the close of the fiscal year was sufficient to make the capital purchases authorized at the May meeting, and the sum of FY2015 expenses was slightly less than budgeted, including an allowance for outstanding invoices. The operating loss was caused by a shortfall in revenues, particularly in fundraising. Note that the figures provided for June, 2015, are not yet finalized and are subject to change. Expense lines include allowances for anticipated invoices; the sum of these estimates is reflected on the balance sheet under account 2000, Accounts Payable.

The Library's proposed FY2016 Operating Budget is also appended to this report, inclusive of the finalized City of Holyoke budget; the Finance Committee believes this to be a fair and accurate representation of anticipated expenditures for the coming fiscal year.

Respectfully submitted,

Thomas Barrett, Treasurer

APPENDIX C

Tuesday August 11, 2015

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

By-law amendments are proposed to enable members of the Board of Directors to serve also as Corporators.

It is also proposed that terms of Corporators be changed from lifetime terms to three year terms. To facilitate staggered three year terms, one third of the current Corporators will be deemed to be beginning their third year of a three year term; one third beginning the second year of a three year term and one third beginning the first year of a three year term.

Terms of Directors serving as Corporators shall be coterminous with their terms as Directors.

The maximum number of Corporators will be set at eighteen (18). This would allow for the eventual composition of the Corporators to be the thirteen (13) the members of the Board of Directors plus five (5) additional members who serve solely as Corporators.

ARTICLE IX has been inadvertently been numbered incorrectly. To correct this error, it is proposed that the article currently entitled ARTICLE X be changed to ARTICLE IX.

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 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 for three years until their respective successors are elected and qualified. 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. There shall be a maximum of eighteen Corporators serving at any time.
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. Ten (10) 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 members of the Corporation (Corporators) who shall be elected by the Corporators; and Officers to be elected by the new Board.
- 3.

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

Currently, the Holyoke Public Library Corporation lists 300 (?) 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 (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 amendments, all members of the Board of Directors will be added to the rolls of the Corporators. With a minimum of ten (10) members of this group attending Annual Meetings, there will be a quorum to transact business. Given recent history, it is reasonable to expect that such a quorum will be present and thus it will be possible for the newly constituted Corporator body to carry out its assigned responsibilities.

In order to facilitate the proposed changes, it is suggested that prior to the 2015 Annual Meeting, all present Corporators be contacted by first class mail and given the opportunity to resign from membership in the Corporation. The remaining Corporator group may then be divided into three groups each having 1, 2 or 3 year terms, to begin the staggered rotation.