

Holyoke Public Library Board of Directors Meeting Minutes

Facilitator: Terry Plum, President

Note Taker: Jeremy Smith, Clerk

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

Not Present: Miguel Vasquez

Previous Meeting Minutes: **Approved**

Announcements

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Reports

President's Report

Terry Plum

- The Mayor will be sending a note to the City Council to re-approve the appointments of the City Directors through February 2016.
- The library park rollout is scheduled for Wednesday October 28.
- The President met with the mayor to discuss the goals of the library.
- The classification study was discussed with the City Council president. The president will meet with him again after the November elections.
- The Sonia Sotomayor event was a great success.
- Jo Sarnelli has been meeting with Andrew and has a contract for her position.
- Bellamy and Andrew met with MHIC.

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- "The War Against Puerto Ricans" event was well attended.

Director's Report

Maria Pagan

- The grand opening of the park will be October 28th at 10:00am.
- Jim from Cote HVAC was here to work on the AC and submit a quote to replace the VFD drives, vent the attic, and replace the motor unit on the roof.
- The handicap door parts have been ordered by NE Door Closers.
- An electrician is looking into a quote to place heating coils on the tile roof to help with melting snow.
- The MBLC approved having quarterly or monthly staff meetings during normal open hours which will not affect our open hour requirements for the month.
- HAP invited the Director to be part of a team to participate in an event in Kentucky.
- The Director went to a meeting of the CENTRO advisory board at Hunter College in NYC.
- A proposed attendance policy was presented.
- **See Appendix A for full report.**

Finance Committee & Treasurer's Report

Tom Barrett

- There has been a cash flow problem. It was proposed that we should hold a discussion in the near future reevaluating the use of the endowment.
- We have received the first payment from the estate of Carl Baumann. More is on the way.
- Miguel Vasquez is going to be added to the list of signatories.
- The Committee also voted to change the capital equipment threshold of \$5000 for single and multi-unit purchases.
 - **Motion** That a capitalization threshold of \$5000 be established. **Approved.**
Person Responsible: Bellamy Schmidt **Second:** Tom Barrett.
- **See Appendix B for full report.**

Personnel Committee
Bellamy Schmidt

- After interviewing several candidates, the position for the computer coordinator position has been re-posted. Additional interviews will be scheduled.

Long Range Investment Committee Report
Tom Barrett

- The endowment is currently at about \$5.5 million.

HPL Realty Report
Bellamy Schmidt

- HPL Realty had its Board meeting on October 9, 2015. They reviewed the repayment of the city loan, and noted the need to prepare for the unwinding of the New Markets Tax Structure in three years.
- Ellen Caracciolo of MHIC visited the building to make a site visit. She was pleased with the project overall and later sent a letter of appreciation.
- Karen Cunha was appointed to HPL Realty by the mayor.

Friends Report
Sandy Ward

- The Friends had their Annual Meeting recently and elected several new board members and officers. The Friends Board now has 17 members.
- A Board meeting was held September 29; future meetings are in the process of being scheduled.
- Patty Lumbra, Assistant Treasurer of the Friends, will be working with Andrew to transfer bookkeeping to Quickbooks.

Development Committee Report
Tom Barrett

- Nothing to report.

Old Business

Book Sale recap
Terry Plum

- The President thanked several volunteers for helping with the book sale.
- After expenses, the Friends made \$650 and HPL made \$570.
- The Friends will discuss the future of the book sale.

Bulletin Boards, exhibits, standing displays, and signs policy
Terry Plum

- Postponed.

Goals for FY '16
Terry Plum

- The President distributed several proposed goals for FY 2016.
- A discussion was held. Revisions will be made based on the discussions.

New Business

Newsletter
Terry Plum

- Tom Barrett will be publishing the Library e-newsletter shortly.

Preparations for the Annual Meeting
Terry Plum

- Dr. Stephen Zrike will give a presentation at the annual meeting next week.
- A discussion was held about the possibility of more than 18 Corporators wanting to serve, which is the maximum number allowed under the recent by law revision. Nothing was decided.

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Nominees and Officers for the HPLC Board

Terry Plum

- There are 2 candidates interested in joining the Board: Kelly Curran for a city appointed position and Roxann Callender.
- The officers will be identified for the Annual Meeting.

Fundraisers for FY16

Terry Plum

- Postponed until next meeting

Motion made and seconded to adjourn at 6:25 pm.

Next Meeting: **Tuesday November 10, 2015**

APPENDIX A

Library Director's Monthly Report October 13, 2015

FYI/Requests

- **Statistics summary** —.
- **Park Renovation** — Done! Fence will come down once we have a date for the grand opening event....October 20, 21, 28????
- **HVAC** – Jim, from Cote, started with the switch over. Prepared the boiler and by the end of October AC will be drained, and locked for the winter. Cote will submit quote to replace both VFD drives, vent the attic and replace motor in unit on roof.
- **Handicap Door** – Parts are ordered by New England Door Closers. Other doors were worked on by Holyoke Locks, who are scheduled to come back to fix the door on the right.
- **Roof Heating Coil** – I asked electrician Andy Ramos to provide us with a quote for placing heating coils on the tile roof over teen's and periodical rooms. Getting the electric cords from the roof to the electrical panels will be a challenge.
- **Staff Monthly Meetings** – Checked with MBLC...quarterly or monthly staff meetings will not affect our 63 hours/week requirement. Staff will meet the fourth Wednesday of the month from 8:30am-9:30am and open to the public one hour later, at 9:30am starting in November.
- **Reading with Owls** – The event was held outside on Maple Street side. It was well attended, we had about 200 people throughout the day.
- **Herencia Latina** – Pioneer Valley History Network will be presenting Herencia Latina events for November tomorrow, Wed., Nov. 14 at Mass Appeal. Library's events are included below.
- **VISTA: Community Leadership Institute** – Sarah Page, from HAP invited me to be part of the HAP Team to participate in this program this October 15-18 in Kentucky. Information attached.

Programs / Outreach

Saturday, Oct 17th -- 11:00 AM - 3:00 PM: Home Movie Day 2015

1:00 PM - 2:00 PM: Magician Jonathan "Icebird" Nelson

Wednesday, Oct. 21st -- 7:00 PM: Conversation with Author Series: Christopher Daley

Saturday, Nov. 14th – 6:00PM: Dr. Harry Franqui-Rivera from CUNY

Saturday, Nov. 21st – 7:00PM: Sonny and Perley

Announcements/Reminder—

- **Next meeting** – Annual meeting Tuesday, October 20th at 6:00pm / monthly meeting Tuesday, November 10, 2015 at 4:30pm
- **Park opening event** – October 28th at 10am???

Tuesday, November 3, 2015 — Screening of Episode I: Foreigners in Their Own Land

Sponsor: Holyoke Public Library

Venue: Holyoke Public Library, 250 Chestnut St., Holyoke, 6 p.m.



Screening of **Episode I: Foreigners in Their Own Land** of the Latino Americans documentary. An illuminating introduction to the first Hispanic-Americans and scholars' attempts to recover their lost history. Introduced by **Manuel Frau-Ramos** and **Terry Plum**. Sponsor: [Holyoke Public Library](#).

Thursday, November 5, 2015 — Screening of Episode II: Empire of Dreams

Sponsor: Holyoke Public Library

Venue: Holyoke Public Library, 250 Chestnut St., Holyoke, 6 p.m.

Screening of **Episode II: Empire of Dreams** of the Latino Americans documentary. The compelling stories of migrants from Puerto Rico, Cuba, and Mexico, many of whom faced deportation when the United States sank into economic depression in the 1930s. Special guest Councilor **Jossie Valentin** will introduce the film. Sponsor: [Holyoke Public Library](#).

Tuesday, November 10, 2015 — Screening of Episode III: War and Peace

Sponsor: Holyoke Public Library

Venue: Holyoke Public Library, 250 Chestnut St., Holyoke, 6 p.m.

Screening of **Episode III: War and Peace** of the Latino Americans documentary. In spite of dedicated and often heroic military service in World War II, Latino Americans struggled for basic civil rights in the U.S. **Wilfredo Melendez**, Deputy Director of the Holyoke Department of Veterans' Services, will introduce this episode. Sponsor: [Holyoke Public Library](#).

Thursday, November 12, 2015 — Screening and Discussion of Episode IV: The New Latinos

Partner: Holyoke Public Library

Venue: Holyoke Public Library, Holyoke, 6 p.m.

Episode IV: The New Latinos of the Latino Americans documentary tells the story of mass post-war migration to the U.S. from Puerto Rico, the Dominican Republic, and Cuba. **Ginetta**

Candelario, Associate Professor of Sociology and Latin American & Latina/o Studies at Smith College, will introduce the film and lead a post-film discussion. Professor Candelario has collaborated for more than a decade with community-based organizations in Holyoke as a teacher, speaker, and board member. Her research interests include Dominican and Latina/o communities and identity formations and Dominican feminist thought and activism. This episode includes an examination of the impact of Dominican writer Julia Alvarez. Sponsored by the [Holyoke Public Library](#).

Tuesday, November 17, 2015 — Screening of Episode V: Prejudice and Pride

Sponsor: Holyoke Public Library

Venue: Holyoke Public Library, 250 Chestnut St., Holyoke, 6 p.m.

Screening of **Episode V: Prejudice and Pride** of the Latino Americans documentary. The 1960s brought social activism and the building of a new Chicano identity for Mexican-Americans, driven by those seeking to end persistent discrimination and widespread poverty among Latinos in the American southwest and California. Special guest Dr. **Carlos Turriago** will introduce the film. Sponsor: [Holyoke Public Library](#).

Thursday, November 19, 2015 — Screening and Discussion of Episode VI: Peril and Promise

Sponsor: Holyoke Public Library

Venue: Holyoke Public Library, 250 Chestnut St., Holyoke, 6 p.m.

Screening of **Episode VI: Peril and Promise** of the Latino Americans documentary at the Holyoke Public Library's new state-of-the-art screening room. Tensions between bilingualism and English-only movements form the backdrop to emergence of a new Latino American culture. This final episode raises questions about Latino assimilation and identity. Special guest Professor **Joel Blanco-Rivera** (University of Puerto Rico), will introduce the film and lead a post-film discussion. Sponsor: [Holyoke Public Library](#).

Holyoke Public Library
(Location ID: mlin_w_holypub)
(Customer ID: PU-HOLYOKE-PUBLIC)

MONTHLY USAGE SUMMARY

Summarizes activity

For the month of September 2015

	Inside Usage		Remote Usage		Total Usage
Total Sessions	22	30	52		
Total Connect Time (min)		191	239		430
Average Session Time (min)		9	8		8
Total Fulltext	12	30	42		
Total Retrievals	22	38	60		
Total Searches	51	79	130		
Total Turnaways	0	0	0		

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Reference Report-October 2015 (September 2015 information) October 5, 2015

Reference Tally: ~ 1541

Reference Interactions: ~279

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 and bathroom use.
- Providing information on the library's web-site (its databases, etc.)
- Conducting tours of the Library as needed.
- Processing overdue notices and bills

Future programming ideas:

- One-Book: September Update- I have spoken to Tzivina Gover and she has given me several names of people to contact to perhaps form a committee to organize a future One-Book.

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HiSET presentation : I have contacted Tom Mechem and he has tentatively set either October 23rd or October 30th to do his presentation.

Workshop attendance : I did attend Commonwealth e-books Collections workshop on September 25th.

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

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APPENDIX B



October 13, 2015

During the month ended August 31, 2015 the Holyoke Public Library's cash position closed at \$48,652 at month's end. A planned funds transfer for 8/1/2015 of \$88,000 was not executed until early September. Fund disbursements during the month of August were timed to preserve liquidity of the Library in the event of an emergency.

The Operating Checking account and the Profit & Loss statement show the receipt of \$17,600 from the estate of a benefactor. This is the first, and likely largest, disbursement of the Library's share of the estate.

A report showing budget projections of the Library is appended. This report shows not only the sources and allocations of income and expenditures for the Library, but also the degree to which the long-term investments of the Library sustain our operating expenditures. Between 33% and 41% of Library operating funds have been budgeted from other-than-municipal sources in the last four fiscal years. Additionally, Library funds from non-restricted sources, including income from the endowment and from fee and service income, must be used to make up shortfalls in areas that are over budget; City-sourced funds cannot be transferred across categories. For example, a surplus in employee payroll is returned to the City and cannot be used to cover a deficit in energy use, which must in turn be funded from the Endowment or other non-City sources.

Our operating profit and loss shows that we have sustained an operating loss of \$53,988 so far this fiscal year. However, the Library's budget through August 31 does not include the endowment distribution received in September, nor does it include invoices received but not yet paid (and payable in August and September). Financial activities of the Library during the first two months of the fiscal year focused on maintaining sufficient cash flow at the expense of the profit and loss statement.

On September 29, Ellen Caracciolo of the Massachusetts Housing Investment Corporation conducted a site visit of the Library's physical plant. A copy of her report is attached. Ms. Caracciolo has requested an update from the Library once repairs to the door closer and History Room paint repair has been completed. Door closer repairs are in progress now, and dehumidifiers have been installed in the History Room to mitigate moisture causing paint flaking in that room.

The Finance Committee met on October 1 to discuss the ongoing maintenance and one-time repair needs of the Library building. It was determined that the best course

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of action for the present time was to complete necessary repairs to the building, including the handicap door closer and replacement front door latches; to assume that additional painting would be necessary; to seek quotes for roof tile replacement and roof heater coil installation; and to continue to monitor the needs of the building. Funds for repairs will be disbursed by the Realty Corporation in the amount of \$10,000 to the Library from the Capital Reserve Account upon request of the Library Finance Office and will be used exclusively for the capital needs of the building. Additionally, the Finance Committee wishes to forward to the Board a proposal for a capital equipment capitalization threshold of \$5,000 for single and multi-unit purchases; this requires a Board motion and approval for passage. Finally, Miguel Vasquez has been added to the authorized list of signatories for PeoplesBank accounts.

Respectfully submitted,

Thomas Barrett, Treasurer

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APPENDIX C

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.

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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

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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.