

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, Bellamy Schmidt, Tom Barrett, Patrick Leahy, Kelly Curran, Roxann Callendar, George Mettey, Susan Carey, *Library Director:* Maria Pagan *Financial Manager:* Andrew Parker, *Friends:* Sandy Ward

Not Present: Miguel Vasquez, Joan Steiger, Janet Stupak

Previous Meeting Minutes: **Approved**

Presentation

- Pam Murray, Jessica Soucia, and Bruce Lombardi from Rockefeller & Co. delivered a presentation on the library endowment. Lombardi joined via telephone from their New York office.

Reports

President's Report

Terry Plum

- The President is planning a cocktail party for Saturday from 5-7 with a researcher from the Netherlands who is studying studying vocational education in the US and will be visiting Dean Technical High School.

Director's Report

Maria Pagan

- The Director has a final candidate in mind for the computer coordinator position. An offer will be made.

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- The lights in the teen room are still difficult to replace even with our current lift. Maria will explore some options to deal with the issue.
- **See Appendix A for full report.**

Finance Committee & Treasurer's Report Tom Barrett

- We are in a similar cash position as last month.
 - **Motion** That the Finance Committee be duly authorized to effect necessary withdrawals from the Endowment, up to \$307,071, for the fiscal year ending June 30, 2016, inclusive of amounts already budgeted and or withdrawn. **Approved.**
Person Responsible: Tom Barrett **Second:** Bellamy Schmidt
 - **Motion** That the Finance and Personnel Committees shall have the authority to effect changes to the source funds for employees of the Library, as may from time to time become necessary due to exigencies of the budget. **Approved.**
Person Responsible: Tom Barrett **Second:** George Mettey
 - **Motion** That the Finance Committee and/or their representative be authorized, for two months, to negotiate, for the benefit of the library, contracts and purchasing agreements for ancillary and auxiliary services, including financial services, insurances, postal mailing and non-library supplies, but not including long-term investment management. **Approved.**
Person Responsible: Tom Barrett **Second:** Bellamy Schmidt
- The audit is underway.
- **See Appendix B for full report.**

Personnel Committee Bellamy Schmidt

- Nothing to report.

Long Range Investment Committee Report Tom Barrett

- Nothing to report.

HPL Realty Report
Bellamy Schmidt

- Nothing to report.

Friends Report
Sandy Ward

- The next Board meeting is Nov 23rd.
- The Friends are proposing a permanent self-serve book sale to deal with the leftover books from the book sale. They are looking for a place to put it in the library.
- Sandy will be attending a statewide Friends meeting on behalf of the Holyoke Friends.
- The Friends' IRS returns will be sent soon following a few last minute questions that need to be answered.

Development Committee Report
Tom Barrett

- Postponed.

New Business

Committee Assignments for Coming Year
Terry Plum

- Postponed

Puerto Rican Cultural Project
Manuel Frau Ramos

- This Saturday at 4:00, Dr. Harry Franqui-Rivera, author of *Citizen Soldiers: Myth and Truths Behind the Jones Act*, will discuss his book and the effect of the Jones Act.
- The holiday concert is being planned and will happen in early January.

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End of Year Get together
Maria Pagan

- The end of year get together for employees and volunteers is 6:00pm on December 4.

Motion made and seconded to adjourn at 6:15 pm.

Next Meeting: **Tuesday December 8, 2015**

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APPENDIX A

Library Director's Monthly Report November 10, 2015

FYI/Requests

- **Statistics summary** —.
- **HVAC** – Jim and Gordon, from Cote, prepared the boiler and the AC was drained yesterday, and locked for the winter. They are working on the motor.
- **Handicap Door** – New England Door Closers and Holyoke Locks have worked on the issues. Hopefully doors are fixed.
- **Staff Monthly Meetings** –First Staff will be next week. Main items to be discussed will be attendance policy, some goals and Holiday time off requests.
- **Teen Light fixtures** – Light fixtures in the Teen rooms are difficult to deal with when changing light bulbs or ballasts. The lift that we purchase rocks too much when fully extended making it more difficult for custodians or electrician to do the necessary work.
- **Computer Coordinator** – Robert Judge, Personnel Administrator and I interviewed three candidates yesterday. I would like the Library Personnel Committee to meet with the candidates.
- **Goals** – From 2015 Annual Report:
 - **Collaboration:** The Library to establish regular communication between the Holyoke Public Library and other local groups and to develop partnership opportunities for fund raising and grant writing with area organizations.
 - **Customer Service:** The Library plans to emphasize the importance of enhancing services to the community through providing a welcoming and helpful environment for its patrons; with training on ways to provide personalized services and current approaches for helping patrons with special needs and continue to improve customer services for patrons of all ages.
 - **Education, Services, and Programs:** The Library will continue to provide a variety of quality programming each month.
 - **Emerging Trends and Technology:** The Libraries are faced with rapidly changing technology and need to ensure Library staff has the skills to meet patron needs. The Library will continue to use the Massachusetts Library System, and webinars to expand staff skills.
 - **Facilities:** The Library will continue to enhance the infrastructure.
 - **Financial Development:** The Library will look into formalizing a Library gifting program and developing a fundraising plan.

- **Governance:** The Library Administration and Board of Directors will continue to review and update Library policies and procedures.
- **Marketing:** The Library will continue to provide an email (as well as print) newsletter and email alerts of upcoming Library events. The Library will use a variety of social networking tools such as Facebook and Twitter as well as a website and printed materials to inform the public about Library news, activities, and resources.

The long-term goals will be:

1-Service Goals

Early Learning

GOAL 1: Provide children with materials and programs that encourage intellectual curiosity and a love of reading.

GOAL 2: Young adult/teen residents, grades 6-12, will have access to a YA /teen space, a collection of current and popular materials, and programs that enhance leisure time, stimulate thought, and expand knowledge.

Lifelong Learning

GOAL 3: The Holyoke Public Library will serve the lifelong learning and information needs of the Holyoke community through Library programs, services, and resources.

Customer Service

GOAL 4: The Holyoke Public Library will provide a welcoming and helpful environment for its patrons.

2-Management Goals

Community Partnerships

GOAL 5: The Holyoke Public Library will continue to develop and strengthen partnerships with government entities, community organizations, local businesses, and educational institutions for mutual benefit.

Collections

GOAL 6: The Holyoke Public Library will continue to acquire, maintain, and share collections that are of interest to patrons.

Technology

GOAL 7: The Holyoke Public Library will continue to provide patrons and staff with up-to-date technology resources and training.

Library Services Evaluation

GOAL 8: The Holyoke Public Library will continue to evaluate Library services.

Marketing

GOAL 9: The Holyoke Public Library will promote Library goals, resources, services, programs, and activities to the greater Holyoke community.

Physical Plants

GOAL 10: The Holyoke Public Library will ensure that the Library System's physical plants meet the needs of the community in coming years.

Financial Development

GOAL 11: The Holyoke Public Library will continue to explore traditional and new ways to provide the fiscal stability and resources necessary to achieve long-range goals in an evolving financial climate.

Governance

GOAL 12: The Board of Directors continues to oversee the operation of the Holyoke Public Library and, with Holyoke Public Library Administration, ensures that the Library's policies reflect current standards, regulations, and practices.

Programs / Outreach

Announcements/Reminder—

- **Next meeting** – Tuesday, December 8th at 4:30pm
- **Holiday Closing** – City of Holyoke will be closing all day, November 25, 26, 27, December 24, 25, 31st
- **End-of-year Staff and Volunteers Get-Together Dinner** – Friday, December 4th, Yankee Pedlar

1. History Room usage: We continue to assist patrons from far and near with a wide variety of inquiries and requests. Day-to-day usage has fluctuated dramatically. A company from Kansas involved in the remodeling of the Holyoke Applebee's requested historic images of Holyoke for enlargement and display in the restaurant. We supplied nine images and hope to see them on display in 2016, with HPL credited.

2. Fall Events

October 17: Jeremy and volunteer Steve Unkles of Audio-Visual Archives (Florence) ran Home Movie Day this year, entertaining and educating a small but enthused audience. Jeremy and Steve both have ideas about how to better target promotion toward the potential audience for this event next year.

On Saturday, November 7: Maureen Taylor, presented two back-to-back presentations (Identifying and Dating Family Photographs and Reading Immigrant Clues in Photographs) and then signed and sold copies

We had a very engaged audience, but it was smaller than expected.

Our screenings of *Latino Americans-500 Years of History* are underway. We had about 15 attendees each night so far and can accommodate significantly more. Feedback on these episodes has been great. On Thursday, Jossie Valentin led a particularly lively post-film discussion. ***Future screenings are Nov 10, 12, 17, and 19 with scholar-led discussions on the 12th and 19th.*** All are encouraged to attend one or more screenings. We'll have light refreshments every evening and more substantial refreshments on the 12th and 19th. For details, see <http://herencialatina2015-16.org/events-herencia-latina/> or http://www.holyokelibrary.org/ckfinder/userfiles/files/HPL_HLevents.pdf

Fall events have allowed me to make a number of new contacts in and outside Holyoke that I will be following up on in future weeks/months.

Spring: I hope to have the History Room sponsor a lecture and 3-4 genealogy events.

3. Professional Development: I attended a Digital Commonwealth workshop on October 21 in Northampton entitled "Enhancing Photographic Descriptions." In future weeks, I hope to attend a selection of free 90-minute webinars sponsored by IMLS on collections care (see [Connecting to Collections](#)). There are also archived webinars at this site that I hope to access and/or use for volunteer training.

In response to my inquiry, Raul Gutierrez of HCC has invited me to attend the next Summer Institute of Bridging Cultures, a NEH grant-funded project designed to integrate Latino Studies into the humanities curriculum. The Institute will take place in June (probably here at the Library) and I may need other staff to cover History Room hours so that I can attend.

4. Three **volunteers** have been out in recent weeks. Others are working on processing and metadata projects, as I am I.

5. Several **oral history transcripts** have been returned and are being reviewed. I am not soliciting new interview candidates until we have made more progress on processing recorded interviews.

6. Climate control: As noted before, the dehumidifiers worked great. With the heat on now, we are facing the challenging of keeping the collections areas at an even temperature. In addition, humidity levels (RH) have already dropped below the recommended minimum of 25%, which will speed embrittlement of works on paper. I am researching humidifiers for use in the 3 collections areas.

7. I would like permission to take my remaining **vacation** days in December, closing the HHR on Dec 23 (open on 12/22) and on December 28, 30, and 31 (open on 12/29). This keeps the History Room open eight hours each holiday week, rather than closed for a longer block.

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APPENDIX B



Report of the Treasurer
November 10, 2015

During the month ended September 30, 2015 the Holyoke Public Library's cash position closed at \$50,605. A planned funds transfer for 8/1/2015 of \$88,000 was executed in early September. Fund disbursements during the month of August were timed to preserve liquidity of the Library in the event of an emergency.

At a joint meeting of the Finance, Personnel, and Long-Term Investment Committee meetings on November 9, it was determined that the Finance Committee, pursuant to approval of the Board of Directors should have the ability to spend up to 5.5 percent of the June 30, 2015, close of the endowment, or \$307,071, to meet the operational needs of the Library. It was also agreed that two part-time employees of the Library, paid by the Library Corporation through Endowment and other source funds, should be transferred to the City of Holyoke and be paid via State Aid funds. State Aid funds will also be drawn-down to lower levels in order to preserve endowment funds. Therefore, the Finance Committee requests the following motions:

- **MOVED:** That the Finance Committee be duly authorized to effect necessary withdrawals from the Endowment, up to \$307,071, for the fiscal year ended June 30, 2016, inclusive of amounts already budgeted and/or withdrawn;
- **MOVED:** That the Finance and Personnel Committees shall have the authority to effect changes to the source funds for employees of the Library, as may from time to time become necessary due to exigencies of the budget;
- **MOVED:** That the Finance Committee and/or their representative be authorized to negotiate, for the benefit of the Library, contracts and purchasing agreements for ancillary and auxiliary services, including financial services, insurances, postal mailing and non-library supplies, but not including long-term investment management.

Our operating profit and loss shows that we have achieved an operating profit of \$17,281 so far this fiscal year. However, this includes a drawdown of the endowment inclusive of the planned appropriation for October. 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.

Respectfully submitted,

Thomas Barrett, Treasurer