

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, George Mettey, Kelly Curran, Roxann Callendar, Susan Carey, Janet Stupak
Library Director: Maria Pagan *Financial Manager:* Andrew Parker, *Friends:* Sandy Ward

Not Present: Joan Steiger, Miguel Vasquez, Patrick Leahy, Tom Barrett

Previous Meeting Minutes: **Approved**

Announcements

- None.

Reports

President's Report

Terry Plum

- The Canta on Main St. was a great success.
- The Director's evaluation is complete.
- The Common Heritage Grant we received is great news. Bellamy mentioned that if any employees are hired on the grant, they must be hired through a temp agency.

Director's Report

Maria Pagan

- The City Budget is due January 29. The Finance Committee asked that we find a way to spend most, if not all of the City Budget.

Tuesday January 12, 2016

- Andy Ramos Electric needs to go through a Phillips representative to determine what can be done about the light fixtures in the teen room.
- The north wall in the computer room is being worked on by Northeast Painting.
- Olde Holyoke Development has submitted a grant proposal for The Big Read and is including the Library as a partner.
- The Director has proposed that the library hire a security guard. The proposal will be sent to the Finance Committee to work out the details.
- **See Appendix A for full report.**

Finance Committee & Treasurer's Report

Andrew Parker

- Internal payroll services have been discontinued as of December 31.
- The endowment pretty much held steady during the month ending in November.
- The audit preparation has been completed.
- Two employees previously paid by the Library will receive funding from the State Aid grant and will be paid via City payroll.
- **See Appendix B for full report.**

Personnel Committee

Bellamy Schmidt

- The Committee has started a process to investigate the organizational structure of the library and will return with a proposal.

Long Range Investment Committee Report

Terry Plum

- Rockefeller sent us projections on the endowment.

HPL Realty Report

Bellamy Schmidt

- Nothing new to report.

Friends Report
Sandy Ward

- The ongoing book sale in the lobby is going well.
- A new safe has been installed under the front desk.
- The mini golf tournament is happening in the library on April 9.
- **See Appendix C for full report.**

Development Committee Report
Tom Barrett

- Nothing to report.

Old Business

CDBG
Terry Plum

- The Director has proposed that the library apply for CDBG funds to purchase heating coils for the roof.
 - **Motion:** That the Library apply for CDBG funds for heating coils on the roof. **Does not carry.**
Person Responsible: Terry Plum **Second:** Janet Stupak.

New Business

HAP Housing Project
Terry Plum

- **Motion:** That the Board support Library Commons, a project of HAPHousing. **Approved.**
Person Responsible: George Mettey **Second:** Bellamy Schmidt.

Committee Membership
Terry Plum

- We neglected to vote on the membership of Board Committees at the last meeting. We must approve them now.

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- **Motion:** That the Board approve Manuel Frau Ramos, Patrick Leahy, Kelly Curran, Roxann Callendar, Maria Pagan (ex officio) as members of the Community Relations Committee. **Approved.**
Person Responsible: Terry Plum **Second:** Bellamy Schmidt
- **Motion:** That the Board approve Tom Barrett, Terry Plum, Susan Carey, Nancy Kocsmiersky (ex officio) as members of the Development Committee. **Approved.**
Person Responsible: George Mettey **Second:** Janet Stupak
- **Motion:** That the Board approve Bellamy Schmidt, Susan Carey, Joan Steiger, Kelly Curran as members of the Personnel Committee. **Approved.**
Person Responsible: Bellamy Schmidt **Second:** Susan Carey
- **Motion:** That the Board approve Tom Barrett and Susan Carey as members of the Nominating Committee. **Approved.**
Person Responsible: Manuel Frau Ramos **Second:** Janet Stupak
- **Motion:** That the Board approve Tom Barrett, George Mettey, Miguel Vasquez, Bellamy Schmidt, and Andrew Parker (ex officio) as members of the Finance Committee. **Approved.**
Person Responsible: Bellamy Schmidt **Second:** Janet Stupak
- **Motion:** That the Board approve Bellamy Schmidt, Jon Lumbra, Tom Barrett, George Mettey, and Terry Plum (ex officio) as members of the Long Term Investment Committee. **Approved.**
Person Responsible: Bellamy Schmidt **Second:** Janet Stupak
- **Motion:** That the Board approve Joan Steiger, George Mettey and Bellamy Schmidt as members of the Policy Committee. **Approved.**
Person Responsible: Manuel Frau Ramos **Second:** Susan Carey
- **Motion:** That the Board approve Terry Plum, Bellamy Schmidt, Manuel Frau Ramos, and Maria Pagan (ex officio) as members of the Planning Committee. **Approved.**
Person Responsible: George Mettey **Second:** Janet Stupak
- **Motion:** That the Board approve Jeremy Smith, Roxann Callendar, and Jose Cartagena (ex officio) as members of the Technology Committee. **Approved.**
Person Responsible: Bellamy Schmidt **Second:** Susan Carey
- **Motion:** That the Board approve Jeremy Smith, Joan Steiger, Manuel Frau Ramos, Roxann Callendar, and Eileen Crosby (ex officio) as members of the Digital Projects

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Committee. **Approved.**

Person Responsible: Bellamy Schmidt **Second:** Janet Stupak

Committee Charges

Terry Plum

- A brief discussion was held on the charges for library committees.

Motion made and seconded to adjourn at 5:48pm.

Next Meeting: **Tuesday February 9**

APPENDIX A

Library Director's Monthly Report January 12, 2016

FYI/Requests

- **Statistics summary —.**
- **City Budget** – New Fiscal 2017 budget is due January 29, 2016. Financial Manager Assistant and Fundraiser Staff, have been added to our City Payroll, they will be paid from Library State Aid Fund. Andrew and I came with some ideas as to how to spend most if not all of our City Budget this fiscal year.* **
- **Teen Light fixtures** – “Since your lighting system is from Philips I needed to go through them to get a price. They are going to be sending a Sales representative shortly to see the site and give us a Quote for the new lighting. Unfortunately we have to go through them because of the programming system but after this wave we should be up to date on how to repair and upgrade any other lighting in the future with ease.”
- **Painting Computer Rom** – Northeast Painting gave us a quote of \$4,600 to repair and re-paint the north wall in the computer room. They will start Tuesday, Jan 12/16
- **Computer Coordinator** – Co-Op staff, Jason Kane...because the City does not have the money to pay Jason, and he needed to be treated as an employee of the library, it was agreed to add him to library budget.**
- **Olde Holyoke Development** – Submitted a grant proposal for the Big Read and is including the Library as partner.
- **CDBG proposal** – Grant proposal is due January 15, 2016. Heating roof to prevent ice dams and therefore leaks...only 2 days left; **
- **Security Guard** – A year ago I asked to contract with a Security agency. **

Programs / Outreach

- **Chamber of Commerce Foundation First Holyoke Ecosystem Meeting** -- Thursday, Jan. 14 at 12:00pm at Chamber of Commerce
- **Holyoke Safe Neighborhood Networking Group** -- Thursday, Jan. 14 at 1:00pm at Library
- **Community Partner Meeting with HPS about the Full School Day** -- Tues, Jan. 19th from 5:30-7:00pm at the Massachusetts Green High Performance Computing

Announcements/Reminder—

- **Next meeting** – Tuesday, February 9th at 4:30pm

***Plans** -- Technology, Staff training, Facilities and ground maintenance, Marketing plans

Security Guard Proposal

To develop a library security proposal that may provide the needed level of protection and control while allowing the desired level of accessibility is a challenge.

I wish to provide and project an open, welcoming facility in which people feel safe and secure.

Critical assets needed to be protected in the library may include:

- Children
- AV Materials, especially CD's, DVD's, etc.
- Private Information
- Books and Periodicals
- Artwork
- Equipment
- The Building and Furnishings (e.g. against vandalism and graffiti)
- Staff and Patron Safety and Property
- Cash
- Vehicles
- Parking Lots and Structures
- Reputation
- Etc.

A part-time Security Guard may help us when dealing with problem patrons, supervise the park and with trespass notices. Support to our public library may also include:

- Review, update or development of Library Security Policies, Plans and Procedures
- Staff Awareness and Library Workplace Violence Prevention and Response Trainings
- Development of Emergency and Crisis Plans and Procedures to include planning for robberies, workplace violence, intruders, abductions, vandalism, terrorism, bomb threats, etc.

We can't clean Holyoke, but together, we can keep this block secured and hopefully change the perception that the library is not in a safe neighborhood.

Constable Jose Millan has helped us, but he can't do it alone.

I would like to contract The Professional Agency Protective Services. They are the same group that secures Peter Pan/PVTA transportation depot in Springfield. The rate would be \$17-\$20/hour.

Archivist's Report
January 2016
Eileen Crosby
ecrosby@hol yokelibrary.org

- 1. Activities at the History Room:** We continue to be busy with a wide variety of research requests from far and near. We have also spent hours working one-on-one with several patrons searching for photographs or getting started with genealogical research.

In addition, we have several projects completed or in process:

- Three new displays are in the cases (one will be updated this week). I am grateful for Jane Frankel's help with these.
- We have completed the reorganization and re-housing of the postcard collection.
- A volunteer is working on a finding aid for the Veterans' Collection.
- We have re-processed several small collections (local files).
- Three volunteers are working from home on metadata projects and review of oral history transcripts. I will find out about their progress before the end of the month.
- My own work on the metadata for digitized photographs is ongoing and progressing well.
- I am preparing for a visit from John D. Riley on 1/25, who is creating a series of videos on archives and other holders of unique materials for Northampton Community Television.

- 2. I have sent the Board a formal proposal to allow the History Room to accept payment of fees by credit/debit card through PayPal.** Please see that document for details and feel free to ask questions.

- 3. Events – All free and open to the public.** See the website for further details.

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

Monday, February 1, 6:00 PM

Love Letters to a Paper City: poems of history, myth, and un-forgetting: poetry reading and book signing by local poet Melinda Thomas.

Saturday, February 13, 11:00 AM

"The Greate Falls Dams of the Connecticut River near Holyoke". Local historian Leo Labonte has conducted extensive research into life along the Connecticut River. This lecture shares his research into dams and industry along the river prior to the building of the Great Dam at Holyoke in 1849.

Mondays, March 7 and 14, 4:00 PM

Genealogy presentations by Dave Robison (Western Mass Genealogical Society) in the Community Room. March 7 will be aimed at those just getting started with family history research and March 14 will focus on more advanced topics. Titles to come.

Mondays, March 21 and 28, 4:00-6:00 PM

Hands-on Genealogy in the Computer Classroom

Dave Robison continues the series above with two-hour open sessions in the Computer Classroom. Get guided experience if you are just getting started or use the time to explore new resources. Free, but Pre-registration is required. Each session limited to 12 participants. Call 413-420-8107.

More genealogy events are in the planning stages for April and May.

3. Grant-related projects

As you know, we are delighted to have received a Common Heritage Grant from the National Endowment for the Humanities. We will use the grant to conduct outreach to Latinos in Holyoke, primarily through two "scanning days" at community locations (2016) and an in-house event (2017). For details, see my emails from last month and the NEH press release: <http://www.neh.gov/news/press-release/2015-12-16>. I am currently in touch with CENTRO about the details of their planned collaboration with us on some of the grant-funded activities. Once those details are settled and we have some tentative dates for public events, we will send out a press release. I have a spot on the agenda at the upcoming staff meeting 1/20 to let staff know about this project as well as other HHR news.

Wistariahurst has asked if the History Room would like to collaborate on an NEH grant to create a week-long professional development workshop on the history of Holyoke in the summer of 2017. The focus would be women's history and labor history. I have no other details yet, but have expressed interest in collaborating.

- 4. A new volunteer has started work at the HHR** on late Tuesday and Wednesday afternoons. She brings a lot of skills and is starting out with small research and processing projects.

5. Donations, Collection Development:

I have still not found a dry space to which to transfer some twentieth-century paper company records that have been offered to us. It is not a huge amount of stuff. These records will likely be lost if we do not accept them, so I am looking for a local space where they can rest for 2-3 months while we sort and them and make certain they have no active mold issues. The space would have to allow for portable space heaters and lighting, if not already heated and lit.

We have received several small donations of materials in recent months. Most are works on paper, but some are film and tape (local home movies from the 1930s and 1940s and a tape of 1973 Holyoke Centennial events). I have obtained quotes for digitization of the film and hope to proceed with that in the next few weeks. Digitization will allow us to share historic films with the public. The plan is to work with our own IT and Piperwebs to get these online.

6. Climate control:

Tom managed to close the ceiling vents on the heat ducts, which has reduced the amount of hot air blowing on collections. Temperature fluctuations are still greater than ideal and humidity is too low.

The HHR lights are not getting turned off in the morning. It would be good to know when we will be able to get the lights off the timer.

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APPENDIX B



Report of the Treasurer
January 12, 2016

During the month ended November 30, 2015, the Holyoke Public Library's cash position closed at \$61,120 at month's end. Cash on hand at the City (in the State Aid agency account) was \$124,525.

This month's statements show the first distribution in the amount of \$17,600 in income from the estate of Carl Baumann. This sum has been transferred to the Endowment.

The Endowment has held steady this month and closed with a value of \$5,639,532, down only slightly from last month.

Our operating profit and loss shows that we have turned an operating profit during this period of \$2,005. This is subject to change; however, the prospects for a positive year-end this fiscal year remain good.

The annual audit preparatory work has concluded. All audit and taxation information has been provided to our auditors and we anticipate draft statements prior to the next board meeting. An update and draft statements, if available, will be included at that time. Preparatory review dates have been confirmed for next year's audit commencing June 15th of the current fiscal year in order to ensure a quicker turnaround.

The Finance Committee received information pertaining to employee reassignments, promotions, and extensions prior to approving changes via e-mail. The fiscal impact of these strategic changes will impact only our liquidation of available City funds.

Two employees previously paid by the Library will receive funding from the State Aid grant and will be paid via City payroll. Internal payroll services have been discontinued as of December 31. This will save the Library approximately \$2,400 per year in compliance costs, may enable us to drop employment insurance, and will absolve us of several state and federal tax filing responsibilities, withholding responsibilities, and payment of associated employee payroll taxes.

Respectfully submitted,

Thomas Barrett, Treasurer

APPENDIX C

Tuesday January 12, 2016

The Friends' self-serve book sale brought in \$241 during December, more than covering the start-up costs of \$233. We have already received \$25 January. Tomorrow we begin a major effort to sort/weed boxes of books leftover from the Sept sale.

The new safe has been installed in a cabinet behind the Circulation desk, and library staff are already depositing in it proceeds of sales of Friends merchandise. To help the staff, we have designed a new form listing items and prices. Much merchandise sold in December. We conducted an inventory at the end of the month, in preparation for tracking inventory via QuickBooks.

Library Mini Golf: The contract is signed, and an 18-hole golf course has been designed based on HPL floorplans. The tournament will be held Saturday April 9, 2016, from 9:30am to 4pm (last tee-off at 3:30pm). The Library will remain open that day, with no golf action in the Computer Room and several other areas. Next step is to recruit business sponsors. I will meet with Kathy Anderson, Chamber of Commerce, on Jan 19; she has offered to advise about strategies. On Feb 6 the Ellington, CT, public library is holding their first mini-golf fundraiser – a good opportunity for some of us to observe (play in) one of these LMG-managed events.

The next Friends' Board meeting will be Monday January 25, at 5:30pm, in the Library Board Room. We'll continue to meet on the 4th Mondays this spring. The annual Membership Meeting of the Friends will be planned for May, either on the 4th Monday or perhaps at a different date, depending on the intended program/speaker and what space we choose to book.

One unfortunate piece of news: the Friends' \$10K CD with a maturity date of December 26, 2015, was no longer found at the bank where it had been invested. First Niagara Bank had closed our account (unbeknownst to us) on October 20 and sent our money to the state's Unclaimed Property Division, claiming it was "abandoned." I have spent hours tracking this down and filling out required paperwork to retrieve these funds. Inquiry #1961401 is now awaiting processing in Boston (please allow up to 12 weeks). Note: The Friends Board had voted in September to cash out this CD. We anticipated needing it to make the final payment on our pledge to the HPLC Capital Campaign, among other things; we were also unhappy with difficulties encountered at the local branch on 9/1/15 as we tried to add my name as an official signer – a process that took 3 hours and much argument before Tim and I could convince the manager that I had an official relationship to the Friends organization, which his computer only designated as "Friends of the Holyoke." We had with us Minutes reporting my Aug 25 election, but that didn't count. Needless to say, we will never do business with that bank again.

Sandy Ward
President
Friends of the Holyoke Public Library, Inc.