

Holyoke Public Library Board of Directors Meeting Minutes

Facilitator: Terry Plum, President

Note Taker: Susan Carey

Present: *Board Members:* Terry Plum, Manuel Frau-Ramos, Bellamy Schmidt, George Mettey, Tom Barrett, Miguel Vasquez, Roxann Callendar, Susan Carey *Library Director:* Maria Pagan *Financial Manager:* Andrew Parker, *Friends:* Sandy Ward

Not Present: Patrick Leahy, Jeremy Smith, Joan Steiger, Kelly Curran

Previous Meeting Minutes: **Approved**

New Business

HAP Housing presentation
Peter Sarafino and Cassandra Holden

- HAP Housing presented an overview of plans for a housing program that will be located along Essex and Chestnut Streets and adjacent to the HPL. The Care Center is involved and is excited about the opportunities that being close to the HPL will afford the families who will occupy the apartments.
- **See appendix A for supporting documents.**

Reports

President's Report
Terry Plum

- Thank you to Sandy Ward and the Friends of the HPL for the mini-golf event held inside the HPL in early April. It was a great success.
- The City Council is meeting this night on the Salary and Classification Study, and HPL Board members are encouraged to attend after the meeting.

Director's Report
Maria Pagan

- **See Appendix B for report.**

Treasurer's Report
Tom Barrett

- The recent audit found the HPL to be in good financial standing and running fine. Terry Plum thanked Andrew Parker for his work as the audit becomes routine.
- **See Appendix C for full report.**

Personnel Committee
Bellamy Schmidt

- Terry Plum cites Rachel Dowd's qualifications as the new Teen Room hire.

Friends Report
Sandy Ward

- Sandy Ward cited numerous positive events and activities that the Friends have hosted recently or have planned for the next few months. There has also been a successful outreach for dues with over 50 people responding to a request for dues. Sandy requests that the Friends of the HPL have its own set of keys so that it can set up for events without involving the workers at the front desk. The Friends want to host a pizza party for the HPL staff.
- **See Appendix D for full report.**

Old Business

Strategic Planning
Terry Plum

- A Strategic Planning Committee was formed that includes Terry Plum, Bellamy Schmidt, Miguel Vasquez with Maria Pagan as the lead. The facilitator will come from a local library.

New Business

City-Wide Reading Initiative
Alex Morse and Kate Pressler

- The mayor and guest Kate Pressler came to discuss their proposal for a city-wide reading initiative and to inform the board's discussion of contributing an additional \$5,000 towards the project.
- **Motion:** George Mettey moved and Tom Barrett seconded a motion to contribute an additional \$5000 to the city-wide reading project (on top of the \$5000 already committed). **Denied** (5 yeas, 5 nays)
- Since the vote was a tie, the motion was defeated.

D'Addario collection
Eileen Crosby

- The Library Archivist requested that the HPL Board agree to the purchase of freelance/Union News photographer Vincent D'Addario's collection of photographs from the 1950's to the 1990's.
 - **Motion:** Tom Barrett moved and Susan Carey seconded a motion to spend no more than \$5000 for the collection. **Approved** (7 yeas, 1 nay)

Motion made and seconded to adjourn

Next Meeting: **Tuesday May 10th at 4:30pm**

APPENDIX A



Library Commons – Holyoke, MA
March 2016

HAPHousing is developing a complex of residential buildings in downtown Holyoke to be known as Library Commons. The project entails the acquisition and rehabilitation of 3 vacant historic buildings and construction of a new building near the recently renovated and expanded Holyoke Public Library. Library Commons is part of a multi-phase development strategy by HAP and others to create housing, commercial space, and community facilities in a walkable downtown neighborhood with excellent proximity to education, arts and cultural organizations, employment and public transportation. HAP has signed option to purchase agreements with three property owners. The assemblage includes a parcel for future development of residential, commercial and/or community facility uses.

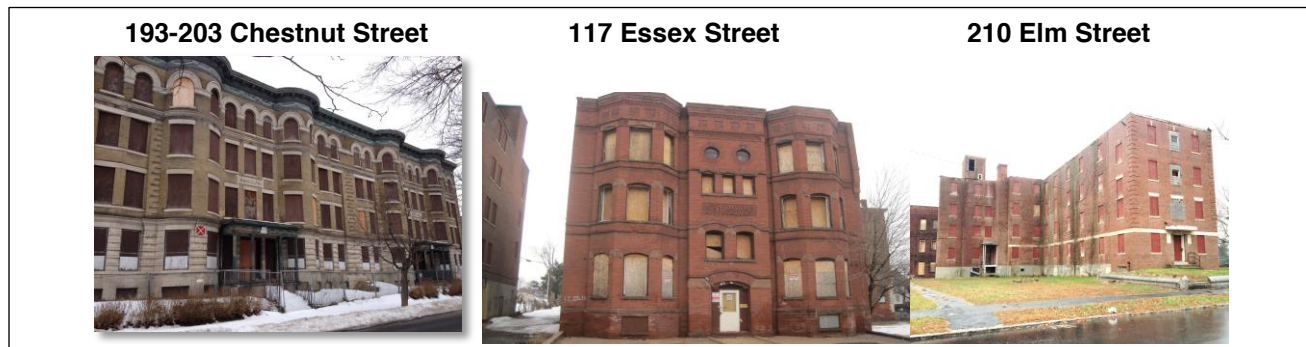


Library Commons includes an important supportive services component to be known as Roque House and managed by The Care Center (www.carecenterholyoke.org), a Holyoke not-for-profit organization. The Care Center's Roque House program will provide housing and supportive educational services for up to 10 households with incomes at or below 30% of Area Median Income. HAP also plans for additional supportive services to be available on-site,

including career counseling, job training, and job placement services available to all residents of Library Commons. The property will include meeting space, classrooms and an art studio/gallery for program participants and Library Commons residents.

Library Commons will contain 47 apartments:

- 3 one-bedroom, 29 two-bedroom, and 15 three-bedroom apartments
- 8 of the apartments will be rented at market rates
- 39 apartments will be rented to persons & families earning up to 60% of Area Median Income, including 10 apartments for persons at or below 30% of AMI.
- Upon completion the property will be managed by HAPHousing.



Other features:

- | | |
|---|--|
| <ul style="list-style-type: none">➤ 54 off-street parking spaces➤ children's play structure➤ small retail space at Chestnut/Essex Streets➤ on-site management office➤ 2.5 blocks to bus station➤ 6 blocks to train station➤ 1 block to elementary school & playground➤ Short walk to Holyoke Health Center, Square➤ One child care center, and Holyoke Day Nursery➤ 3 apartments fully accessible for persons with | <ul style="list-style-type: none">physical disabilities➤ 2 apartments with features for visual and hearing impaired persons➤ On-site tenant laundry facilities➤ elevators at 193-203 Chestnut St. & 210 Elm St.➤ fire sprinkler systems in all buildings➤ security cameras on building exterior and interior common areas➤ construction to include energy-saving equipment and sustainable materials |
|---|--|

An approximately 15,600 square foot parcel of land at Appleton and Elm Streets will be acquired by HAP but excluded from the Library Commons development project. HAP will retain the parcel for future development complementary to the neighborhood.

Massachusetts Historical Commission (MHC) determined that each of the existing project buildings meet the criteria of eligibility for listing in the National Register of Historic Places, thereby making them eligible to receive awards of Historic Rehabilitation Tax Credits (HRTCs). Severe deterioration of the rear portions of 193-203 Chestnut Street has led to HAP's plan for partial demolition of the building. The proposed partial demolition has caused MHC to deny each of HAP's applications for HRTCs for all three project buildings. National Park Service (NPS) has denied HRTCs for 193-203 Chestnut, but issued Part 2 approval for 117 Essex and 210 Elm. HAP's financing plan for Library Commons assumes no MA HRTCs and federal HRTCs only for 117 Essex Street and 210 Elm Street.

HAP has been awarded financing from Community Economic Development Assistance Corporation (CEDAC) for pre-development expenses and property acquisition. HAP expects to begin taking title to the properties in mid-2016.

Holyoke Planning Board approval was obtained on February 2, 2016. HAP has submitted a OneStop+ application to MA Department of Housing and Community Development requesting 9% Low Income Housing Tax Credits, MA LIHTC, soft debt, and rental subsidy for supportive housing units. A construction loan and permanent loan will be obtained from a financial institution. Construction would begin within six months of a DHCD funding award.

Development Team

Architect:	Dietz & Company Architects, Inc. of Springfield, MA
Civil Engineer and Landscape Architect:	Berkshire Design Group, Inc., of Northampton, MA
General Contractor:	Northeast Interiors, Inc. of Randolph, MA
Historic Consultant:	Epsilon Associates, Inc. of Maynard, MA
Counsel:	Resnic, Beauregard, Waite & Driscoll, of Holyoke, MA
Environmental Consultant:	Environmental Compliance Services, Inc., of Agawam, MA

APPENDIX B

Library Director's Monthly Report **April 12, 2016**

FYI/Requests

- **Statistics summary —**

- **Light fixtures** – “Job Update: Guy from Philips and I got the conference room up and running. The third floor wall switch is program to the computer and we figure out why most of the lights are not working.

Most lights have the wrong Wattage bulbs (28W) instead of the require 54w. This was causing many problems

1. Making the ballast go bad
2. Confusing the computer system
3. Tripping the relay

According to the technician you need to program the computer every time you change a bulb and/or ballast.

Philips technician said that after 3yrs the ballast starts to go, so expect to be changing a lot of them soon. He had many difficulties trying to program anything because according to him the program we have is old and not being use as much. So he updated the software and explained to me how the system works.

As of date I wanted to tell you that I have spent about 36hrs on the project (\$2,160) and still need about 8-10hr left to re-lamp and install new ballast to at least 15 lights.

The ballast is going to be on order.

I will keep you posted on when the ballast are going to arrive so that I can schedule a day to jump on the lift and fix all the high lights.”

- **Personnel** – (1) We now have a Youth Library Services and Outreach Librarian, Rachel Dowd started Monday, April 11. For now we will need to get a table for her, she will be using one of our cell phones, she will either use her laptop and/or our public access computer in Teen's room. (2) Spoke with Tom yesterday, though he seems to be doing better, it is taking longer than we would like; they are still trying different things to see what works best. He is asking to be laid-off.
- **MRC reimbursement** – Still waiting for check.
- **Alice Newton Child Trust** – I have not heard from Ayham Bahnassi. He is away until next week.
- **Website upgrade** – With majority of web users now using mobile devices (smartphones / tablets / etc) as their primary web access platform, PiperWeb is offering a significant redesign package that will better respond to the needs of mobile users. This redesign employs a 'responsive' framework, which means that our site's layout and navigational menus will automatically change based on the size of the device being used. With this new design, all site visitors can easily view and navigate our entire site, whether they are

using a full-sized desktop computer or a handheld smartphone. See the site at www.librarywebsites.com, or these sample home pages of a library's site - wellsnew.sv9482.si-servers.com : www.gilfordlibrary.org. Other responsive design variations available. (\$325)

- **Patron's Donation** – David Schor acquired a chair, “Chair of Art History” by Artist Anne Beresford, and would like to donate it to the library. Info enclosed.
- **Summer hours** –Summer hours start the week of May 29: Monday-Thursday, 8:30am-6pm; Friday & Saturday, 8:30am-4pm. Saturday Summer scheduled is set. We will open 9 Saturdays, 3 each month.
- **Summer Reading Programs**—This year, in addition to our regular Summer Reading Program for Children (*On Your Mark, Get Set, Read!*), will add the Teens (*Get in the Game, Read!*) and Adults (*Exercise your Mind—Read!*) Summer Reading Programs. A team from Leadership Holyoke will provide a day full of physical activities and a movie for July 19th.
- **Staff Meetings Outcomes** – In-library training (peer-to-peer training) continue for all staff.
Recommendation: Order 5 roombas one for each floor especially since we don't have Tom. They can be set up to vacuum the floor everyday in the morning an hour before the patrons come in. The total cost for 5 would be approximately \$1300.”
Questions/concerns: “need for cleaning since Tom is not available; will volunteers or new hire to replace Tom to help Mark?; are we getting a security guard to help staff deal with problem patrons, misused of facility and/or equipment?”
- **Security Guard** – Any thoughts?
- **FYI: Public Fax Services: Fax24 Kiosk – No cost to Library.** ‘It’s easy, fast, secure, reliable and affordable to use! And, library risks nothing to try it in our own library. They own the equipment. And, ALL long distance charges are billed directly to them. Although it might not be a significant source of revenue, they do have a generous compensation plan in exchange for our hosting their self-service FaxScan24 for the benefit of our patrons.’
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Programs / Outreach

- April 16 – Irish Rising, 10am
- April 16 – Charles Venator-Santiago, Ph.D, 4pm
- April 30 – Stress Management, 10am

Announcements/Reminder—

- **Next meeting** – Tuesday, May 10th at 4:30pm
- **Chamber of Commerce events** –
 - Wednesday, April 13 at Dino’s Pizza at 7:30am: Coffee Buzz (free)
 - Friday, April 29 at 11:45am: Legislative Luncheon at Log Cabin (\$30)
 - Monday, May 16 at 10am: Golf, Chamber Cup Tournament



About The Program

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APPENDIX C



Report of the Treasurer
April 12, 2016

During the month ended February 29, 2016, the Holyoke Public Library's cash position closed at \$190,341 at month's end, including a \$50,000 reserve set aside for emergency use within the designated savings account.

The Library's net income for the period ended February 29, 2016 was \$40,793. The library has met income targets to date and is below expense projections. However, this sum includes monies earmarked for payroll, which negatively impacts both the income and expense portion of the profit and loss report. Steps have been taken to minimize unexpended payroll funds provided by the City. Also of note, the February and March statements reflect \$4,600 for building maintenance charges paid by the Library; the April financial statements will show the refund of this charge from the capital reserve account maintained by HPL Realty (and the concordant reduction in maintenance charges within the expense account on the books of the Library Corporation).

Our insurance re-quote is ongoing, with a firm quote from several different insurers via the Clayton Agency anticipated for the coming month. Insurance is being bid out to Travelers, Hanover Group, Zurich, and other insurers. Our accountants and auditors, Meyers Brothers Kalicka, P. C., met with the Finance Committee on Tuesday, April 5 to present the findings of the FY2015 audit and completed audited financial statements. Bound statements were not available as of the time of this meeting, but will be distributed at the May meeting.

The Finance Committee at that time also discussed options for the maintenance of liquidity and preservation of working capital within the endowment fund, including the previously-discussed preservation of the recently-announced bequest money that the Library is anticipating within the coming months. It was proposed that a larger cash cushion, in order to insure against the Library's possibly having to liquidate portions of equities within the endowment during unfavorable market conditions, be maintained in a savings account, money market, or other more liquid investment vehicle.

Tuesday April 12, 2016

The Finance Committee also voted unanimously to preserve the allocations to general library services, management, and fundraising at the current allocation levels. These impact only financial reporting and not operations.

The Library is in solid financial footing at the present time, and although the stock market continued weak performance trends in January, I am pleased to report that our cash flow and cash position is satisfactory and we have realized some significant operational savings thus far this fiscal year.

Respectfully submitted,

Thomas Barrett, Treasurer

APPENDIX D

Report from Friends of the Holyoke Public Library:

1. We played partied and played mini golf April 8 and 9. See this album of photos for evidence: <https://sward.smugmug.com/Libraries/Holyoke-Public-Library/Mini-Golf-in-the-Library/>
2. We raised money. Exact totals still being counted...
3. Upcoming event: Poerty Reading with Dan Shanahan, Saturday April 16, 2pm in the Community Room. Please come!
4. Thank you letters to 54 renewing Friends members went out in late March. More renewals have arrived; another batch of letters is being prepared.
5. Our Nominating Committee met April 11 to begin recruitment of candidates for board and officers, in preparation for the Annual Mambership meeting (and election) on Monday May 23, 5:30pm.
6. Next meetings Monday April 25 (Nominating 11:15; Board at 5:30pm)
7. BOOK SALES: our self-serve booksale continues to pull in over \$125/month. We've reserved the Community Room for a BIG booksale May 21-22. Tim Damon is the lead on that event. Volunteers will be needed not only on those days, but also pre-sorting books in advance, and transportation of books from some pre-sort locations.

Questions/Requests:

- A. Could boxes of pre-sorted books, ready for the sale, be stashed temporarily under the counter in the Library book-return room? That would help enormously, getting them out of our way, and having them handy for quick movement into the Communiuty Room on the morning of May 21.
- B. KEYS: the Friends really need access to the elevator for moving books between Levels G and B. We also need a duplicate of door keys (to Basement and Friends Office). Having only one set checked out from Circulation has caused problems for us. It was a major nuisance April 7-8 when we had several volunteers working, and had trouble finding who was where with the ONLY key set. Typically the keys are with the person who just went down to the office to get something, but no one else can get down there to help – unless we find staff to open the way. There are other occasions when a volunteer sets the keys on the Friends desk and steps out of the room for a quick task (photocopying a check for our financial records, or fetching books from the storage area) and comes back to find the door has swung shut. Locked out again. We recommend that one or more of the Friends officers be assigned keys (to elevator, hall door, office door), then we can solve these problems without bothering staff. Thank you.

Sandy Ward