

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, Joan Steiger, Miguel Vasquez, Susan Carey *Library Director:* Maria Pagan *Financial Manager:* Andrew Parker, *Friends:* Sandy Ward & Karlene Shea

Not Present: Patrick Leahy, George Mettey, Tom Barrett, Kelly Curran, Roxann Callendar

Previous Meeting Minutes: **Pending**

Announcements

- none

Reports

President's Report
Terry Plum

- Thanks to Maria for setting up the staff recognition lunch.
- Karlene Shea is the new president of the Friends. Congrats to Sandy Ward for her year of service.

Director's Report
Maria Pagan

- No written report.
- From the 10 applicants for the custodian, we are prepared to make an offer to one of them.
- We are in the process of acquiring the self-fax machine.

Tuesday July 12, 2016

- We moved around the printers from the History Room and the Computer Room.
- The group working on the library Strategic Plan is still working on a patron survey. It will be tested with Friends, the Board, volunteers, and staff.
- A patron was “trespassed” for 3 months for twice going into a staff area without permission.
- **See Appendix A for Archivist’s Report.**

Finance Committee & Treasurer’s Report

Andrew Parker

- Our cash position is very good.
- We are showing a net gain of \$140,000 during this period.
- We will most likely finish the year with a \$5-10,000 surplus. We hope to deposit this along with other funds into an interest bearing account in a local bank.
- The coming FY budget doesn’t have an approved “cherry sheet”. It may or may not be reduced based on the State budget.

Personnel Committee

Bellamy Schmidt

- No vote on the classification study has happened in the City Council.

Long Range Investment Committee Report

Andrew Parker

- As of July 11 we have \$5.465 million.
- Earlier this year Rockefeller created several projections on possible scenarios for our investment portfolio. The Committee will take a look at that and come back to the Board with recommendations.

Friends Report

Sandy Ward

- Karlene Shea has stepped up to be Board President.
- The Friends will be set up at Celebrate Holyoke.

Tuesday July 12, 2016

- There is a Family Day in the Library Park in September that the Friends will be participating in.
- Mini Golf is happening again next year. A planning kickoff will happen in October at the Hampden Public Library.
- The By Laws need review and revision. Sandy will be working on it. Several things need to be changed or updated.

Development Committee Report

Tom Barrett

- The Development Committee is working on a fundraiser with Macy's.

Old Business

Strategic Plan

Terry Plum

- The next meeting of the Strategic Plan Committee will be Monday July 18 at 4:30.

New Business

Plaque recognition

Terry Plum

- The President suggested that we create plaques to recognize past Directors of the History Room and Library. There was mixed support for the idea. Terry will ask Eileen to put together a list for further consideration of the idea.

Retreat for the Fall

Terry Plum

- The President suggested skipping the August meeting and having a retreat in September instead. It would be a goal setting exercise for input for the Strategic Plan. Joan asked how we are doing on last year's goals. Terry will circulate the goals. It will happen at Bellamy's on a date TBD.

Tuesday July 12, 2016

Common Good Reads

Terry Plum

- A proposal was made for the Library to be the lead on a grant to Mass Humanities for a common read using The Grapes of Wrath by Steinbeck. There was discussion about the choice of book. The Board did not come to a resolution.

Motion made and seconded to adjourn at 5:50 pm

Next Meeting: **Tuesday September 13 at 4:30pm**

Tuesday July 12, 2016

APPENDIX A

1. Usage

We have had a steady stream of summer researchers as well as a wide variety of inquiries. I will submit the statistics in the next report (sooner to Maria). One researcher was an historian from MIT who was here to look at our small collection on the Chinese students enrolled at Holyoke High in the 1870s-1880s. They will be using facsimiles of some of these materials in a physical and web exhibit next year.

2. Activities

Betty Daignault, a regular volunteer, has temporarily increased her hours with us. Another volunteer is on vacation for a few weeks. Betty has spent several weeks planning and installing an exhibit on Holyoke businesses in the three gallery cases and the History Room case. We will be promoting it on Facebook and rotating some items in and out through the summer.

Several of us are processing small manuscript and clippings collections, as well as a large number of photographs.

I met with Olivia Mausel of the Holyoke Historical Commission and with Kate Preissler and Penni Martorell (Wistariahurst). We discussed some ideas for updating the Historic Inventory of properties/sites maintained by the Mass. Historic Commission. We also discussed sharing event planning in advance in order to avoid, if possible, direct conflicts between History Room events and historical events at Wistariahurst. Penni is also willing to volunteer at our Common Heritage grant scanning event.

3. Grant project

Preparation for the Common Heritage community scanning day(s) and related events is in full swing. I have brought in a project assistant (Angelica Merino Monge) and an outreach coordinator (Teresita Castaño), both very part time, who are already working on the project. We have a fiscal agent to handle the payroll checks. Our first community scanning event will take place on Saturday, September 24, at Enlace de Familias, 299-301 Main Street, 10:00 am – 3:00 pm.

The scanners have arrived and the laptops are due to arrive next week. I am coordinating with Gretcher to get these set up. Once project staff have training, forms, and procedures in place, we will hold a combination volunteer training and test scanning day in the Community Room in late August or early September.

I will send out a list of volunteer roles and descriptions to the board later this month. September 24 should be a fun day and you might want to participate or know people who would.

Teresita is creating a project Facebook page and identifying a variety of other outreach strategies. A new press release is being translated this week. The History Room will also have a project subpage.

Since some of our outreach involves tabling, ***we would really like to purchase a \$40, 6-foot folding resin table for the Library. Nancy is in favor, as it would help her to have one for fundraising tabling. It is in stock at Home Depot and she is willing to pick it up as soon as Maria okays the purchase.***

4. Other Event Planning

Planning for other fall/winter events is in full swing. Here is our tentative schedule (not including Common Heritage grant activities)

October 8: Discover Holyoke (have not determined HHR's contribution, we may repeat the Dwight Street walking tour)

October 17, 6 pm: Tentative date for a talk by a genealogist from the American Canadian Genealogy Center.

October 28, 6 pm: Ghost story/haunted house open mic.

A 'Sports and Entertainment Winter Lecture Series' is starting to shape up:

November 14, 6 pm: Basketball (possibly a panel of experts/scholars)

December 3, 6 pm: Jeremy Smith on the Holyoke Street Railway (if we can get him!)

January 23, 6 pm: Jacqueline Lynch on the Valley Players

In February/March 2017 I hope to have at least two genealogy-themed talks or workshops and our big Common Heritage event will be in April or May.

5. Other Projects

Volunteers and I are still trying to complete metadata for two collections and are making progress.
I am coordinating with Gretcher in trying to finally get an online presence for the oral history interviews.

6. Database

I hope to meet with Tom Barrett this month about designing a Filemaker Pro database for the HHR. We will need to purchase the software from Filemaker (\$349.00 at the most). This is the price for the software, not an annual subscription. This was a previously approved expense (although it was less expensive then) that we did not pursue because we were exploring other options.

7. Equipment/Environment

The portable dehumidifiers (reading room and workroom) are working well, but only when they are emptied two or three times per day. I think a regular schedule needs to be in place, as I cannot always empty them when needed.