

Holyoke Public Library Board of Directors
Meeting Minutes
December 13, 2022

Facilitators: Manuel Frau Ramos [in-person], George Mettey [remote]

Attendance: roxann Callender, Manuel Frau Ramos, Joan Plummer, Bellamy Schmidt, Iohann Rashi Vega, Jeremy Smith (@ 5:48), Tiffany Curtis [in-person], Julia Santiago, George Mettey [remote]
Director: María Pagán [in-person]
Finance Manager: Andrew Parker [in-person]

Meeting called to order at 5:39 pm in the Community Room.

MOVED: To approve the minutes of 11/8/2022 by Manuel Frau Ramos, seconded by Iohann Rashi Vega; passed unanimously.

Announcements:

Library Director's Report and Updates: María Pagán

Personnel: The evening librarian position has been filled. The morning custodian position is temporarily unfilled due to a staff member on temporary leave. The Board voted last year to give \$45 gift cards – Director Pagán asked whether the Board would consider giving gift cards again this year. MOVED: To authorize the purchase and distribution of \$45 gift cards for all staff members, in compliance with MA municipal ethics laws, by Bellamy Schmidt; seconded by Iohann Rashi Vega. Motion passed unanimously.

State Aid: The Commonwealth of Massachusetts has awarded \$60,157 in State Aid funds. This is the first disbursement of State Aid funds.

Technology: Carlos applied for \$7,000 through the Digital Literacy grant. His proposal is to use these funds for speakers and a projector. SMART boards in the technology training room would be too expensive – Maria and Carlos will investigate ARPA and CDBG funds for SMART boards.

Insurance Claim / Accident: The estimate for replacing the utility pole damaged in March has increased from \$5,200 to \$5,400. ValleyBikes' charging station is connected to the damaged pole, and the charging station is still powered on. HG&E reports that the cost estimate of the repair, including power to the ValleyBikes charging station, is \$6,049. The partnership is between COH and ValleyBikes; HPLC is not a party to the agreement, but is responsible for repairs to the pole.

Policies: The hotspot policies have been approved. Maria will send out the Spanish translation.

Technology Wishlist: Carlos recommends new network switches to replace ten-year-old equipment at risk of failure. We will apply for CDBG/ARPA funds for replacement. The History Room also would like a new computer for newspaper access.

Mini-Golf: Nancy is seeking contact information for organizations who would like to sponsor Library Mini Golf.

Library President's Report and Updates: George Mettey

None

Treasurer's Report: Bellamy Schmidt

Bellamy Schmidt informed the Board of a calculation error in the budget and proposed adding \$20,000 more from endowment funds, reducing State Aid income draws by \$15,000, removing \$7,000 from security funding, and reducing funding for Programs to the Public by \$8,000. It was MOVED by Manuel Frau-Ramos and SECONDED by Joan Plummer to approve the amendments to the budget. Motion passed unanimously.

Personnel Report:

No report (Maria covered hiring progress in the Director's Report)

HPLR:

No report

Policy:

No report

Technology:

No report (Maria covered technology wish list items in the Director's Report)

Puerto Rican Cultural Project:

No report

Marketing/Fundraising:

No report

Long-Range Planning Committee:

No report

Old Business: Maria Pagan/George Mettey

George will speak to Joan Steiger regarding the Dwight portrait. The Board may wish to integrate a portrait unveiling with a 10th anniversary event. Manuel Frau-Ramos extended the best wishes of the Board to George Mettey for his continued recovery.

New Business:

None

Adjournment:

At 6:10PM, roxann Callender moved to adjourn, seconded by Joan Plummer. The motion carried.