

# **Holyoke Public Library Board of Directors**

## **Meeting Minutes**

### **, 2022**

Facilitator: George Mettey  
Director: Maria Pagan

Present Board Members: George Mettey, Maria Pagan, Wendi Greene, Joan Plummer, Aaron Morris, Roxann Callender, Tiffany Curtis, Jeremy Smith, Johann Vega, Manuel Frau-Ramos  
Financial Manager: Andrew Parker

Minutes from December 10, 2023 approved; Motion made and seconded, Motion passed  
Announcements:

President Updates: George Mettey

- February and March meetings will be Zoom meetings due to possible inclement weather and increase in Covid cases in the area.

DIRECTOR: Maria Pagan

- Announcement – A Covid clinic will be held at the library this Thursday. A gift card will be given for \$75 (provided by other sources, not the library) to all who receive the vaccine. The library will receive \$1000 for donating the space for the clinics. Maria proposes handing out the mylar blankets out during clinic to those in need.
- Professional Development – Maria would like to provide professional development to the staff.
- Municipal Appropriation Budget – Maria will be submitting the FY2023-2024 budget request.
- State Aid – Planning on using state aide to pay several bills (e.g. supplies, utilities, etc.).
- CDBG application – Maria spoke with Alicia Zoeleer, from the Office of Community Development. Grant can replace carpet in Reference Room and Community Room with wood looking floor tiles, and also replace shades. Maria is checking to see if the library can be included in the money from the City has received in ARPA funding.
- Hotspot Policy and Laptop Policy is now available in English and Spanish.
- “Wish List” - Maria is looking into getting a Smartboard for the Computer Classroom; a computer for the History Room, possible two computer; and 3 switch towers to be updated.
- Dwight Portrait Donation – still pending. George contacted Joan Steiger, and received Mr. Dwight's address to contact.
- History Room has many programs planned
- Light Pole – have not heard from Valley Bikes on contributing with pole replacement. If the library is paying for the bikes to be charged, an increase will be included in our budget. Library will fund the replacement pole.
- Window to be replaced: Glass is on order.
- Leak in Teen's Room – Maria has contacted 3 roofers and waiting for estimates.
- Mini Golf – Nancy has been looking for volunteers and sponsors. Packet will be distributed so

board members can help solicit sponsors.

## COMMITTEE REPORTS

### □ FINANCE: Andrew Parker

July 1 – November 30

Revenues: \$489,123

Expenses \$423,561

Net Income/(loss) \$65,562

May not need to withdraw money from endowment, or limited to \$50,000

The endowment balance is down about \$1,044,368

### □ PERSONNEL: Maria

Professional Development for new staff

### □ POLICY: Jeremy Smith

No report

### □ HPLR: Bellamy Schmidt

No report

### □ LONG RANGE PLANNING:

No report

### □ TECHNOLOGY & INNOVATION:

Meeting next week

### □ MARKETING & FUNDRAISING:

No report

### □ Puerto Rican Project – Manuel

No Report

## OLD BUSINESS

None

## NEW BUSINESS

None

Motion to adjourn made and seconded. Motion Passed.

Meeting adjourned at 6:19 pm