Holyoke Public Library Board of Directors Meeting Minutes
August 11, 2026

Location: Holyoke Public Library Board Room and Zoom

Present	Member	Corporate/City
X	George Mettey, President	Corporate
X	Manuel Frau-Ramos, VP	Corporate
	Meghan Connolly, Treasurer	City
X	Brenna Levitin, Clerk	City
X	Gabriela Alcántara Pöhls	Corporate
X	Jacksiel Colon-Rodriguez	Corporate
X	Denise Duguay	Corporate
X	Victor Machado	Corporate
	Jeremy Smith	City
	Iohann Rashi Vega	Corporate
X	Maggie Whitehead	City

Also present: Jason Lefebvre, Director; Alexandra Aguirre, Finance Manager

Meeting was called to order at 5:37pm by George Mettey

PRESIDENT'S UPDATES: George Mettey

- Reviewed vote from last month's meeting for HPL Realty Board

- Insurance policy questions
    - George, Allie, and Jason met with the insurance company to ask about coverage details
    - Specifically, coverage of the Board
    - Also adding cybersecurity coverage
    - We can ask the insurance person more specific questions, Allie will share his email
    - We need an inventory of everything in our building so we can get adequate coverage
    - We're not listing our assets accurately
    - We need better policies about disposing of assets

DIRECTOR'S REPORT: Jason Lefebvre

- Park light was removed and capped
- Alarm pads will be fixed shortly and consolidated
- First step of ARIS report was submitted on 7/30
- Second step Allie and Jason have done training on, due October 2nd
- City of Holyoke will be purchasing computers, they went with the Dell quote and have been ordered and will be here soon
- Shelving ordered for basement room and display shelving for the ground floor
- Setting up procedures for ordering
- Computer Coordinator position closed, we had a lot of good applicants

COMMITTEE REPORTS

FINANCE: Meghan Connolley

- Allie met with the new auditor who gave us the number received but not the number spent for State Aid
- The new city Auditor made some suggestions to us as part of her work with the city
- Issues with how the city records the State Aid so there's still uncertainty on the balance
- Allie researched High Yield Savings Accounts and emailed local banks, she has a few good options
- Allie suggests that the Finance Committee and Jason meet with the top choices to determine which is ideal, waiting to hear from Megan

STRATEGIC PLAN: Maggie Whitehead

- We're looking at the current strategic plan before we start working on a new one
- Current SP is through 2028
- Breaking objectives out into more specific action items

- SP was created in 2022, so some is less relevant
- What's next—we can polish this up and hand it to the Director
- We can also revise this to be more accurate, but we only have about 1 year left
- Maggie recommends we focus on what we have left to complete, determine if they're still relevant or not, and then go from there
- Brenna points out Conflict of Interest training for the Board isn't listed
- Gabriela sent an email about maintenance vs strategic goals, should both be in here and is that useful?
- Maggie will send emails to Board members with requests for additional info
- Brenna suggests first Maggie sends list of outstanding questions, then creates a new document that's just what action items remain, and then the full Board will discuss which ones we want to pursue in the remaining time
- Denise asks how are some of these items measured?
- Maggie didn't make any changes to the original document, so some of them aren't measurable
- Denise suggests we move the ones that aren't measurable to the Mission Statement
- Gabriela points out that the document as it exists is not a Strategic Plan
- Brenna says we should go through and note which items aren't measurable
- Gabriela points out that subjective things can be measured, it just depends on what we want to measure
- Denise asks if we should just go through and note which things are done, which are exceeded, which aren't measurable and then just start a new Strategic Plan
- George says for our next Strategic Plan, we should do an offsite and hire a moderator to move through it as a group, but we should complete this one first
- Jacksiel asks if there's interest in redesigning any goals that we've already exceeded?
- Brenna is concerned about spending too much time on the Strategic Plan that's only valid for another year or so
- Allie says from a Finance perspective, for the next Strategic Plan, we should add some spotlights with donors to do walk-throughs so they can see how we work in real life
- Maggie suggests writing up a 'here's what we did from the strategic plan' summary for donors/community, Brenna suggests consulting the annual reports since they also list some of what we did last year

New business

- Denise asks how are we keeping track of Conflict of Interest training records?
- Answer: email George the certificate or an email saying you self-certify that you completed the training

Brenna moved to adjourn. Maggie seconded. **Motion passed unanimously.**

Meeting adjourned at 6:52pm.