

Tuesday, April 10 | 2018

Holyoke Public Library Board of Directors Meeting Minutes

Announcement: None

Facilitator: Jeremy Smith, President

Note Taker: Co-clerk – Kelly Curran

Present Board Members: Jeremy Smith, George Mettey, Bellamy Schmidt, Owen Humphries, Kelly Curran, Miguel Vasquez, Manuel Frau-Ramos, Susan Carey

Friends: None, **Director:** Maria Pagan, **Financial Officer:** Andrew Parker

Not Present: Charlie Berrios, Joan Steiger, Karlene Shea, roxann Callender

Meeting called to order at 5:03 PM.

Minutes will be approved next month when edits are made

Reports

President's Report

- Jeremy reviewed the proposal for the outreach promotion person. He stated that elements of the proposal could potentially become a position. He also noted that Walter's position remains unfilled. He also reported that Maria stated in her long range plan that she is currently working the following positions for a public relation position, an outreach program coordinator, and a grant writer. A discussion followed and Kelly recommended utilizing students from local universities or interns to take care of the social media aspect, including marketing and community outreach. Subsequently, Jeremy asked Maria if she would have the necessary resources to supervise an intern and suggested perhaps a person from Simmons College Library School, as a possibility. Finally, he recommended that Maria ask Eileen to get the contact information for the intern coordinator.
- It was noted that since Charlie Berrios is no longer a member of the board, a letter of resignation is in order. Manuel will take the lead on obtaining the letter.

Director's Report

- Elliot Community Human Services is a street outreach non-profit for the homeless. They have offered to be on-call to deal with patrons from this population as an alternative to calling the police. We do not have the resources in the library to help this population. Maria said this will reduce the no trespass orders and offer services that we do not currently have at the Library.
- The staff member who filed a grievance has appealed. The Personnel Committee needs to meet.
- Pay raises need to be approved before city council holds their budget meetings in June.

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- Teen Room lighting: Philips wants us to send samples so they can test them. The electrician will be in this week to take two of the fixtures to send to them.
- Rough draft of strategic plan, building and technology plans were sent to committee. Maria would like to hold a Strategic Committee Meeting.
- Visits are up for March and April. Maria said the people counter is more accurate now.

See Appendix A for further details

Finance Committee & Treasurer's Report

Andrew and George

- Retained earnings is close to \$23,000
- Endowment is over \$6.3 million – A lot of market volatility
- Will have draft reports of audited financials by the end of this week

See Appendix B for additional details

Personnel Committee Report

Bellamy Schmidt

- Grievance – Staff believes the board failed to defend the position and fears she will be transferred to the city payroll and she would have to take a pay cut. Grievance is currently at step 2. If we are going to add her to the payroll and classify her as a reference librarian, then the grievance will be moot.

HPL Realty Report

Bellamy Schmidt

Nothing to report

Friends Report

Jeremy Smith

- Mini-golf was a success. Sandy will send exact numbers for next meeting.

Deleted: weekend

MOTION: Adjourn Meeting

- Moved by Kelly
- Seconded by Bellamy

Meeting adjourned at 5:56 PM

The next meeting is on Tuesday, May 8, 2018 at 5:00pm