

Holyoke Public Library Board of Directors Meeting Minutes

Announcement: None

Facilitator: Jeremy Smith, President

Note Taker: Co-clerk – roxann Callender

Present Board Members: Jeremy Smith, George Mettey, roxann Callender, Bellamy Schmidt, Manuel Frau-Ramos, Joan Steiger and Owen Humphries.

Friends: Karlene Shea, **Director:** Maria Pagan, **Financial Officer:** Andrew Parker

Not Present: Charlie Berrios, Miguel Vasquez, Kelly Curran, Susan Carey

Meeting called to order at 5 PM.

MOTION: To approve HPL Board Minutes for January

- Moved by Jeremy
- Seconded by Bellamy
- Motion carried unanimously.

Reports

President's Report

- Discussion about the acquisition of D'Addario Collection. There is an outstanding agreement to pay the D'Addario family \$2000 for a portion of the collection which has now been transferred to the library. Concerns were raised about the copyright status of photographs taken while Mr. D'Addario was an employee of the Union News/Republican. It was decided that the Archivist should reach out to the Republican to determine the status of the material before voting on the financial appropriation.
- The Board also discussed creating an acquisitions line in the HPL Chart of Accounts so that the History Room may have and use an acquisitions budget in the future.

MOTION: To allow the creation of accounts within the Holyoke Public Library Chart of Accounts for the purchase of collections for the Holyoke History Room and to amend the Fiscal Policies manual of the Holyoke Public Library as well as the Chart of Accounts of the Holyoke Public Library's General Ledger System to reflect such motion.

- Moved by Bellamy
- Seconded by George
- Motion carried unanimously

Director's Report

- Staff Training starts next week
- Painting starts next week
- Still working with vendor, Phillips regarding the Teen room lights
 - Received quote from electrician if decision is made to change the lights
- The construction company, engineers to be on site to conduct inspection of the lights
- Discussed statistics summary for library patrons and provided the numbers (front door entry)
- Landscaping contracts to be considered

See Appendix A for further details

Finance Committee & Treasurer's Report

Andrew and George

- George reported that the endowment has had substantial reversals during the month of February, but has returned to December levels, including the withdrawal effective 1s of February.

See Appendix B for additional details

Personnel Committee Report

Bellamy Schmidt

- Bellamy reported that he will bring the salary increase to the Mayor's attention now that he is back to work.

HPL Realty Report

Bellamy Schmidt

- Bellamy request to borrow \$3,000.00 for rent payment and Andrew offered an additional \$9,000.00. A motion was passed.

MOTION: To library corporation proposed to lend up to \$12,000.00 for the duration of 10 months.

- Moved by Bellamy
- Seconded by George
- Motion carried unanimously

Friends Report

Karlene Shea

At our January meeting held on January 22, 2018 the following expenditures were approved:

- \$100 to purchase comic books for Free Comic Book Day
- Up to \$75 for refreshments for the Comic Con Program on Feb. 17th
- \$1000 to the library's security camera project if/when HPL receives the grant for which Maria has applied
- \$2000 to hire a lawyer to help with the issues around transferring money from a non-profit which would have to go through the Attorney General
- Karlene stated that Sandy Ward reported that the Mini Golf Committee is hard at work sending out sponsorship requests. She shared a copy of the Mini Golf flyer and after hearing concerns regarding time restrictions Kate proposed an alternative that solved the problem.

- A committee was formed to work on the proposal for a potential merger with the HPL but there are still some issues that need to be cleared up before this work can begin.
- It was decided to send a letter to the Friend's membership bringing them up to date on upcoming events and letting them know that we would not be collecting dues for the coming year.

Old Business

- None

MOTION: Adjourn Meeting

- Moved by Jeremy
- Seconded by Bellamy

Meeting adjourned at 6:30 PM

The next meeting is on Tuesday, March 13, 2018 at 5:00pm