

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, roxann Callender, Bellamy Schmidt, Manuel Frau-Ramos, Joan Steiger and Kelly Curran, Miguel Vasquez, Susan Carey

Friends: Sandy Ward, **Director:** Maria Pagan, **Financial Officer:** Andrew Parker

Not Present: Charlie Berrios, Owen Humphries, Karlene Shea

Meeting called to order at 5 PM.

MOTION: To approve HPL Board Minutes for February

- Moved by Bellamy Schmidt
- Seconded by George Mettey
- Motion carried unanimously.

Reports

President's Report

MOTION: BE IT RESOLVED: That the Holyoke Public Library Corporation shall appropriate the sum of \$2,000, and shall authorize the expenditure of a like amount, to complete the purchase of the physical collection of the photographs of the D'Addario Estate from Anita D'Addario, such purchase having been begun during Fiscal Year 2016.

- Moved by Jeremy
- Seconded by George
- Motion carried 5 to 4

Director's Report

Personnel

- Staff Training workshops – Workplace Ethics & Customer Service took place and staff are asking for more. OSHA Training for custodians will be end of March. We have 9 City Custodians participating.
- Other staff training coming up are: about de-escalating/dealing with problem patrons; library safety and security; CPR/first-aid; MLS training and webinars in different library-related areas/issues, etc.

- A staff member has filed a Grievance.

Lighting

- Teen Room Lighting – After two visits from Philips’ techs (1 about two years ago and the other one about 6 months ago) and many emails back and forth with Philips reps, Maria sent them a copy of HG&E survey, lighting engineer report, evidence with pictures about the wiring for the lights, and even a ballast and lamp for them to test compatibility. Now Philips is saying that it is not their problem because they only supplied the control and the ballast and lamps are not compatible.

Miscellaneous

- Paint – Completed, except for the bottom part of the columns, \$1,450.
- Programs / Outreach – We continue with outreach
- Library Strategic Plan – First Draft will be emailed.
- Next meeting – April 10, 2018 at 5pm
- City Board Members – All City members term will expire February 2020. We still have vacancies for 1 City appointment and for 1 Library elected.
- MHIC-- Closing plan for December 7, 2018 – preparation schedule?

See Appendix A for further details

Finance Committee & Treasurer’s Report

Andrew and George

- The board was informed that there was a discussion on the HPL cash position at the end of the month of January 2018.
- Andrew suggested using some of the endowment that was allocated for painting, \$22,000, which can also be used for computers or as the board deems appropriate.
- Long-term investment lost 3%.
- There were three reviews of the proposals for a new investment counselor.
- Andrew states that he is going to set up a date to review the Finance/Investment Books.

See Appendix B for additional details

Personnel Committee Report

Bellamy Schmidt

Nothing to report

HPL Realty Report

Bellamy Schmidt

Nothing to report

Friends Report

Sandy Ward

- Sandy said she sent report to speak to a lawyer to address the voluntary dissolution of the non-profit. The Friends want to have discussions about maintaining the flexibility of money in reserves. Bellamy asked Andrew if he can put a reserve on the balance sheet. Anything that is established for reserve will have to be pre-approved. Andrew cannot reserve on a balance sheet

for the Friends own purposes. Friends will run projects by Maria, money coming in will go to the account and purchases Friends make will be erased. Discussion ensued after concerns were raised. Andrew said Friends need to decide what we do with current funds.

- On February 17th the Friends hosted a panel of comic book illustrators. Approximately 40 people in attendance. A total of 10 individuals signed up to help with future programming. Terrance Smith, a member of the Friends Board did a great job fielding questions to the presenters. Three of the visitors contributed books to the HPL Collection. The contributions consist of children and teen books.
- Sandy reported that at the time of this meeting, at least half of the Mini-golf holes are sponsored. Sandy is waiting on other potential sponsors. The deadline has been extended to the end of the week. She noted that almost \$5,000 has been collected and added that there is a cost for printed materials and other overhead costs. Her hope is to attain \$10,000 in auction proceeds, in ticket sales for cocktail party and ticket sales for entrance to mini golf. Sandy asked the board to get the word out to friends and associates. Sandy informed the board that she does not plan to chair next year's mini golf fundraiser. She is recommending that the board select someone else earlier in the year. Nancy agrees and Sandy will still be involved otherwise.

Old Business

- None

MOTION: Adjourn Meeting

- Moved by Kelly
- Seconded by Miguel

Meeting adjourned at 5:59 PM

The next meeting is on Tuesday, April 10, 2018 at 5:00pm