

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, roxann Callender, Bellamy Schmidt, Manuel Frau-Ramos, Joan Steiger, Susan Carey.

Incoming Board Member: Danielle Brown

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

Not Present: Kelly Curran, Owen Humphries, Karlene Shea, George Mettey

Meeting called to order at 5 PM.

The **HPL Board Minutes for March and April were not approved because there was no Korum.**

MOTION:

Moved by

- Seconded by
- Motion carried

Reports

President's Report

Jeremy discussed the vacant positions for new city directors and introduced Danielle Brown

- Moved by
- Seconded by
- Motion carried

Director's Report

Personnel

- Staff Training workshops – Another training is scheduled for Friday, June 1st, dealing with difficult patrons, de-escalating and trespassing -- Clinical Social Worker, Anne; Jay Levy, Regional Homeless Outreach Coordinator and Marvin Gonzalez, Street Outreach Staff, both from Eliot Community Human Services; and Capt. Denise Duguay, Holyoke Police Department.
- In March, a staff member attended a three-day Library Conference in Philadelphia, Library paid for expenses. She ended up staying an extra day because of storm. She wants to know if the Library can reimburse her for that extra day as well.

- As of today, we have received four individuals interested in the Evening Library Assistant position, only one has library experience/knowledge.
- Teens' Room Lighting -Still troubleshooting. We sent two fixtures and ballasts.
- Building
 - Leak – On April 25 there was a roof leak in teen's room.
 - ABS – Found issue with Boiler # 1. Cote to look into it.
 - AC – Cote switched from heat to cooling.
- Paint – Bottom part of the columns need to be sanded and varnished, \$1,450.
- Programs / Outreach – We continue with outreach and programs.
- Statistics summary for current month— See pages 2-3
- Library Strategic Plan – First rough draft was emailed. In the works: Staff Development, Building & Grounds, Marketing, Technology Plans. (time to meet?)

Announcements/Reminder—

Next meeting – June 12, 2018 at 5pm • Summer hours – June 4th – August 31st: Monday-Thursday, 8:30am-6pm; Friday & Saturday, 8:30am-4pm • Programs for May – May 14 – Dyeing to Wear it! May 21 – Essential Oils: Chemical free house • MHIC-- Closing plan for December 7, 2018 – preparation schedule?

See Appendix A for further details

Finance Committee & Treasurer's Report

Andrew and George

See Appendix B for additional details

Personnel Committee Report

Bellamy Schmidt

- Committee met to discuss grievance by HPL Archivist with regard to a raise in her salary compensation. The committee concluded on the grievance and the request was granted.

Nothing to report

HPL Realty Report

Bellamy Schmidt

Nothing to report

Friends Report

Sandy Ward

- The 3rd Annual "Mini Golf in the Library" fundraiser was held April 6-7, 2018. Some of the other activities included face painting, which was a donation by Mask Makers Face Painting services.
- Friday evening Cocktail Party ensued inspite of a snow storm
- The 18-hole course – designed, provided, and supervised by Rick and Russ Bolton of Library Mini Golf LLC for their fixed fee of \$2,395 – worked well.

- Income of \$6,700 came from 22 sponsors (Hole Sponsors and Event Sponsors) donating \$250, \$350, or \$500 each.
- As in past years, we failed to attract a title sponsor (\$2500) or any \$1000 sponsors, though Nancy Kocsmiersky of the HPL Development Office did submit applications to several potential sources requesting \$1000 each.
- Income from the Friday and Saturday events (entry fees, auction tickets, team tournament registration, and some voluntary donations) added \$1,993, bringing the total income to \$8,693. Expenses beyond the LMG fee were modest, less than \$350 total for flyers, signage, and supplies (e.g., wrist bands, auction tickets, decorations).
- This year we distributed bilingual flyers to the Holyoke Public Schools, the Charter schools, and local preschools. The Friends board voted May 3 to pay the bill for those 6,000 school flyers, thus reducing HPL's costs by about \$200. (We're awaiting the invoice.) Nancy's preliminary tally on 4/10/18 showed a profit to HPL of \$5,959. We now expect the earnings for the Library to be about \$6,100. RECOMMENDATIONS "Mini Golf in the Library" has value as both a FUN raiser and FUND raiser for the Holyoke Public Library.
- Recommendations were offered for future Library Mini Golf events (see appendix)

See Appendix For further details

Old Business

- None

MOTION: Adjourn Meeting

- Moved by
- Seconded by

Meeting adjourned at 6:00 PM

The next meeting is on Tuesday, June 12, 2018 at 5:00pm