

## Holyoke Public Library Board of Directors

### Meeting Minutes

**April 11, 2023**

Location: Holyoke Public Library

Present:

| Present | Member                     |
|---------|----------------------------|
| X       | George Mettey, President   |
| X       | Manuel Frau-Ramos, VP      |
| X       | Bellamy Schmidt, Treasurer |
| X       | Wendi Greene, Clerk        |
|         | Roxann Callender           |
| X       | Johann Rashi Vega          |
| X       | Joan Plummer               |

| Present | Member             |
|---------|--------------------|
| X       | Denise Duguay      |
|         | Aaron Morris       |
| X       | Jeremy Smith       |
|         | Dr. Tiffany Curtis |
|         | Julia Santiago     |
|         | Thomas Wilson      |

Also present: Maria Pagan, Director; Andrew Parker, Finance Manager, Jason Lefebvre, Meg Haley

**Meeting called to order at 5:35 pm**

**Minutes from last meeting approved; Motion made and seconded, Motion passed**

**Announcements: None**

#### **President Updates: George Mettey**

- **Introduced Guests Jason Lefebvre and Meg Haley - Review of collection policy – Policy Committee drafted the policy. This was to formalize the policy, to put it into writing. May need to include internet use in some sort of policy in the near future. Some of the policies need to be on our website and translated into Spanish as well. Maria will clarify which ones.**
- **Also, our hot spots are not holdable in the system, and that policy needs to be updated to include statement on this.**
- **Bellamy made a motion to adapt the collection and development committee policy, there was a second and passed unanimously**
- **Motion made to make the hot spots not holdable, seconded and passed unanimously.**

#### **DIRECTOR: Maria Pagan**

- **Personnel – Maria is concerned all the money in the budget for personnel may not be fully approved by the mayor and we may have to look at other accounts (energy) to fund the personnel line item.**
- **Maria has applied for CDBG as well as ARPA grants for some of the library's capital needs like shades and carpeting, etc.**
- **Maria is also asking for the two trees in the front to be taken care of, the fence to be repaired, and leaks in the roof to be repaired.**
- **Together for Families Grant (MBLC) – Maria has sent out over 200 invitations. Next step will be an informational session as well as training and planning.**
- **The mayor came to a meeting which was held at the library but not for library business. While at the library Maria showed him the shades and carpet. The mayor suggested buying shades with drawstrings or chains. Maria explained large shades can't be purchased with drawstrings or chains. Maria also discussed with the mayor about security. She is hoping that he will hire a city security company to cover the library. The mayor suggested he is looking at the feasibility of doing that. We will have to wait to see if he includes security in the city's budget. The board decided to instruct Maria to come up with a proposal to go out to security companies for quotes in the interim. Security has become an issue as drugs have become a problem in the library.**

- **Bellamy and George are working to get our tax exempt status back. It was lost due to failing to file form 990 for the past 3 years. Hoping to have a free consultation with a CPA. We will have to file the form and pay the fines. Discussion from Bellamy explaining the audit process and which audit level we should choose. Bellamy and Andrew may fill out the form 990 and prepare for filing.**

## **COMMITTEE REPORTS**

- **FINANCE: Bellamy Schmidt**

**Bellamy shared the report. We are running under budget. Revenues are also under budget because we have used state aid money. Projection to not use any endowment money this year. Please refer to report for specific figures. Andrew will send out a revised report as a wrong month was cited.**

- **PERSONNEL: Bellamy Schmidt**

**No report – see above for audit information.**

- **POLICY: Jeremy Smith**

**No report**

- **HPLR: Bellamy Schmidt**

**No report**

- **LONG RANGE PLANNING:**

**No report**

- **TECHNOLOGY & INNOVATION:**

**Orders are being processed for new technology**

- **MARKETING & FUNDRAISING:**

Mini Golf event coming up. Johann Vega will do a story to advertise this event with the details.

- **Puerto Rican Project – Manuel**

Fine Arts Center at UMASS – looking to help the community. Hoping to offer more to the Hispanic community. The Fine Arts Center wants to help the community and support the Hispanic community in Holyoke and the surrounding communities. They will be in Springfield tomorrow.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**Motion to adjourn made and seconded. Motion Passed.**

**Meeting adjourned at 6:48 pm**

**Next Meeting will be in person on May 9<sup>th</sup> (the second Tuesday of the month) at 5:30 pm.**