

Holyoke Public Library Board of Directors

Meeting Minutes

April 9, 2024

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
	Manuel Frau-Ramos, VP
X	Bellamy Schmidt, Treasurer
X	Brenna Levitin, Secretary
X	Iohann Rashi Vega
X	Joan Plummer

Present	Member
X	Denise Duguay
X	Aaron Morris
	Jeremy Smith
X	Dr. Tiffani Curtis
	Gabriela Alcantara-Pohls
X	R. Andrew Parker

Also present: Maria Pagan, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager

Meeting was called to order at 5:31 pm by George Mettey.

Approve Minutes:

Joan motioned to approve March minutes, Aaron seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

- Reminder to notify George if we're not able to come

PRESIDENT UPDATES: George Mettey

- Thanks to the staff for putting together regular reports

- Please remind them to include date and department
- George asks for motion to nominate Brenna as the Secretary

Joan motioned to nominate Brenna as the permanent Secretary, Aaron seconded. **Motion passed unanimously.**

DIRECTOR REPORT: Maria Pagan

Job updates

- All positions filled with exception of the Finance Manager Assistant position

Building updates

- Carpet and shades are done, new lights and projector are as well
- Only thing left in Community Room is some painting touch-ups
- Need to do carpet cleaning in other spaces
- Empower custodians to replace carpet squares as needed, make sure they have training and know where extras are kept
- Archive Room HVAC freon keeps leaking but can't find where

City Budget

- George and Maria met with mayor this afternoon, went well
- Mayor didn't have many questions
- Likely going to wait to ask questions until after the auditor reports back to him about the bottom line so he can balance the budget
- Target is May 2nd when he'll do State of the City report to the City Council

Salary Schedule A

- Mentioned to the Mayor in today's meeting

Misc

- Employees Appreciation Breakfast went well

COMMITTEE REPORTS

FINANCE: Bellamy Schmidt

- The goal of the Investment Committee is to maintain the principal investment with the possibility of growth while using funds in excess of the principal for operational needs of the library

PERSONNEL: Bellamy Schmidt

- None

HPLR: Bellamy Schmidt

- Lease draft just between HPLR and the library to update it
- Been reviewed by lawyer

- \$10,000 per year
 - Intended to put in a technology fund for future computer updates

Andrew motioned to approve the lease draft as amended, Denise seconded. **Motion passed unanimously.**

POLICY: Jason

Bellamy motioned to approve Holyoke Public Library Meeting Room Use Policy with 'After Hours use' section removed. Joan seconded. **Motion passed unanimously.**

TECHNOLOGY & INNOVATION: Brenna

- Omar presented inventory, approximately half of the desktops in the building have been updated but most of the budget has been used
- Question about difference between quotes from Carlos last year and what's actually been spent
- Need to get invoices from finance and compare to inventory and quotes
- We'll have answers to update about what we money we still need to update remaining equipment at next full Board meeting
- \$22,000 from another pot remaining for technology but we might still need more

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- None

MARKETING & FUNDRAISING:

- See report from Nancy

LONG RANGE PLANNING:

- None

OLD BUSINESS

- None

NEW BUSINESS

- None

Tiffany moves to adjourn. Bellamy seconds. **Motion passes unanimously.**

Meeting adjourned at 6:36pm.