Holyoke Public Library Board of Directors

Meeting Minutes

August 12, 2025

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
	, Treasurer
X	Brenna Levitin, Clerk
X	Gabriela Alcántara Pöhls
X	Jacksiel Colon-Rodriguez
X	Meghan Connolly

Present	Member
X	Denise Duguay
X	Jacqueline Glasheen
X	Victor Machado
X	Andrew Parker
X	Jeremy Smith
X	Iohann Rashi Vega

Also present: María Pagán, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager; Meghan Connolly, Director pending confirmation; Margaret Whitehead, Director pending confirmation

Meeting was called to order at 5:30 pm by George Mettey.

Approve Minutes:

Denise motioned to approve July 2025 minutes, Manuel seconded. **10 ayes, 0 nos, 2 abstentions. Motion passes.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- Investment committee (George, Andrew, Allie, Bellamy consulting, Meghan consulting)
- August 21st is presentations by 2 finalists

MISC:

- Someone asked Manuel if a person who is running for elected office in Holyoke allowed to be on the Board? Yes, and if they're elected they need to resign from the Library Board

DIRECTOR REPORT: Maria Pagan

Building updates

- Water in History Room
- No mold found
- Insurance company won't pay for water damage
- Recommendation is to add pump and paint ceiling
- Brenna is happy with the 10k quote

Andrew motions to appropriate $10,000 to complete the recommended remediation work as specified in her report. Denise seconded. **Motion passed unanimously.**

<u>COMMITTEE REPORTS</u>

FINANCE: Alexandra Aguirre

- Changes in Charter of Accounts
- Staff will be using Monday to track programming
- How much of a deficit are we looking at?
- María is writing to the Mayor to ask for help with some of the capital maintenance projects, since the city has a responsibility on this
- City has already helped with some capital maintenance (AC compressor)
- Where is technology budget for hardware replacement?
- They need the wish list so that we can determine what we can do
- Will put $10,000 for hardware replacement in either restricted or furnishings/equipment categories
- Amendments:
    - Reduce account 5255-00 by $36k for the IT contract
    - Reduce 53700-00 by $26k for the history room project
    - Increase 54900-00 by $10k for IT equipment
- We will vote on the amended budget next month
- How do we account for things like a $25k speaker who donates their time for free?
- In-kind donations
- Manuel will work with Fundraising & Development Committee to document historical in-kind donations and then Fundraising Committee will document in-kind donations going forward
- Jeremy suggests this should be in an end-of-year fundraising report
- Gabriela asks if Manuel can transfer the information on the history of PRCP

- Jackie is OK with this being owned by Fundraising & Development in collaboration with Manuel

PERSONNEL:
- Jason reports we had staff meeting on July 25th, presented info based on the surveys
- Meeting went fairly well, they handed out a questionnaire after
- Also sent questionnaire by email
- Anonymous box in the building to drop them for 2 weeks
- About 6 people filled it out, Jason compiled and shared with Allie and Maria
- Not a lot in the surveys that required further actions
- Didn't seem to be any issues with the meeting
- Didn't seem to be any issues with people sharing their thoughts in the meeting
- Next steps, moving forward with the things introduced in the meeting
- Next meeting will be once they finalize the procedures for handling how people are booked, should be in the next month or so
- Next meeting will be a professional development half day to introduce the new procedure

SEARCH COMMITTEE: Manuel Frau-Ramos
- Adding Denise, Victor, Jacksiel, Iohann to the Search committee
- Renaming from Transition to Search as María is definitely retiring this calendar year
- Maria sent job description to Manuel, Manuel will send to the rest of the committee

HPLR: George Mettey
- Nothing

POLICY: Jeremy Smith
- Nothing

TECHNOLOGY & INNOVATION: Brenna Levitin
- Entre has been in the building working on the network upgrades as approved, Omar has been shadowing
- Website in progress, not sure if we have a date when it'll be done
- Currently waiting on Maria for some of the info
- SharePoint tutorial

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos
- Manuel is asking for $2,000 for speakers in coordination with Volleyball Hall of Fame, Holyoke Media, and HPL about Puerto Ricans in the world of volleyball
- One of the speakers would be the owner of one of the most important volleyball teams in Puerto Rico, he also works for Mass Mutual
- Other speaker would be someone making a documentary about history of volleyball in PR and especially the connection with YMCA

- Questions about other funding sources to match

FUNDRAISING & DEVELOPMENT: Jackie Glasheen

- Purview of the committee and part-time staff

NOMINATING: Manuel Frau-Ramos

- Even though we have a full board, if anyone expires in 2025, the nominating committee has to call them and confirm if they want to stay
- Also need to verify the corporators

PUBLIC RELATIONS: Denise Duguay

- Nothing

STRATEGIC PLANNING: George Mettey

- Board hasn't been concentrating on strategy, but it's time to focus on it more
- Adding Maggie to committee after she's confirmed
- Currently recruiting members for the committee

OLD BUSINESS

- Nothing

NEW BUSINESS

- Nothing

Gabriela moved to adjourn. Brenna seconded. **Motion passed unanimously.**

Meeting adjourned at 7:28pm.