

Holyoke Public Library Board of Directors

Meeting Minutes

February 11, 2025

Location: Holyoke Public Library Community Room

Present:

Present	Member
X	George Mettey, President
X	Manuel Frau-Ramos, VP
	, Treasurer
X	Brenna Levitin, Clerk
	Gabriela Alcántara Pohls
X	Beverlyn Blanchard
X	Jacksiel Colon-Rodriguez

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

Also present: María Pagán, Director; Jason Lefebvre, Assistant Director; Alexandra Aguirre, Finance Manager

Meeting was called to order at 5:32 pm by George Mettey.

Approve Minutes:

Manuel motioned to approve Jan 2025 minutes, Victor seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

PRESIDENT UPDATES: George Mettey

- Investment Plan update draft for next meeting
- RFP investment managers— don't want to do this immediately because stock market is so volatile right now
- For now we'll stick with the current firm, they'll come present a short proposal in late April (not during our normal monthly board meeting)
- Auditor finished 2023 audit, we reviewed and approved draft (Finance Committee)
- No material findings for 2023
- ~\$24,000 for 2023 audit
- We signed engagement letter for same auditor to do 2024
- Board when interfacing with staff— we do not have the authority to be giving staff any instructions
- Board's job is to support Maria and Jason
- If we have concerns about staff, go to Maria/Jason
- Meeting dates are in the handbook from Maria
- George is going to work on Maria's evaluation with the Personnel Committee
- Maria will send digital trustee handbook

George motioned that Tom Gilchrist become the Treasurer of HPL Corp, Jacqueline Glasheen seconds. **Motion passed unanimously.**

DIRECTOR REPORT: Maria Pagan

- Maria will resend the ethics link in case anyone hasn't taken it this year, we need to take it annually
- Maria will work on signing with website

Salary Schedule A

- Maria talked to Kelly in Personnel
- Personnel is waiting to hear from City Council about approving adding library staff to the city union
- Then the unionized positions will be removed from the Schedule A

Building updates

- Electricity
- Retrofitting lighting in the building
- Library is submitting capital request for \$300,000 from the city for the 600 lights
- Also asking city for \$6,000 for ground system study & repairs

City Budget

- Working on FY2026 budget
- Only asking for about 1% overall increase (Mayor requested 2% increase) but a full 2% increase for staff

COMMITTEE REPORTS

FINANCE:

- Budget categories don't match actual spending so we need to amend in places
- We need to diversify events/appeals/grants
- Grants need to be connected to infrastructure
- We need to come up with a number that we're aiming for
- We need to know the goal so that we can make plans
- Please can finance come to the next meeting with numbers for:
 - Ideal amount annually emergency fund
- Capital expenses are separate
- Overall without extraordinary expenses we're covering operating expenses within the preferred amount being taken from endowment

PERSONNEL:

- Nothing

HPLR:

- Nothing

POLICY: Jeremy Smith

- Nothing

TECHNOLOGY & INNOVATION: Jeremy Smith

- Website

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- Nothing

MARKETING & FUNDRAISING:

- Discussed in Finance Committee

LONG RANGE PLANNING:

- Nothing

OLD BUSINESS

- Nothing

NEW BUSINESS

- Nothing

Brenna moves to adjourn. Manuel seconds. **Motion passes unanimously.**

Meeting adjourned at 7:01.