

**Holyoke Public Library Board of Directors**

**Meeting Minutes**

**February 10, 2026**

Location: Holyoke Public Library Community Room

Present:

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

Present	Member
	Denise Duguay
X	Victor Machado
	Andrew Parker
X	Jeremy Smith
X	Iohann Rashi Vega
X	Maggie Whitehead

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

Meeting was called to order at 5:35pm by George Mettey.

**Approve Minutes:**

Gabriela motioned to approve January 2026 minutes, Manuel seconded. **Motion passed unanimously.**

**ANNOUNCEMENTS:**

**PRESIDENT’S UPDATES:** George Mettey

- Feb 26<sup>th</sup> we'll have a 'welcome Jason, farewell Maria' dinner

- Fajitas?
- Staff, Mayor, Board, Michael someone from One Holyoke, someone from HPS, Betty Medina from Enlace de Familles, Natalia Guzman from Holyoke Media
- Gabriela will work on a plaque dedicating something in the building to Maria (coordinate with Jason/Nancy for logistics) and one for her to keep
- Director's contract has been sent to the City HR/Legal, we're now waiting on them
- Contract is between the Board and Jason (Director) and the City will sign it because Personnel is through the City
- Director won't be in Schedule A because of the contract, so Jason/Board need to advocate for a raise separately from any raises given to Schedule A
- Jason is working on a performance plan, will be reviewed by Gabriela and Jeremy
- Jason will submit his goals in the next week or two, the actual evaluation will be at the end of the fiscal year—performance evaluation is from the city
- Mayor has sent out some info about the budget
- Jason, Allie, and George will be working on the budget based on the info from the Mayor
- They'll need to incorporate the new Schedule A and NAGE contract info

**DIRECTOR'S REPORT:** Jason Lefebvre

- Holyoke resident left his house to the library
- Eileen, Nancy, George, and Jason will do a walkthrough of the house tomorrow
- Library will receive the proceeds of the sale once it's complete
- We had approximately 4400 visits in January, we need to be increasing to ~7000 in the next 2 years, and ~10-12k uses in the next 3-5 years
- Restart all-staff meetings which will require opening an hour late once a month (last Weds of every month)
- Meetings will be recorded for people who can't come, minutes will be shared
- Input via email about what stats/reports the Board wants
- List of programs from the past month and attendance

**COMMITTEE REPORTS**

**BUILDING & GROUNDS:**

- Elevator was reinspected and passed
- Waiting on the certificate to put in the elevator
- Contractor is still waiting on the part for the water fountain, contractor will reach out when they have it
- Interior lobby door broke and was fixed
- Having issues with HVAC, Cote has already been in several times
- Alarms go to automatic building system alert and then go to Jason
- Both boilers are having issues, requires manual intervention by Jason
- May be an issue with gas into the building
- Cote is working to get HG&E and the manufacturer of the boiler to determine exactly what's going on

- Gabriela asks if there are issues with the sensors?
- Jason said that's one of the things they're looking at
- George will call Jim Lavelle at HG&E
- Cote is not closing, but they are merging with another company
- We may want to do some research about alternatives who are specifically commercial-only

**FINANCE:** Meghan Connolley

- We took in less than we spent last month
- Expenses are favorable because we've spent less than expected in Payroll
- Could move "emergency fund" money into the endowment
- Could also move "emergency fund" to backstop the operating fund which will also minimize the risk
- State Aid is still unknown because of City Finance
- Allie will investigate with the City whether instead of doing invoices/POs we can do reimbursements from the State Aid account because we've had issues with the City paying late
- Overall, we are in good shape

**PERSONNEL:**

- Cal was promoted to the Adult Services position
- 4 candidates were interviewed
- As of Jan 26<sup>th</sup>, they're at the Adult Services pay rate but working their previous hours to help cover the desk
- Library Assistant position has already been posted per NAGE rules
- It's a difficult position to staff
- 3 interviews for the Assistant Director position
- Staff was part of the AD interview process
- Jason is talking to Personnel and City Hall about what we can offer for salary
- We can reclassify some of the excess from unstaffed positions to use for the additional costs for personnel (not sure if it'll be enough to pay for all of the additional personnel costs)

**OLD BUSINESS**

- None

**NEW BUSINESS**

- During the selection process for the new library director, concerns were raised about the role and intentions of the then-library director, Maria Pagan, in selecting her successor. The complaints alleged that Maria sought to influence the selection, despite not serving on the committee.
- It was alleged that comments made by members of the Committee were disrespectful towards Maria and other members of the Committee. This information also leaked to a

non-library community member, causing further harm. The Board discussed the matter. A motion, seconded, and approved was made to issue a formal apology.

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

**Meeting adjourned at 7:16pm.**