

Holyoke Public Library Board of Directors

Meeting Minutes

January 13, 2026

Location: Holyoke Public Library Community Room

Present:

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

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

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

Meeting was called to order at 5:39 pm by George Mettey.

Approve Minutes:

Manuel motioned to approve December 2025 minutes, Denise seconded. **Motion passed unanimously.**

ANNOUNCEMENTS:

PRESIDENT’S UPDATES: George Mettey

- We don’t have an agenda this month because things are in transition

- Lots of paperwork, in progress
- George will send Conflict of Interest certification to everyone
- President called for a special meeting on December 16th to vote on the next Library Director
- All 12 Directors were in attendance
- The Board voted unanimously for Jason Lefebvre as the next Library Director
- Director's contract may be not needed because the Director is now a City employee
- George is in communication with Lisa Ball
- We need to settle on a performance plan (evaluations, SMART goals)
- July 30 2025, Allie got a self-eval template with SMART goals from the City
- We need more info to understand who is responsible for evaluating the Director and the Library as a whole, when, and how (using what metrics/tools)
- Who's responsible for hiring, firing, evaluation, and setting duties?
- Add to bylaws clear language about what control the Board has over the Director
- Add clear language to the contract between the Board and the Director
- Maria is willing to have a luncheon if it's a Welcome to Jason and Farewell to Maria
- Brenna motions to allocate \$1000 from the endowment for a joint Welcome to Jason and Farewell to Maria luncheon. Iohann seconded. **Motion passes unanimously.**

DIRECTOR'S REPORT: Jason Lefebvre

- € 18 people applied for reference position
- € In the process of doing interviews of 4 people
- € Intend to offer by end of next week
- € Assistant Director job is posted on MBLC, City of Holyoke job page
- € Already have a few applications
- € Application closes 27th, review starting on 28th
- € Ideally mid-Feb we'll have a new AD
- € Maria is trying to share all the info including passwords

COMMITTEE REPORTS

BUILDING & GROUNDS:

- Igniter issue with the boiler
- Is this in COTE contract?
- No
- Jason reached out to the city to learn about how they do building maintenance
- We had a leak, had to get carpet cleaner in

FINANCE: Meghan Connolley

- Audit for FY25 ongoing
- Allie and Jason had an initial budget meeting
- Jason is being added to all the accounts
- Previous meeting Jeremy asked about financial education for the Board

- Allie will email the full Board to offer this and work on scheduling them

FUNDRAISING & DEVELOPMENT:

- Latest appeal letter was sent

NOMINATING:

- Nothing

PERSONNEL:

- NAGE is the union working with our staff
- Process has been difficult with the local union rep
- NAGE presented library staff with a contract (not to be signed immediately)
- Director, AD, and Finance Manager are on Schedule A
- Rest of the staff are on the NAGE contract
- More info incoming
- Committee is George, Gabriela, Brenna, and Denise

HPLR:

- Nothing

POLICY: Jeremy Smith

- Nothing

PUBLIC RELATIONS:

- Nothing

PUERTO RICAN CULTURAL PROJECT: Manuel Frau-Ramos

- Gabriela asked for a history of the PRCP
- Manuel put one together

STRATEGIC PLANNING: Maggie Whitehead

- Nothing

TECHNOLOGY: Brenna Levitin

- Wifi was fixed last week
- Omar will share update with committee

OLD BUSINESS

- Nothing

NEW BUSINESS

- Nothing

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

Meeting adjourned at 7:38pm.